



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

**Annual Action Plan  
Program Year 2015**

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

**Adopted – May 4, 2015**

# **City of Watertown Community Development Block Grant Annual Action Plan – Program Year 2015**



## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

This document represents the City of Watertown's Annual Action Plan for Program Year 2015 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. This Annual Action Plan is the second and final plan that has been developed using our two-year Consolidated Plan that covered Program Years 2014 and 2015.

The focus of our 2014 plan was housing rehabilitation programs for owner occupied and rental housing units. The City also allocated funding for blight removal and public improvement activities, including sidewalk construction and tree planting.

For 2015, we plan to continue to focus on housing rehabilitation programs but will also place more emphasis on public improvements activities. The sidewalk construction work and tree planting initiatives will be expanded and we intend to improve several neighborhood playgrounds and parks areas. These efforts will be focused in the Near East and East Target Areas.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City has decided to continue to concentrate its CDBG program for Program Year 2015 on two high priority needs; decent affordable housing and public infrastructure improvements. These needs address two important goals from our Consolidated Plan: affordable housing rehabilitation and neighborhood stabilization and revitalization.

Seven neighborhoods where the majority of the residents have low and moderate incomes (LMI) have been designated as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. Downtown is the one neighborhood with a completely different character. It is a mixed use area with an expanding residential component.

The neighborhood stabilization and revitalization goal will include improvements to public infrastructure in target areas.

Affordable housing rehabilitation is an extremely important goal that was identified in our Consolidated Plan. There is a great need for housing rehabilitation, both within our target areas and in other areas of the City. In order to assist LMI persons throughout the city, housing programs and projects will not be limited to specific neighborhoods. This is also part of an effort not to increase the concentration of lower income persons in a few areas.

### **3. Evaluation of past performance**

As the Annual Action Plan for Program Year 2015 is being written, the City is still in its first year as an entitlement community so we have little performance history to evaluate. The city has, however, participated in the Small Cities Community Development Block Grant (CDBG) program, first administered by HUD and then New York State, for over 35 years.

The city has operated housing rehabilitation programs for most of those years. Public infrastructure projects were funded to a lesser extent and there were a couple of economic development projects.

Improving the city's housing stock will continue to be a priority, because of its advanced age. Recent activity at Fort Drum, a local army base, puts an even higher emphasis on this issue.

Improving the public infrastructure in residential neighborhoods will be given a higher priority. Fewer infrastructure projects have used CDBG funds in recent years, because they have been less competitive.

### **4. Summary of Citizen Participation Process and consultation process**

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2015 included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing to obtain input from citizens, involved agencies and interested persons. Staff participated in several meetings and conference calls to continue to seek input and discuss the needs of the community related to housing, homelessness, public facilities, infrastructure improvements, public services, economic development and planning.

After seeking this input a draft Annual Action Plan was published and a 30-Day public comment period was held. In addition, City Planning Staff reached out to several local organizations to identify ways to expand our citizen participation by all City residents including minorities, non-English speaking persons and persons with disabilities. Staff contacted the Northern Regional Center for Independent Living, a local American Sign Language Interpreting Service and Literacy of Northern New York. Through these consultations, the City gained valuable information about obtaining the services of an American Sign Language interpreter(s) and foreign language interpreters for future CDBG related public meetings and hearings. Feedback from the Northern Regional Center for Independent Living was extremely important as we developed our proposed ADA Accessible Sidewalk Ramp Construction.

Overall, 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**

While the public comments on our Annual Action Plan were somewhat limited, City Planning Staff did receive many valuable suggestions through our consultations 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 neighborhoods and cleaning up blight. Specific project ideas suggested include improving the City's housing stock through owner occupied and rental rehab programs, continuing with a sidewalk improvement project, expanding our tree planting initiatives and improving park and playground areas.

## **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. There was only one suggestion that was not accepted. This suggestion was to provide assistance to the Watertown Industrial Center Local Development Corporation for the rehabilitation of a commercial business incubator building for the purpose of job retention and job creation. While this is a good idea and one that could potentially benefit low to moderate income persons, it does not conform to the goals that the City has outlined in its approved Consolidated Plan. When we became an Entitlement Community last year, our first Consolidated Plan only covered two years. For this first two-year period, the City decided not to include any economic development goals in our plan. This was primarily due to the existing efforts of local economic development agencies. Since our plan does not include an economic development goal at this time and due to the fact that this idea

was more conceptual and not thoroughly developed, this suggestion was not accepted for inclusion in the plan.

As mentioned above, all of the comments and suggestions received were considered and most project specific ideas could be implemented under one or more of the City goals and/or strategies, however, the City will have to prioritize those ideas to address our greatest needs.

## **7. Summary**

The City of Watertown's plan for the second year as an entitlement community in the Community Development Block Grant Program is to continue our plan from year one in which we placed an emphasis on residential neighborhood stabilization and revitalization. Our efforts will include housing rehabilitation and public infrastructure improvements. A slightly greater emphasis will be placed on public improvement activities as we expand our sidewalk construction and tree planting initiatives and also improve several neighborhood playgrounds and park areas. Public improvement activities will be focused in the Near East and East Target Areas while our housing rehabilitation programs will cover all areas of the City.

## **PR-05 Lead & Responsible Agencies – 91.200(b)**

### **1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	WATERTOWN	Planning Office

**Table 1 – Responsible Agencies**

### **Narrative (optional)**

The lead agency for the preparation of the Consolidated Plan and the Annual Action Plan is the City of Watertown through its Planning Office.

### **Consolidated 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 HCR 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 2015 Annual Action Plan.

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

Not applicable.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities.**

See the following pages.



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	AIDS Community Resources
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
2	<b>Agency/Group/Organization</b>	Catholic Charities - Diocese of Ogdensburg
	<b>Agency/Group/Organization Type</b>	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
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

3	<b>Agency/Group/Organization</b>	City of Watertown Citizens Advisory Board
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 to the Citizens Advisory Board Chairman. Planning Office Staff met the Board on March 12, 2015 and discussed the development of the Annual Action Plan. Staff notified the Board of a public hearing that was scheduled for March 16, 2015 and asked for suggestions for the plan.
4	<b>Agency/Group/Organization</b>	Community Action Planning Council of Jefferson County
	<b>Agency/Group/Organization Type</b>	Housing Services-Health Services-Education Services-Employment Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

5	<b>Agency/Group/Organization</b>	Credo Community Center for the Treatment of Addiction
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
6	<b>Agency/Group/Organization</b>	Development Authority of the North Country
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Development Authority of the North country (DANC) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified DANC that a public hearing was scheduled for March 16, 2015.
7	<b>Agency/Group/Organization</b>	Disabled Persons Action Organization
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

8	<b>Agency/Group/Organization</b>	Fort Drum Regional Health Planning Organization
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
9	<b>Agency/Group/Organization</b>	Jefferson County DSS
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

10	<b>Agency/Group/Organization</b>	JEFFERSON COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
11	<b>Agency/Group/Organization</b>	Jefferson County Office for the Aging
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
12	<b>Agency/Group/Organization</b>	Jefferson County Planning Department
	<b>Agency/Group/Organization Type</b>	Other government - County Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Community Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
13	<b>Agency/Group/Organization</b>	Jefferson County Public Health
	<b>Agency/Group/Organization Type</b>	Services-Health Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
14	<b>Agency/Group/Organization</b>	LEWIS COUNTY OPPORTUNITIES, INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.

15	<b>Agency/Group/Organization</b>	NEIGHBORS OF WATERTOWN
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
16	<b>Agency/Group/Organization</b>	North Country Affordable Housing, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
17	<b>Agency/Group/Organization</b>	Northern New York Community Foundation
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders Foundation

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
18	<b>Agency/Group/Organization</b>	Northern Regional Center for Independent Living
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Northern Regional Center for Independent Living (NRCIL) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. A follow up call to a NRCIL disability advocate was made on March 25, 2015 to encourage participation in the development of the plan from those with disabilities. An advocate at NRCIL provided valuable insight and suggestions regarding our proposed ADA Accessible Ramp Project and other accessibility issues within the City. Many of the suggestions were incorporated in the annual action plan. The call also resulted in updated contact information from the agency.
19	<b>Agency/Group/Organization</b>	Points North Housing Coalition
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization Continuum of Care



	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Points North Housing Coalition (PNHC) that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. Staff participated in a conference call with PNHC's Point-In-Time Committee on March 10, 2015 and discussed the upcoming plan. Staff also attended a quarterly meeting of PNHC on March 12, 2015.
20	<b>Agency/Group/Organization</b>	Town of LeRay
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
21	<b>Agency/Group/Organization</b>	Town of Pamelaia
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Community Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
22	<b>Agency/Group/Organization</b>	Town of Watertown
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the Town that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the Town that a public hearing was scheduled for March 16, 2015.
23	<b>Agency/Group/Organization</b>	Transitional Living Services of Northern NY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
24	<b>Agency/Group/Organization</b>	Victims Assistance Center of Jefferson County, Inc.
	<b>Agency/Group/Organization Type</b>	Services - Victims

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
25	<b>Agency/Group/Organization</b>	Watertown Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
26	<b>Agency/Group/Organization</b>	Watertown Local Development Corporation
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015. Planning Office Staff also met with the WLDC Board of Directors on March 19, 2015 and discussed the development of our plan and asked for suggestions for 2015.

27	<b>Agency/Group/Organization</b>	Watertown Urban Mission
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Contact was made via email on March 2, 2015 notifying the agency that the City was starting to develop its Annual Action Plan and was requesting input on the plan. The email also notified the agency that a public hearing was scheduled for March 16, 2015.
28	<b>Agency/Group/Organization</b>	Watertown Industrial Center Local Development Corporation
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders Economic Development
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A meeting was held on March 11, 2015 with representatives from the Watertown Industrial Center Local Development Corporation. Economic Development projects were discussed.
29	<b>Agency/Group/Organization</b>	Literacy of Northern New York
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Literacy of Northern NY was contacted with regard to non-English speaking persons, those with limited English proficiency and the City's minority population.
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### Identify any Agency Types not consulted and provide rationale for not consulting

The City compiled an extensive outreach list and contacted agencies on the list via email on two occasions. 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	Points North Housing Coalition	The City's Strategic Plan includes a priority that would assist with increasing services to homeless persons which is certainly a goal of the Points North Housing Coalition.

**Table 3 – Other local / regional / federal planning efforts**

### Narrative (optional)

## **AP-12 Participation – 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 2015 Annual Action Plan included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council also held a public hearing on March 16, 2015 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

In an effort to encourage participation by all City residents, including minorities, non-English speaking persons and persons with disabilities, the City conducted outreach to several agencies and businesses. The Northern Regional Center for Independent Living (NRCIL) was contacted to encourage participation from those with disabilities. An advocate at NRCIL provided valuable insight and suggestions regarding our proposed ADA Accessible Ramp Project and other accessibility issues within the City. The City also contacted MASLIS Interpreting Services, LLC to discuss the availability of American Sign Language interpreters for meetings and consultations. The City also contacted Literacy of Northern NY with regard to the needs of those with limited English proficiency and non-English speaking individuals. Literacy of Northern NY provided staff with valuable information regarding the City's Spanish and Korean populations and ideas on how to better reach out to those individuals.

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

The citizen participation process was extremely beneficial as it helped to identify the needs and desires of the community and allowed the City to develop its Annual Action Plan accordingly.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	On March 1, 2015, the City of Watertown had an advertisement published in the Watertown Daily Times regarding a public hearing that had been scheduled for the Annual Action Plan. The notice also invited residents and agencies to participate at the hearing and to submit comments to Staff by email, in writing, in person or by phone.	The City did not receive any comments or response to this outreach effort.	N/A	

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	Internet Outreach	Non-targeted/broad community	On March 2, 2015, 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 16, 2015. Twenty-seven agencies were contacted as part of this outreach effort.	Response to this email included two acknowledgement emails as well as requests for follow up meetings.	No specific comments were received as a result of this outreach. The follow up meetings that resulted from the outreach did, however, yield comments and are discussed below.	



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 Meeting	Non-targeted/broad community	On March 9, 2015, Planning Office Staff met with the City Council during a work session meeting. This meeting was held at City Hall and was open to the public. The purpose of the meeting was to have a discussion about the development of the Annual Action Plan for 2015. Staff presented several ideas for potential 2015 projects including housing rehabilitation and public infrastructure projects.	City Council members were in favor of continuing the owner occupied and rental rehabilitation housing programs. Members also expressed a desire to include sidewalk and tree planting projects in the annual plan. The sidewalk project would be designed to fill in gaps in the current sidewalk system. Several areas were discussed including the Near East and East Target Areas. Other infrastructure such as drainage improvements were discussed in relation to the new sidewalks.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Conference Call	Economic Development	On March 10, 2015, Planning Office Staff participated in a conference call with the Points North Housing Coalition's Point-In-Time (PIT) Committee. Ten people representing various agencies in the community participated in the call.	The PIT Committee expressed a desire to continue having the City of Watertown involved in the Points North Housing Coalition to help address homeless needs.	N/A	

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)
5	Agency Meeting	Economic Development	On March 11, 2015, Planning Staff met with two representatives from the Watertown Industrial Center Local Development Corporation (WICLDC).	The WICLDC representatives inquired about the possibility of using CDBG funds for the rehabilitation of an industrial building and/or the possibility of new construction for economic development and job creation/retention opportunities.	Staff explained that while these activities can possibly be assisted with CDBG funding, it would not be possible in our 2015 Annual Action Plan since Economic Development was not a goal in our initial Consolidated Plan. Staff plans to discuss this with the WICLDC next year as we begin the development of our next Consolidated 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)
6	Public Meeting	Non-targeted/broad community	On March 12, 2015, Planning Staff attended a meeting of the Citizens Advisory Board (CAB). The CAB is appointed by the City Council and studies community issues such as housing, downtown development, economic development, parks and recreation and other planning and development issues. A total of 14 business and community leaders attended the meeting.	Staff presented ideas for the 2015 Annual Action Plan including the continuation of our owner occupied and rental rehab housing program as well as additional public facility and infrastructure projects. CAB members generally concurred with this approach. It was suggested that the City continue to target the downtown area with CDBG funds by continuing the upper floor housing program.	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 )
7	Public Hearing	Non-targeted/broad community	On March 16, 2015, the City Council of the City of Watertown held a public hearing at 7:30 p.m. in the City Council Chamber at City Hall as part of its regularly scheduled meeting. To start the Public Hearing, Planning Staff gave an overview of the CDBG Program including the amount allocated for Program Year 2015, the use of CDBG funds and National Objectives that must be met. Staff also provided an overview of the goals from our Consolidated Plan and the types of activities that would be eligible under the plan.	A total of 5 persons spoke at the public hearing including Staff members, members of the City Council and members of the public. Suggestions included focusing the City's efforts for PY 2015 on the Near East and East Target Areas. Public infrastructure improvements such as sidewalks, playground improvements and tree planting were suggested for those areas.	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)
8	Agency Meeting	Minorities  Non-English Speaking - Specify other language: Korean, Spanish	Planning Staff met with the Executive Director of Literacy of Northern NY to discuss ways to better reach out to the City's minority populations and those with limited English proficiency and non English speaking persons.	The meeting provided valuable information about the Spanish and Korean populations that are in Watertown such as their association with Fort Drum, their location in the community and their typical length of stay in the community which can sometimes be short due to military assignments changing.		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City of Watertown is receiving funds from the CDBG program as an entitlement community for the second year. We have previously received HOME funds through the North Country HOME Consortium and the New York State CDBG award.

#### Priority Table

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	784,662	0	0	784,662	784,662	This is the City's annual allocation from HUD for the CDBG program.

**Table 5 - Expected Resources – Priority Table**

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

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

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

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

**Discussion**

The City of Watertown is in its second year as an entitlement community under the CDBG program. The city still has unspent money from the New York State CDBG program but we are expected to use it by the end of Program Year 2015.



## 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	Affordable Housing Rehabilitation	2014	2015	Affordable Housing	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing	CDBG: \$490,000	Rental units rehabilitated: 4 Household Housing Unit Homeowner Housing Rehabilitated: 13 Household Housing Unit
2	Neighborhood Stabilization and Revitalization	2014	2015	Non-Housing Community Development	Downtown Near East East Northwest	Public Infrastructure Improvements	CDBG: \$240,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7282 Persons Assisted
3	Planning & Administration	2014	2015	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Downtown Near East East Northeast Northwest Near West West	Decent Affordable Housing Public Infrastructure Improvements	CDBG: \$54,662	Other: 1 Other

**Table 6 – Goals Summary**

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Affordable Housing Rehabilitation
	<b>Goal Description</b>	Housing units occupied by low and moderate income owners and renters will be repaired.
<b>2</b>	<b>Goal Name</b>	Neighborhood Stabilization and Revitalization
	<b>Goal Description</b>	Neighborhoods will be improved through public facility and infrastructure improvements.
<b>3</b>	<b>Goal Name</b>	Planning & Administration
	<b>Goal Description</b>	Planning and administration to implement grant.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

It is estimated that 17 extremely low-income, low-income and moderate income families combined will be provided affordable housing.

## AP-35 Projects – 91.220(d)

### Introduction

The projects selected for this year's program emphasize the City of Watertown's two primary goals of Neighborhood Stabilization and Revitalization and Affordable Housing Rehabilitation. Rebuilt sidewalks, ADA accessible sidewalk ramps, playground improvements and new street trees will make up the public improvements and will help to meet the Neighborhood Stabilization and Revitalization goal. On the private side, the owner occupied and rental housing rehabilitation programs will contribute to the Affordable Housing Rehabilitation goal.

#	Project Name
1	Owner-Occupied Rehabilitation Program - 2015
2	Rental Rehabilitation Program - 2015
3	Near East and East Target Area Sidewalk Construction Project Phase 1
4	Huntington Street Tree Planting Project
5	Near East Target Area Playground Improvement Project
6	ADA Accessible Sidewalk Ramp Construction Project Phase 1
7	Planning and Administration

**Table 8 – Project Information**

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

The City of Watertown has only three main goals in its Consolidated Plan for the CDBG program, in order to concentrate the impact of the funds. The majority of the funds for this year have been allocated to two of the highest priority needs.

The real obstacle to addressing underserved needs is not having enough funding.

## Projects

### AP-38 Projects Summary

Table 9 – Project Summary

1	<b>Project Name</b>	Owner-Occupied Rehabilitation Program - 2015
	<b>Target Area</b>	Downtown Near East East Northeast Northwest Near West West
	<b>Goals Supported</b>	Affordable Housing Rehabilitation
	<b>Needs Addressed</b>	Decent Affordable Housing
	<b>Funding</b>	CDBG: \$370,000
	<b>Description</b>	The Owner-Occupied Rehabilitation Program will provide rehabilitation assistance for substandard 1-4 family owner-occupied properties.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that the Owner-Occupied Rehabilitation Program will benefit thirteen (13) low and moderate income families.
	<b>Location Description</b>	This program will take place throughout the City of Watertown.
	<b>Planned Activities</b>	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their homes.

2	<b>Project Name</b>	Rental Rehabilitation Program - 2015
	<b>Target Area</b>	Downtown Near East East Northeast Northwest Near West West
	<b>Goals Supported</b>	Affordable Housing Rehabilitation
	<b>Needs Addressed</b>	Decent Affordable Housing
	<b>Funding</b>	CDBG: \$120,000
	<b>Description</b>	The Rental Rehabilitation Program will rehabilitate substandard apartments city-wide and create new apartments on upper floors in the Downtown Target Area.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that the Rental Rehabilitation Program will benefit four (4) low and moderate income families.
	<b>Location Description</b>	The Rental Rehabilitation Program will take place throughout the City and in the Downtown Target Area.
	<b>Planned Activities</b>	Grants and/or loans will be offered to property owners to rehabilitate their rental units.

<b>3</b>	<b>Project Name</b>	Near East and East Target Area Sidewalk Construction Project Phase 1
	<b>Target Area</b>	Near East East
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	The City of Watertown is proposing to undertake public infrastructure improvements consisting of sidewalk construction in the Near East and East Target Areas. The intent of the project is to fill in notable gaps in the pedestrian infrastructure with the construction of sidewalks where none currently exist. This will allow the City to help address an important Non-Housing Community Development need identified in our Consolidated Plan. That is to ensure pedestrian safety by assisting with the construction of sidewalks where there are gaps in the system. A major portion of the sidewalk construction in Phase 1 will occur on the south side of 1300-1600 Blocks of Huntington Street. This will provide a pedestrian connection between existing sidewalks on Huntington Street near the intersection of North Michigan Avenue, the western limits, to an existing riverfront park, Waterworks Park, located at the eastern limits. This will also provide residents with better access to the Waterworks Park recreational facility and will expand the sidewalk network in this area. Another area planned for sidewalk construction is within the East Target Area on Walker Avenue. Sidewalk construction on Walker Avenue will be at the north end of the street and will provide for a pedestrian connection between the existing sidewalk and a proposed multi use recreational trail. The New York State Office of Parks Recreation and Historic Preservation is constructing a 1.1 mile extension of the Black River Trail in the summer/fall of 2015 which will extend an existing 3.1 mile recreational trail into the City limits, terminating at Walker Avenue. The proposed sidewalk will connect the residents of East Hills Apartments and Meadowbrook Apartments to this popular recreational facility.
	<b>Target Date</b>	6/30/2016

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 570 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.
	<b>Location Description</b>	The proposed sidewalk construction will occur on the south side of the 1300-1600 Blocks of Huntington Street. This area is located in the City's Near East and East Side Target Areas in Census Tract 612, Block Groups 1 and 3. The proposed sidewalk construction on Walker Avenue is also located in Census Tract 612, Block Group 3. Block Group 1 is characterized by having a low to moderate income population of 51.7% and is predominantly residential in nature. Block Group 3 is characterized by having a low to moderate income population of 79.5%. It is primarily residential but it does contain a small area of industrial as well as commercial uses.
	<b>Planned Activities</b>	The City is proposing the construction of approximately 1,650 linear feet of new sidewalks along the south side of the 1300-1600 Blocks of Huntington Street and approximately 50 linear feet of sidewalk at the end of Walker Avenue.

4	<b>Project Name</b>	Huntington Street Tree Planting Project
	<b>Target Area</b>	Near East East
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$8,000
	<b>Description</b>	The City of Watertown is proposing to undertake public infrastructure improvements consisting of tree planting in the 1300 to 1600 Blocks Huntington Street. The Huntington Street Tree Planting Project will help meet an important need identified in the City's Consolidated Plan by improving the overall aesthetic quality of the community and by improving the pedestrian experience of this section of the street. The project will coincide with sidewalk construction work planned for this area and will enable the City to plant trees in an area where very few City owned street trees currently exist. This will assist with the beautification and revitalization of the area.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 570 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.
	<b>Location Description</b>	The proposed tree planting will occur on the south side of the 1300-1600 Blocks of Huntington Street. This area is located in the City's Near East and East Side Target Areas in Census Tract 612, Block Groups 1 and 3. Block Group 1 is characterized by having a low to moderate income population of 51.7% and is predominantly residential in nature. Block Group 3 is characterized by having a low to moderate income population of 79.5%. It is primarily residential but it does contain a small area of industrial as well as commercial uses.
	<b>Planned Activities</b>	The City is proposing the planting of 32 street trees along this section of the road.



5	<b>Project Name</b>	Near East Target Area Playground Improvement Project
	<b>Target Area</b>	Near East
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	The City of Watertown is proposing to undertake public infrastructure improvements consisting of playground improvements in the Near East Target Area. The project will include major upgrades at two playground facilities within this target area. The Near East Target Area was identified in our outreach and consultation efforts as an area in which to focus our CDBG efforts for 2015. The Playground Improvement Project will focus on this area and will allow the City to help meet an important Non-Housing Community Development Need identified in our Consolidated Plan. That is to ensure that adequate recreational facilities are available for residents in all low to moderate income neighborhoods. LMI neighborhoods contain a very low percentage of the total park land in the City. Where parkland and recreational facilities do exist, they are often inadequate in terms of the condition of the existing equipment, landscaping and access to the site. The project will include upgrades to both the Academy Street Playground and the North Hamilton Street Playground such as sidewalks, fencing, landscaping, site amenities and playground equipment.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 809 low to moderate income families will benefit from the proposed project based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers.

	<b>Location Description</b>	The Academy Street Playground is located at the intersection of Academy Street and Clay Street and is located in the Near East Target Area. It is within Census Tract 621, Block Group 3 and is characterized by having a low to moderate income population of 51.5%. The block group is predominantly residential in nature. The North Hamilton Street Playground is located within Census Tract 612, Block Group 3 and is characterized by having a low to moderate income population of 51.7%. It is primarily residential although it does contain a very small area of commercial uses in the 200 Block of North Hamilton Street.
	<b>Planned Activities</b>	The improvements planned for the Academy Street Playground include the installation of new sidewalks, fencing, landscaping, site amenities and a new playground structure. The improvements planned for the North Hamilton Street Playground include the installation of a small basketball area, fencing, site amenities, landscaping and a new playground structure.

6	<b>Project Name</b>	ADA Accessible Sidewalk Ramp Construction Project Phase 1
	<b>Target Area</b>	Downtown Near East East Northwest
	<b>Goals Supported</b>	Neighborhood Stabilization and Revitalization
	<b>Needs Addressed</b>	Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$52,000
	<b>Description</b>	The City of Watertown is proposing to undertake public infrastructure improvements consisting of ADA sidewalk ramp construction in various locations throughout the City. Plans call for the construction of ADA sidewalk ramps at the intersections of several streets. The project will provide 24 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. 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. The ADA Accessible Sidewalk Ramp Construction Project Phase 1 will include improvements within the Northwest Target Area as well as the Near East Target Area, which was identified in our outreach and consultation efforts as an area in which to focus our CDBG program for 2015.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 1,437 low to moderate income families will benefit from the proposed project. This is based on the total population, average family size and the low to moderate income percentages for the block groups that the project covers. However, the primary beneficiaries of the ADA Accessible Sidewalk Ramp 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 accurately estimate the number of elderly and severely disabled persons who will ultimately utilize the improvements.

	<b>Location Description</b>	<p>The proposed locations for the ADA sidewalk ramps include the following intersections:</p> <ol style="list-style-type: none"> <li>1. Superior Street/Cayuga Street – 4 corners</li> <li>2. Superior Street/Frontenac Street – 4 corners</li> <li>3. Academy Street/Clay Street – 4 corners</li> <li>4. Arlington Street/Boyd Street – 4 corners</li> <li>5. Arlington Street /Academy Street – 4 corners</li> <li>6. North Michigan Street/Huntington Street – 2 corners</li> <li>7. N Colorado Avenue/Huntington Street – 2 corners</li> </ol> <p>There are a total of 24 ADA sidewalk ramps proposed to be constructed as part of this project. The sites include, but are not limited to locations in the Northwest Target Area, the Near East Target Area and the East Target Area.</p>
	<b>Planned Activities</b>	<p>The City is proposing the construction of 24 ADA accessible sidewalk ramps at 7 intersections in the City that will serve to remove barriers and enhance the mobility and accessibility for elderly and severely disabled persons. The work will consist of the ramp and landing construction, curbing, sidewalk transitions, the installation of tactile warning plates and other related work.</p>

7	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Downtown Near East East Northeast Northwest Near West West
	<b>Goals Supported</b>	Planning & Administration
	<b>Needs Addressed</b>	Decent Affordable Housing Public Infrastructure Improvements
	<b>Funding</b>	CDBG: \$54,662
	<b>Description</b>	This project is for the administration of the CDBG Program.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable.
	<b>Location Description</b>	Covers wherever CDBG funds will be spent. Plans will be for target areas only.
	<b>Planned Activities</b>	The CDBG Program will be administered and plans will be developed for the local target areas.

## **AP-50 Geographic Distribution – 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 will direct the grant funding for the housing rehabilitation programs throughout the City of Watertown, but with an emphasis on the target areas. The playground improvement project will focus on the Near East Target Area. The ADA Accessible Ramp Project, the Sidewalk Project and the Street Tree Project will be focused on the Near East and East Side Target Areas.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown	10
Near East	35
East	15
Northeast	10
Northwest	10
Near West	10
West	10

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The rationale for priority allocations to the target areas is that they are low and moderate income neighborhoods. More funds will be spent in the older neighborhoods, which have the oldest housing stock and infrastructure.

### **Discussion**

The Near East and East target areas will be the focus of the City's infrastructure improvements this year and will include the playground, sidewalk, ADA ramps and street tree projects. This infrastructure work, coupled with housing rehabilitation work, will mean that a large percentage of the funds will be spent in these areas. The Northwest and Near West target areas have some of the oldest housing stock in the City and will likely receive a good portion of the housing rehabilitation funds.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

A large portion of the City's CDBG allocation for Program Year 2015 will go toward affordable housing, particularly rehabilitation of owner-occupied and rental units.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	17
Special-Needs	0
Total	17

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	17
Acquisition of Existing Units	0
Total	17

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The City will continue the Owner-Occupied and Rental Rehabilitation Programs.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Watertown Housing Authority is an independent agency that does not receive any funding from the city. We do, however, communicate and work together when possible.

### **Actions planned during the next year to address the needs to public housing**

The housing authority has not requested any assistance from the CDBG program in this program year. The city will continue to work closely with the authority management to identify unmet needs.

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

While the housing authority has programs to encourage input from residents in the management of their properties, and to guide residents toward homeownership, the City does not have funding directed toward these goals in the current program year. The city will continue to work closely with the housing authority, and provide financial resources when needed and available.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable.

### **Discussion**

The next possible project we may be working with the housing authority on is the construction of up to 43 new units. This has the potential for be a neighborhood revitalization catalyst project.



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City will collaborate with Points North Housing Coalition (PNHC) and its partner agencies to improve services to the homeless and those with special needs.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

The City's strategic plan does not include financial assistance to assist with homeless issues for this program year. We will, however, be working to implement a project from Program Year 2014 to assist the Points North Housing Coalition (PNHC) with their 2016 Point-In-Time (PIT) count. The City will also continue to attend the PNHC's quarterly meetings as well as the monthly conference calls of the PIT Committee.

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

Points North Housing Coalition partner agencies will continue to address emergency shelter and transitional housing needs of homeless persons. The expanded outreach planned during the 2016 Point-In-Time count will enable staff persons conducting the count to provide information and assistance to homeless individuals regarding emergency shelter assistance and transitional housing.

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

The city will address homelessness by continuing to work with the Points North Housing Coalition. The housing rehabilitation activities proposed for this program year will also increase the availability of decent affordable housing to those making the transition out of homelessness.

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

The Points North Housing Coalition (PNHC), and one particular partner organization—Jefferson County DSS—have had tremendous success in preventing homelessness by utilizing HUD Shelter Plus Care and other programs. The city’s support of PNHC will bolster these activities.

### **Discussion**

While homelessness is typically approached from a regional level by Jefferson County and private nonprofits, previously allocated CDBG resources will allow the City to improve access to these resources for city residents.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

As described in the Housing Market Analysis in the City's Consolidated Plan, many of the economic and public policy barriers to affordable housing take effect on a regional level. The City has very little power on its own to ameliorate the effects of these issues.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Affordable housing efforts will be focussed on simply increasing the availability of high quality affordable housing in the City via direct rehabilitation assistance to landlords and homeowners.

### **Discussion**

One barrier to affordable housing that may see some improvement is the lack of highly available public transit. Concurrently with the City's designation as an Entitlement Community, a Metropolitan Planning Organization is being formed to tackle transportation issues in the area. New resources and planning efforts may result in improved public transit service in and around the City.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

CDBG funded activities for this program year include the following:

#### **Actions planned to address obstacles to meeting underserved needs**

The City's owner-occupied and rental rehabilitation programs will help improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it.

#### **Actions planned to foster and maintain affordable housing**

Owner-occupied and rental rehabilitation comprises a large portion of this program year's funding.

#### **Actions planned to reduce lead-based paint hazards**

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

#### **Actions planned to reduce the number of poverty-level families**

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

#### **Actions planned to develop institutional structure**

No actions are planned to develop institutional structure

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

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 the actions listed above, the city will direct some funding toward infrastructure rehabilitation, including sidewalks, street trees, playgrounds and ADA sidewalk ramps.

## Program Specific Requirements

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

#### Introduction

This is the City's second year as an entitlement program and our housing rehabilitation programs from our first year have not generated any program income yet. We also do not have proceeds from section 108 loan guarantees, surplus urban renewal funds, funds returned to the line of credit, or income from float-funded activities. We expect that almost all of our funds will benefit low and moderate income persons.

#### 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
<b>Total Program Income:</b>	<b>0</b>

#### 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.	100.00%

#### Discussion

We expect that the nearly all of the funds from Program Year 2015 will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2015.

Annual Action Plan  
2015

52

## Attachments

### Citizen Participation Comments

#### Citizen Participation Comments

The City of Watertown City Council discussed the CDBG 2015 Annual Action Plan at a work session meeting held on March 9, 2015 and at a public hearing held on March 16, 2015. During the work session there were a number of comments from the City Council regarding the plan including their desire to continue the owner occupied and rental rehabilitation housing programs. Members also expressed a desire to include sidewalk and tree planting projects in the annual plan.

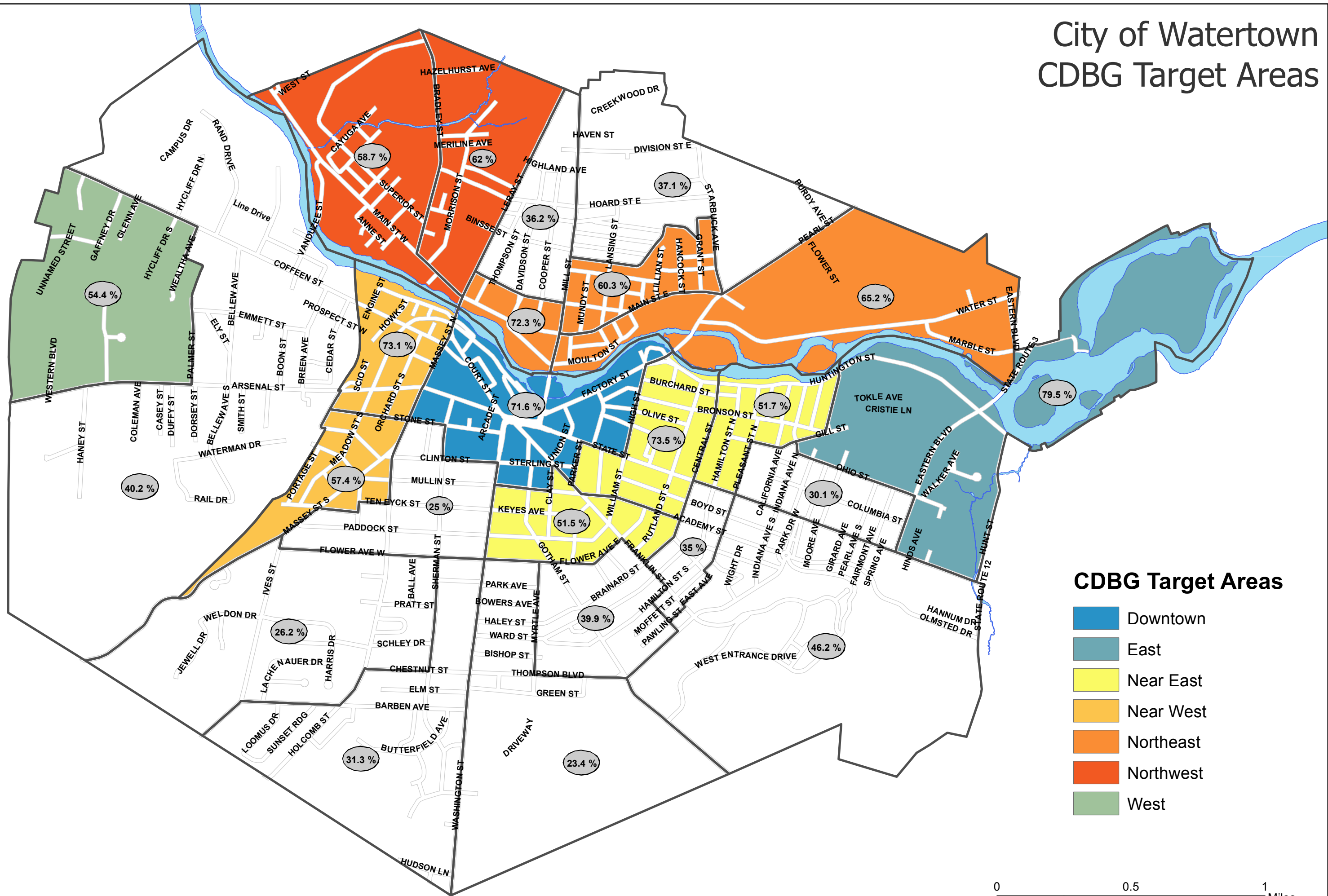
At the March 16, 2015 public hearing a total of 5 persons spoke at the public hearing including Staff members, members of the City Council and members of the public. Suggestions included focusing the City's efforts for PY 2015 on the Near East and East Target Areas. Public infrastructure improvements such as sidewalks, playground improvements and tree planting were suggested for those areas.

The City completed and published its Community Development Block Grant Draft Annual Action Plan on April 1, 2015. A notice of the 30-day public comment period was published on April 1, 2015 in the Watertown Daily Times and the 30-day public comment period for the plans was held between April 1 and April 30, 2015.

During the comment period, the City did not receive any citizen comments. Most of the comments that the City received during the development of the Annual Action Plan were through our consultation and outreach efforts.



# City of Watertown CDBG Target Areas



0 0.5 1 Miles

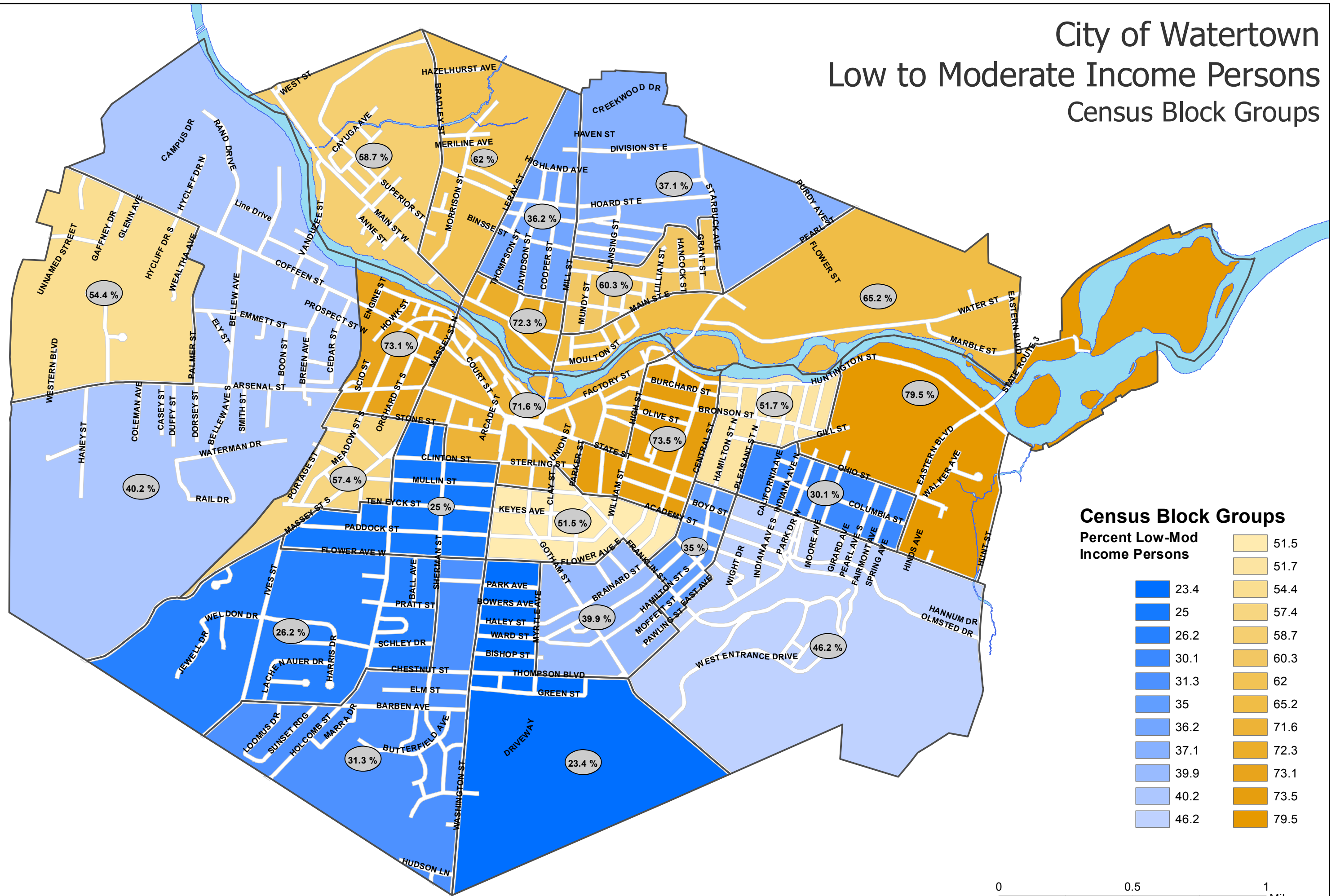




# City of Watertown

## Low to Moderate Income Persons

### Census Block Groups



0 0.5 1 Miles