



Community Development Block Grant Entitlement Communities Program

**Annual Action Plan
Program Year 2017**

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

Adopted July 17, 2017

Executive Summary

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

1. Introduction

This document represents the City of Watertown's Annual Action Plan for Program Year 2017 for the City's Community Development Block Grant (CDBG) Program. The City became an Entitlement Community under the CDBG Program for the first time in 2014 and developed a two-year Consolidated Plan to start the program. Last year, the City developed its first five-year Consolidated Plan, which was written in conjunction with the North Country Home Consortium's (NCHC) Consolidated Plan. The NCHC represents a three county area consisting of Jefferson, Lewis and St. Lawrence counties and receives annual funding from the HOME Investment Partnership program. This plan is the second Annual Action Plan that has been developed using the five-year Consolidated Plan that covers Program Years 2016-2020.

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

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

For 2017, the City's Annual Action Plan will continue to emphasize the three primary goals identified in our Consolidated Plan, which are Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation and Homeownership Assistance. The City's lower priority goals of Fair Housing Education, Homeless Assistance and Public Services Support will also be addressed in our plan through a variety of projects, but at a much smaller funding level than the higher priority needs.

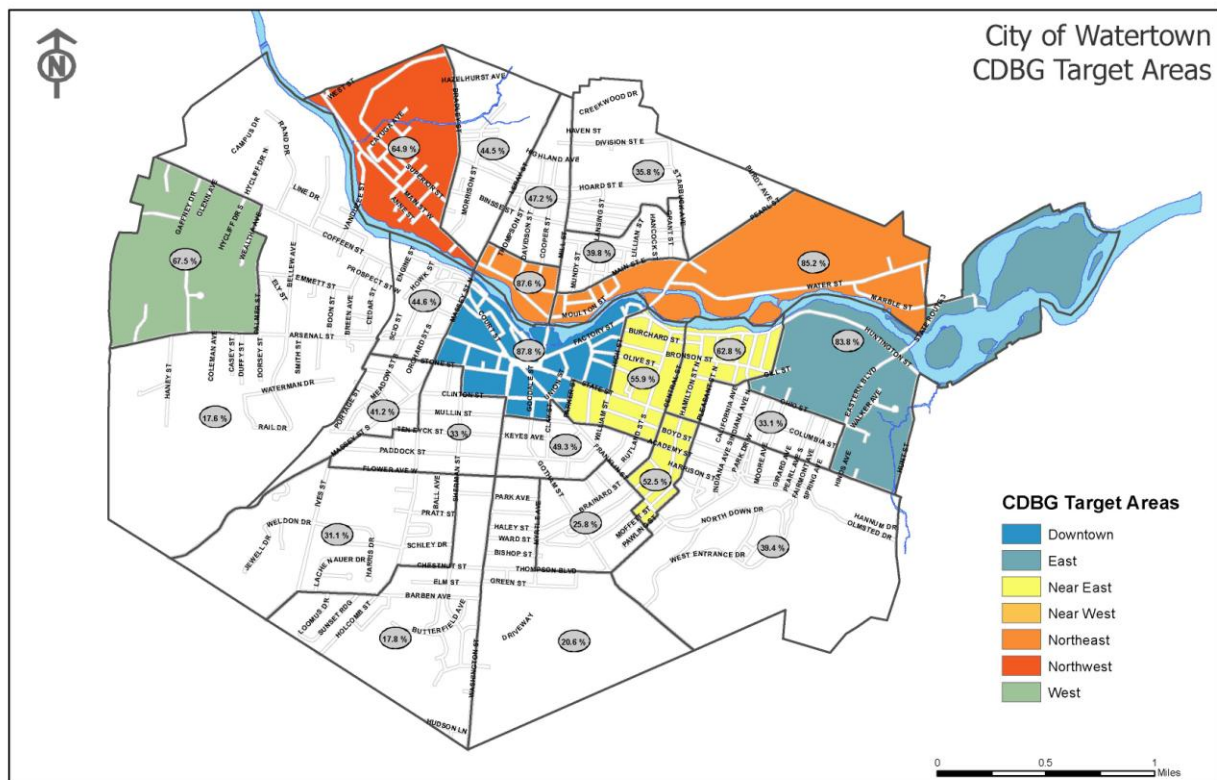
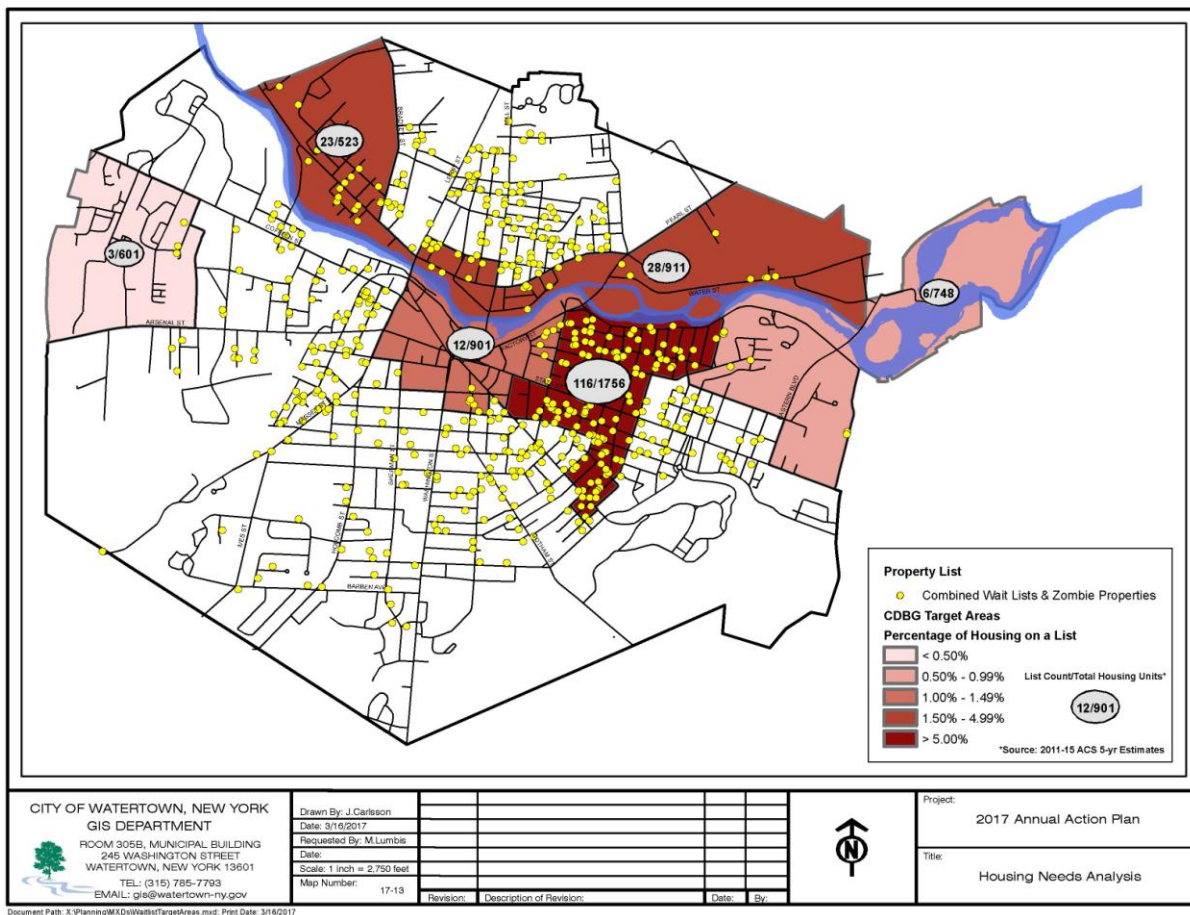
The projects that have been identified to fulfill the three primary goals include an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, a homebuyer program, demolitions of blighted buildings, sidewalk and ADA sidewalk ramp reconstruction and the construction of bus shelters. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, provide Fair Housing Education and assist the Watertown City School District's Backpack program that helps feed families in need.

Planning and Administration will also be included in the plan and will consist of a planning study to collect existing conditions data on the City's accessible sidewalk ramps and to analyze the data and write the first section of the City's ADA Transition Plan. The Annual Action Plan will also include funding for the overall administration of the CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

The City has decided to continue to concentrate its CDBG Program for Program Year 2017 on four high priority needs; decent affordable housing, homeownership, public infrastructure improvements and blight elimination. These needs address three important goals from our Consolidated Plan: neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership assistance. The City will also address several of our lower priority needs including fair housing education, support of public services and homeless prevention.

The City has identified six neighborhoods where the majority of the residents have low and moderate incomes (LMI) and have designated these areas as local target areas. Most of the neighborhoods are residential in nature although some have small commercial pockets. During discussions regarding the CDBG Program, the City Council indicated a desire to focus on one geographic area of the City for Program Year 2017 to make our CDBG Program efforts more impactful and visible. To determine the area within the City where the need may be the greatest, the City conducted a mapping analysis of the housing needs in the various target areas that looked at the number of vacant and abandoned homes, and the number of property owners who have applied for CDBG funding through our owner occupied and rental housing rehabilitation programs. The analysis revealed that the highest number of locations per target area and greatest need was in the Near East Target Area. (See the map below) This area of the City has some of the oldest housing stock and it is reasonable that this area would have a higher housing rehabilitation need as compared to other target areas. In addition to housing, the City has identified a vast need for infrastructure improvements and blight removal in the Near East Target Area. The City is therefore proposing to target this area for improvements in the 2017 Annual Action Plan.



3. Evaluation of past performance

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

During the first three years as a CDBG Entitlement Community, the City has had success with the implementation of a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including sidewalk construction projects and the replacement of ADA ramps. Our owner-occupied and rental housing rehabilitation programs are now underway and we have assisted with the rehabilitation of two large multi-family housing developments.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City's CDBG Annual Action Plan for Program Year 2017 included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The citizen participation process also involved holding a public meeting on February 28, 2017 at the Watertown Housing Authority's Hilltop Towers Building to encourage citizen participation in the planning process for the City's CDBG program. Staff gave citizens an overview of the CDBG program, discussing what activities were eligible and ineligible for CDBG funding. City Staff facilitated group discussions where members of the public were encouraged to share their own ideas and help identify priorities and areas of concern. Citizens then produced a list of proposed project ideas and a list of challenges facing the City. Citizens were then given the option of voting on their favorite at the end of the public meeting.

Staff also participated in several meetings and phone calls to continue to seek input and discuss the needs of the community related to housing, infrastructure improvements, public services, homelessness and planning.

The City Council also held a public hearing on March 6, 2017 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

After seeking this input, a draft Annual Action plan was published and a 30-Day public comment period was held in order to gather additional input from citizens. The 30-Day public comment period lasted from March 26, 2017 to April 24, 2017.

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

5. Summary of public comments

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations, public meetings and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions and public facilities, improving transportation, improving neighborhoods and cleaning up blight. Specific project ideas suggested included improving the City's housing stock through owner occupied and rental rehab programs, continuing a homebuyer program and including more sidewalk improvement and ADA ramp projects. Additionally a demolition project was proposed by the Salvation Army to eliminate blight in the Near East Target Area. Other specific project ideas included providing assistance to the Watertown City School District Backpack Program and assisting the Points North Housing Coalition with the Point-In-Time Count of homeless in the area. As noted above, the City's 2017 Annual Action Plan was available for public comments during a 30-day public comment period that was held between March 26, 2017 and April 24, 2017 after a notice of the comment period was published in the *Watertown Daily Times*. Staff received no comments on the plan during the 30-day comment period.

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

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

The first was a request from the Watertown Urban Mission to support their Housing Program with the purchase of air mattresses and smoke and carbon monoxide detectors. Unfortunately, this project would not be eligible for funding as the purchase of furnishings and personal property is ineligible under CDBG.

The second comment came from City Council members who inquired about the possibility of using CDBG funds for the reconstruction of the Thompson Park Pool. Staff reviewed this project for eligibility. However, it was determined that the project was not an eligible use of CDBG funds as the service area for the pool was not in a location that had at low-to-moderate income population of at least 51 percent.

The third comment was a request from City Council members regarding the use of CDBG funds for Code Enforcement. While the costs incurred for inspection for code violations and enforcement of codes in

deteriorated areas are eligible, the City Council agreed not to include this in our Annual Action Plan for this year. The City Council decided that if there was interest in using CDBG funds for this purpose, that Staff should research and develop a plan for implementation in the coming year regarding costs, determine exactly how the inspections and code enforcement has to be tied to improvements at specific properties and how the program overall would have to be conducted to ensure that we are in compliance with all applicable regulations. Further discussions regarding this issue will occur in the coming year.

As mentioned above, all of the comments and suggestions that were received were considered by the City and many of the project specific ideas could possibly be implemented under one or more of the City goals and/or strategies. Many of the suggestions have been included in our plan however, there were a few that were not included due to eligibility concerns or because additional planning needs to be completed before moving forward with the ideas.

7. Summary

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

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

Planning and Administration will also be included in the plan and will consist of a planning study to collect existing conditions data on the City's accessible sidewalk ramps and to analyze the data and write the first section of the City's ADA Transition Plan. The Annual Action Plan also includes funding for the overall administration of the program.

In an effort to make our CDBG Program efforts more impactful and visible, the City Council has decided to focus on one geographic area of the City. The Near East Target Area will be the focus of our efforts. The housing rehabilitation, homebuyer program, demolition, sidewalk and ADA ramp projects and one of two proposed bus shelters will be targeted for this area.

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Department

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan and Annual Action Plan Public Contact Information

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

1. Introduction

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

The City also held a public meeting to encourage citizen participation in the planning process for the City's Community Development Block Grant program. Citizens were given an overview of the CDBG program, discussing what activities were eligible and ineligible for CDBG funding. City Staff facilitated group discussion where members of the public were encouraged to share their own ideas and help identify opportunities and challenges within the City.

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

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies and unmet needs. This information was incorporated into the Consolidated Plan. Lewis County Opportunities administers the Housing Choice Voucher Program in the City and was also consulted while developing the Consolidated Plan and provided important information regarding the HCV program, number of households assisted, waiting lists and shortfalls in capacity. Both of the agencies were also contacted and were asked to provide input in the development of the 2017 Annual Action Plan.

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

the development of the plan. The Strategic Planning Committee was recently formed with the intent of writing a three year plan to identify the goals and objectives of the Coalition.

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

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

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	ACR Health
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS Services-Health
	What section of the Plan was addressed by Consultation?	HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017
2	Agency/Group/Organization	City of Watertown Citizens Advisory Board
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Board is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing and economic development. Initial contact was made to the members of CAB via email on February 17, 2017. The email asked members to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Planning Staff then gave a presentation to the members on March 14, 2017, asking for additional input on the 2017 program. Members felt very strongly that projects should focus on neighborhood revitalization. By focusing on a target area, CDBG funds would have the greatest impact. They felt projects should focus on rehabilitation of housing in the chosen target area.

3	Agency/Group/Organization	Catholic Charities - Diocese of Ogdensburg
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
4	Agency/Group/Organization	Community Action Planning Council of Jefferson County
	Agency/Group/Organization Type	Housing Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
5	Agency/Group/Organization	Development Authority of the North Country (DANC)
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. Contact was also made via email on February 17, 2017 asking for additional input on the upcoming program.
6	Agency/Group/Organization	JEFFERSON COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
7	Agency/Group/Organization	Jefferson County Public Health
	Agency/Group/Organization Type	Services-Health Other government - County

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
8	Agency/Group/Organization	Jefferson County DSS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
9	Agency/Group/Organization	Jefferson County Office for the Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
10	Agency/Group/Organization	LEWIS COUNTY OPPORTUNITIES, INC
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
11	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was also made via email on February 17, 2017.
12	Agency/Group/Organization	NEIGHBORS OF WATERTOWN
	Agency/Group/Organization Type	Housing Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Neighbors of Watertown is the subrecipient for the City's CDBG housing programs. Regular contact is made with them on the status of those projects as well as future needs. Numerous meetings were held and emails exchanged to discuss the 2017 program and needs for the coming year.
13	Agency/Group/Organization	Northern New York Community Foundation
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
14	Agency/Group/Organization	Northern Regional Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.

15	Agency/Group/Organization	Town of Pamelaia
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
16	Agency/Group/Organization	Transitional Living Services of Northern NY
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
17	Agency/Group/Organization	Watertown Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017. Additionally, a public meeting was held at one of the WHA housing complexes to get input on needs and strategies for the upcoming program year.
18	Agency/Group/Organization	Watertown Local Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders

	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
19	Agency/Group/Organization	Watertown Urban Mission
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017. Additionally, Watertown Urban Mission submitted a request for CDBG funds to support their Housing Program with the purchase of air mattresses and smoke and carbon monoxide detectors. Unfortunately, this project would not be eligible for funding as the purchase of furnishings and personal property is ineligible under CDBG.
20	Agency/Group/Organization	Lucy's House
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
21	Agency/Group/Organization	North Country Family Health Center
	Agency/Group/Organization Type	Services-Health

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
22	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
23	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
24	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
25	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
26	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly attends the Points North Housing Coalition meetings. Once again this year, the City received a request for assistance in a joint Point in Time outreach and education initiative. The initiative would involve a small marketing campaign consisting of television and newspaper advertisements in the weeks preceding the annual Point in Time Count of the homeless population. The advertising would raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of the PIT events being sponsored by the PNHC. It would also offer those attending a chance to find out about homeless services in addition to being included in the PIT count.
27	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
28	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017.
29	Agency/Group/Organization	Salvation Army
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 17, 2017. The City received a request from the Watertown Salvation Army (WSA) to assist with this proposed project that would allow them to expand their existing community programs and improve the community centered elements of the existing building. The project would be a multi-year, phased project with the acquisition of the property located at 715-717 State Street and demolition of three structures on the parcel making up Phases 1 and 2. Phase 3 would consist of the creation of additional parking and green space for children's programs. Phase 4 of the project would involve the expansion of the WSA building to accommodate a larger kitchen and community room. Staff has evaluated this project and has determined that assisting the WSA with the demolition of the structures, after they acquire them, would be the best way in which to use CDBG funding to support the project.

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

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

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

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

Table 3 - Other local / regional / federal planning efforts

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

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

The citizen participation process for the City of Watertown's CDBG 2017 Annual Action Plan included extensive outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

On the evening of February 28, 2017, the City Planning Department held a public meeting at the Hilltop Towers public housing complex to encourage citizen participation in the planning process for the City's Community Development Block Grant program. Planning Staff gave attendees an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, and facilitated group discussion where members of the public were encouraged to share their own ideas and help identify priorities and areas of concern.

The week following the public meeting, the City Council held a public hearing on March 6, 2017 to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Local Public Agencies	On February 17, 2017, 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 6, 2017. Over 25 agencies were contacted as part of this outreach effort.	The City received comments from three agencies; Jefferson County Public Health Services (JCPHS), the Points North Housing Coalition (PNHC) and the Watertown Urban Mission. The latter two agencies communicated their comments to the City via the North Country Behavioral Healthcare Network & Management Services. JCPHS suggested a program that replaces old windows in city homes including rental units. PNHC asked the City to continue funding the Point-In-Time Count Outreach and Education Initiative, which advertises "Home of Your Own" events on the night of PNHC's Point-in-Time Count of the area's homeless population. The Watertown Urban Mission suggested purchasing air mattresses for their housing program to help with the bed bug issue and smoke and carbon monoxide detectors for their 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)
2	Public Meeting	Residents of Public and Assisted Housing	On the evening of February 28, 2017, Planning Staff held a public meeting at Hilltop Towers located in the City's Northeast Target Area. Approximately 20 people attended the meeting, all but two of whom were residents of the complex.	Residents overwhelmingly identified public transportation as the greatest challenge and top priority during group discussions. Other issues identified included poor condition of sidewalks, blighted housing, homelessness, inadequate disability accommodations and inadequate lighting in certain parts of the City. The most popular project idea that residents identified was extending bus routes and operating hours, as well as installing more shelters. Other project ideas included a lead paint abatement program, building a new community center that would include child care, as well as continuing to implement current programs, such as the City's homebuyer program, housing rehabilitation programs and ADA ramp upgrades.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/ broad community	On the evening of March, 6, 2017, City Council held a public hearing in Council Chambers at City Hall to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.	In addition to Council members and Staff, two members of the public spoke at the public hearing. Both members of the public spoke in favor of funding a planned expansion of the Salvation Army facility on State Street. A Council Member suggested using funds to rehabilitate the Thompson Park swimming pool. However, other Council Members stated that rehabilitating the pool would not be an eligible use of CDBG funds.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Advisory Board	Citizen Community Leaders	On March 14, 2017, Planning Staff gave a presentation on the CDBG program to members of the Watertown Citizens Advisory Board (CAB), a group of private and public-sector community leaders, and requested members' input on the program. Approximately 15 CAB members attended this meeting.	The CAB members in attendance generally supported the projects proposed for the 2017 Annual Action Plan. The most significant consensus that emerged from this meeting was a desire to focus the CDBG program's efforts on one Target Area. CAB members wanted to create a focus area to create more visible cumulative effects. As a result of this meeting and previous discussion with the City Council, the City chose the Near East Target Area as a Focus Area for the 2017 Program Year.	All comments were considered in the preparation of the draft plan and were reviewed by the City to determine common and recurring themes to help establish priorities and projects for the plan.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City of Watertown is receiving funds from the CDBG program as an Entitlement Community for the fourth year. The City's timeline for writing the draft 2017 Annual Action Plan preceded an award letter from HUD that outlined the available funding amount for the CDBG Program for 2017. In drafting the proposed plan, the City utilized an anticipated budget of \$800,000. This amount was the approximate amount that the City received in FY 2016 (the actual was \$801,332). On June 26, 2017 HUD informed the City of our actual funding amount of \$819,505. The table below and the individual project budgets in Section AP-38, Project Summary, have been updated accordingly. The individual project budgets were finalized based on the contingency plan that is outlined below.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	819,505	0	0	819,505	2,400,000	This is the City's annual allocation from HUD for the CDBG program. Years 3-5 assume funding levels of \$800,000 per year.

Table 5 - Expected Resources – Priority Table

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

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

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

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

Discussion

The City of Watertown will be starting its fourth year as an Entitlement Community under the CDBG program. The city still has unspent funds from the previous years but expects to continue to draw down that funding and complete several projects by the end of Program Year 2017.

As noted above, while developing the proposed 2017 Annual Action Plan, the City utilized an anticipated budget of \$800,000. This amount is the approximate amount that the City received in Program Year 2016. After HUD informed the City of our actual funding amount for 2017, the individual project budgets were updated according to the contingency plan outlined below.

The draft Annual Action Plan that was published for public review and comment proposed that if the funding allocated to the City was greater than the \$800,000 that was anticipated, each of the individual project budgets would proportionally increase from the estimated funding levels to match the actual allocation.

The draft plan also proposed that if the funding allocated to the City was less than the \$800,000 that was anticipated, the City proposed the following contingency plans:

1. If the amount allocated is equal to 20 percent or less than the anticipated budget, each of the individual project budgets will proportionally decrease from the estimated funding levels to match the actual allocation. The exception will be the Near East (Huntington St.) Sidewalk Project Phase 3, which will remain unchanged. The reduction that would have come from the sidewalk project will be applied to the budget for the ADA Accessible Sidewalk Ramp Construction Project Phase 3. The anticipated accomplishments for each of the projects will be reduced accordingly. For example, if the funding for the Owner Occupied Rehabilitation Program is reduced by 20 percent from \$250,000 to \$200,000, the number of homes rehabilitated will be reduced by 20 percent from a total of 9 to 7.

2. If the amount allocated is more than 20 percent less than the anticipated budget, the City proposes to reduce the budgeted amount for the Homebuyer Program from \$125,000 to \$25,000 and the budgeted amount for the ADA Accessible Sidewalk Ramp Construction Project Phase 3 from \$48,000 to \$16,000. To account for the remaining difference after the first two reductions, each of the remaining individual project budgets will proportionally decrease from the estimated funding levels. In this scenario, the anticipated accomplishments for the Homebuyer Program will be reduced from 5 families to 1 and from 16 to 4 for the Sidewalk Ramp Construction Project. The accomplishments for the remaining projects will be adjusted accordingly based on the final project budget amounts.

Since HUD informed the City that our annual funding allocation for Program Year (PY) 2017 would be greater than the \$800,000 that was anticipated, each of the individual project budgets were increased proportionally as noted above. The increase to each project budget over what was proposed is approximately 1.02%. The percentage increase was applied to each proposed project budget amount and then rounded to the nearest one hundred dollars. The updated project budgets are reflected in Section AP-38, Project Summary.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2016	2020	Non-Housing Community Development	Near East	Public Infrastructure Improvements Blight Elimination	CDBG: \$238,800	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1568 Persons Assisted Buildings Demolished: 3 Buildings
2	Affordable Housing Rehabilitation	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Decent Affordable Housing	CDBG: \$358,500	Rental units rehabilitated: 4 Household Housing Unit Homeowner Housing Rehabilitated: 8 Household Housing Unit
3	Homeownership Assistance	2016	2020	Affordable Housing	Downtown Near East East Northeast Northwest West	Homeownership	CDBG: \$128,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Fair Housing Education	2016	2020	Fair Housing	Downtown Near East East Northeast Northwest West	Fair Housing Education	CDBG: \$4,100	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
5	Homeless Assistance	2016	2020	Homeless	Downtown Near East East Northeast Northwest West	Homeless Prevention	CDBG: \$8,200	Homelessness Prevention: 10 Persons Assisted
6	Public Services Support	2016	2020	Non-Homeless Special Needs	Downtown Near East East Northeast Northwest West	Support of Public Services	CDBG: \$5,100	Public service activities other than Low/Moderate Income Housing Benefit: 60 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Planning and Administration	2016	2020	Planning and Administration	Downtown Near East East Northeast Northwest West	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$76,805	Other: 1 Other

Table 6 - Goals Summary

Goal Descriptions

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

5	Goal Name	Homeless Assistance
	Goal Description	Support the Points North Housing Coalition, the local Continuum of Care, and other local agencies that are working to prevent homelessness.
6	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community.
7	Goal Name	Planning and Administration
	Goal Description	Planning and administration of the grant.

Table 7 – Goal Descriptions

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2017, the City plans to address the three primary goals identified in our Consolidated Plan, which are neighborhood stabilization and revitalization, affordable housing rehabilitation and homeownership assistance. The City's lower priority goals of fair housing education, homeless assistance and public services support will also be addressed in our plan through a variety of projects but at a much smaller funding level than the higher priority needs.

The City has identified the following projects to fulfill the three primary goals that the City plans to address this year: an owner-occupied housing rehabilitation program, a rental housing rehabilitation program, a homebuyer program, demolitions of blighted buildings, sidewalk and ADA sidewalk ramp reconstruction and the construction of bus shelters. To accomplish our lower priority goals the City plans to assist the homeless with the point-in-time outreach and education initiative, provide fair housing education and assist the Watertown City School District's backpack program that helps feed families in need.

Planning and administration will also be included in the plan and will consist of a planning study to collect existing conditions data on the City's accessible sidewalk ramps and to analyze the data and write the first section of the City's ADA Transition Plan. The Annual Action Plan will also include funding for the overall administration of the CDBG Program.

#	Project Name
1	Owner-Occupied Housing Rehabilitation 2017
2	Rental Housing Rehabilitation Program 2017
3	Homebuyer Program 2017
4	Near East Target Area Demolition Project
5	Near East (Huntington St.) Sidewalk Project - Phase 3
6	ADA Accessible Ramp Construction Project Phase 3
7	Bus Shelter Installation and Replacement 2017
8	Point-in-Time Outreach and Education Initiative 2017
9	Fair Housing Education Project 2017
10	Watertown City School District Backpack Program 2017
11	Program Administration
12	ADA Transition Plan - Existing Conditions Data Collection and Analysis

Table 8 – Project Information

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

The majority of the funds for this year have been allocated to the four highest priority needs identified in our Consolidated Plan. The highest priority needs are decent affordable housing, home ownership assistance, public infrastructure improvements and blight elimination. These needs were identified during our public participation and outreach efforts as those areas on which we should focus our efforts.

During discussions regarding the CDBG Program, the City Council indicated a desire to focus on one geographic area of the City for Program Year 2017 to make our CDBG Program efforts more impactful and visible. To determine the area within the City where the need may be the greatest, the City conducted a mapping analysis of the housing needs in the various target areas, looking at the number of vacant and abandoned homes, and the number of property owners who have applied for CDBG funding through our owner occupied and rental housing rehabilitation programs. The analysis revealed that the highest number of locations per target area and greatest need was in the Near East Target Area. See the map in the Executive Summary section of this plan. This area of the City has some of the oldest housing stock and it is reasonable that this area would have a higher housing rehabilitation need as compared to other target areas. In addition to housing, the City has identified a vast need for infrastructure improvements and blight removal in the Near East Target Area. The City is therefore proposing to target this area for improvements in the 2017 Annual Action Plan.

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Owner-Occupied Housing Rehabilitation 2017
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$256,100
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4 unit owner-occupied properties within the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 8 low to moderate income families will be assisted with 2017 funds.
	Location Description	The Near East Target Area will be the primary focus area for the project. Other target areas and locations throughout the City of Watertown will also be considered based on the need of the participating homeowners.
	Planned Activities	Loans and/or grants will be offered to low and moderate income homeowners to rehabilitate their 1-4 unit homes.

2	Project Name	Rental Housing Rehabilitation Program 2017
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$102,400
	Description	The Rental Rehabilitation Program will provide rehabilitation assistance to substandard renter occupied properties within the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4 low to moderate income families will be assisted with this program.
	Location Description	The Near East Target Area will be the primary focus area for the project. Other target areas and locations throughout the City of Watertown will also be considered based on the need of the participating homeowners.
	Planned Activities	Grants and/or loans will be offered to property owners to rehabilitate their rental units.

3	Project Name	Homebuyer Program 2017
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$128,000
	Description	This project will provide grants to assist qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for home-ownership throughout the City, with an emphasis on our CDBG target areas.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 5 low-to-moderate income families will be assisted with this project.
	Location Description	The Near East Target Area will be the primary focus area for the project. Other target areas and locations throughout the City of Watertown will also be considered based on the need of the applicants.
	Planned Activities	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home.

4	Project Name	Near East Target Area Demolition Project
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$102,400
	Description	This project will involve the demolition of three blighted structures on the property located at 715-717 State Street in the Near East Target Area. The property is adjacent to the Watertown Salvation Army. The project will remove blight and will facilitate the redevelopment of the neighborhood. The Watertown Salvation Army has future plans to improve and stabilize the neighborhood through the expansion of its existing community programs. This will be accomplished through the creation of additional parking and green space for children's programs and an expansion of the Watertown Salvation Army building to accommodate a larger kitchen and community room.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	The project will take place within the Near East Target Area at 715-717 State Street.
	Planned Activities	Three buildings located on the parcel will be demolished.

5	Project Name	Near East (Huntington St.) Sidewalk Project - Phase 3
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$77,000
	Description	The Near East (Huntington St.) Sidewalk Project - Phase 3 consists of sidewalk reconstruction along Huntington Street, between Hamilton Street N and Lee Street. The intent of the project is to improve pedestrian infrastructure in this area by reconstructing the sidewalks to provide safe and ADA accessible sidewalks. The third phase of sidewalk reconstruction is planned to occur along the 700-900 blocks of Huntington Street. The second phase of sidewalk reconstruction is planned to occur along the 1000-1200 blocks of Huntington Street, breaking ground in 2017. Phase 2 will improve sidewalks that are in extremely poor condition which will provide easier and improved accessibility to Waterworks Park. The first phase occurred along the 1300-1600 blocks of Huntington Street and eliminated a gap in the sidewalk network.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 355 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Groups and the LMI percentage for the Block Groups that the project covers.
	Location Description	The proposed sidewalk reconstruction will occur in the 700-900 blocks of Huntington Street, between Hamilton Street N and Lee Street. This area is located in the City's Near East Target Area in Census Tract 612, Block Group 3 as well as Census Tract 621, Block Group 2. Census Tract 612, Block Group 3, is characterized as having a low to moderate income population of 62.8 percent while Census Tract 621, Block Group 2 is characterized as having a low to moderate income population of 55.9 percent.
	Planned Activities	The City is proposing the reconstruction of approximately 1,200 linear feet of sidewalk along the south side of the 700-900 blocks of Huntington Street.

6	Project Name	ADA Accessible Ramp Construction Project Phase 3
	Target Area	Near East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$49,200
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction in various locations throughout the Near East Target Area, which is the City's Focus Area for the 2017 Program Year. Plans call for constructing ADA sidewalk ramps at the intersections of several streets. The project will provide 16 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. This is the third phase of this project.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 480 low to moderate income families will benefit from the proposed project based on the total number of families and LMI percentages in the Block Groups that make up the Near East Target Area. However, the primary beneficiaries of the project will be the elderly and severely disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to accurately estimate the number of elderly and severely disabled persons who will ultimately utilize the improvements.
	Location Description	The project will take place at various intersections in the Near East Target Area, which is the City's Focus Area for the 2017 Program Year.
	Planned Activities	The City proposes to construct 16 ADA accessible sidewalk ramps in the Near East Target Area that will serve to remove barriers and enhance the mobility of, and accessibility to, severely disabled persons. The work will consist of constructing ramps, landings, curbing, sidewalk transitions, as well as installing tactile warning plates and other related work.

7	Project Name	Bus Shelter Installation and Replacement 2017
	Target Area	Near East East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$10,200
	Description	This project consists of installing two new bus shelters along the Watertown CitiBus System's A-1 route that services the East and Near East Target Areas, the latter of which the City identified as its Focus Area for the 2017 Program Year, and the former of which overlays a Block Group that is 83.8 percent LMI, the fourth-highest percentage of any Block Group in the City.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 133 low to moderate income families will benefit from the proposed activities. The primary beneficiaries will be residents that live within walking distance of the proposed shelters.
	Location Description	The two project locations will be along the Watertown CitiBus System's A-1 Bus Route within the East and Near East Target Areas.
	Planned Activities	The City proposes install two new bus shelters along the A-1 Bus Route within the East and Near East Target Areas. This particular bus route stops at several multifamily apartment complexes, community nonprofits, shopping destinations and religious institutions within these Target Area. The two locations chosen for new bus shelters will be locations that have primarily residential service areas within walking distance of the shelters.

8	Project Name	Point-in-Time Outreach and Education Initiative 2017
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$8,200
	Description	The Point-In-Time Outreach and Education Initiative involves the implementation of a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2018, in the weeks preceding the annual Point-In-Time (PIT) Count of homeless. The PIT Count is conducted annually by the Points North Housing Coalition (PNHC). The advertising campaign would raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Home of Your Own" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to being included in the PIT Count.
	Target Date	1/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that ten homeless families will be assisted through this project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	A small marketing campaign consisting of television, radio, newspaper and internet advertising will be conducted in advance of the annual Point-in-Time (PIT) count. The PIT is done by the Points North Homeless Housing Coalition (PNHC) to count the number of persons homeless on the HUD selected date in January. The advertising campaign will raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of several "Home of Your Own" events being sponsored by the PNHC. The events would be staffed by volunteers and partner agencies from the PNHC and would offer those attending a chance to find out about homeless services in addition to be included in the PIT count.

9	Project Name	Fair Housing Education Project 2017
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$4,100
	Description	The City of Watertown proposes to undertake a Fair Housing Education Project aimed at informing citizens of their Fair Housing rights and educating staff. This informational campaign will include, but not necessarily be limited to advertising and outreach, as well as in-person teaching sessions. Lack of knowledge of Fair Housing rights on the part of both tenants and housing providers was identified as an impediment in the City's Analysis of Impediments to Fair Housing. This education and outreach program will help to increase awareness and understanding of Fair Housing rights in the community.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.

10	Project Name	Watertown City School District Backpack Program 2017
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$5,100
	Description	This project will provide funding for the Watertown City School District (WCSD) Backpack Program. The Backpack Program provides impoverished children and their families with a backpack full of food each Friday so they have food to eat over the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of the program include improving scores, attendance, graduation rates, etc. . The program is currently being carried out at Starbuck and Ohio Elementary schools, where the poverty rates for the buildings are 77% and 73%, respectively. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, and the district would like to expand the program into one or two other elementary schools to meet the need.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 35 low to moderate income families will be assisted through this program, over the course of 40 weeks.
	Location Description	The program will service the elementary schools throughout the City.
	Planned Activities	The Watertown City School District Backpack Program will provide food for 35 students and their families at Ohio Elementary each week for 40 weeks during the school year.

11	Project Name	ADA Transition Plan - Existing Conditions Data Collection and Analysis
	Target Area	Downtown, Near East, East, Northeast, Northwest, Near West, West
	Goals Supported	Planning and Administration
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$30,700
	Description	The City of Watertown proposes to apply CDBG funds toward the preparation of an ADA Transition Plan. Specifically, the City proposes to use CDBG funds to pay for the labor costs of four interns that the City plans to hire to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017 and 2018. The City also proposes to use CDBG funds to pay for Staff time spent during the winter months analyzing the existing conditions data that the interns collect, creating maps and writing the first phase of an ADA Transition Plan. The ADA Transition Plan will allow us to develop priorities and properly plan future ADA ramp reconstruction that we currently implement using CDBG funding.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Any family with a disabled family member will benefit from the proposed activity. However, the Census Bureau measures disability data by individual, not by family or household. According to the 2010 Census, there are 6,450 total families living in the City of Watertown. If the Citywide disability rate of 15.0 percent is applied to this number, then 968 families in the City have a disabled family member. Therefore, the City estimates that 968 families will benefit from the proposed activity.
	Location Description	The activities will take place at intersections throughout the City of Watertown.

	Planned Activities	<p>The City proposes to use CDBG funds to pay for the labor costs of four interns that will collect data that the City will use in its ADA Transition Plan. The City will task the interns with obtaining various measurements, such as running slope, cross slope, ramp width and landing width, as well as note the presence or absence of detectable warnings and any vertical obstructions. City Staff will then analyze this existing conditions data and cross reference it with location trip generation data to assign priority levels to future ramp reconstruction projects. This product of this project will be a plan that will guide improvements that will help disabled persons Citywide. According to 2011-2015 American Community Survey 5-Year Estimates, there are approximately 3,811 people with a disability living in the City of Watertown.</p>

12	Project Name	Program Administration
	Target Area	Downtown Near East East Northeast Northwest West
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$46,105
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This covers wherever the CDBG funds will be spent.
	Planned Activities	The City will administer the CDBG Program.

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

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

The City will focus its housing rehabilitation and homebuyer programs in the Near East Target Area for Program Year 2017, but will also include various locations in the other target areas or elsewhere within the City of Watertown if there is a higher priority need. The Near East Demolition Project, the Near East (Huntington St.) Sidewalk Project Phase 3 and the ADA Accessible Ramp Project will also be focused on the Near East Target Area. The Bus Shelter Project will focus on both the Near East and East Target Areas.

The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project and the Watertown City School District Backpack Program will be City-wide initiatives.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	5
Near East	65
East	5
Northeast	10
Northwest	10
Near West	0
West	5

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City Council has decided to focus on one geographic area of the City to make our CDBG Program efforts more impactful and visible. An analysis of housing and infrastructure improvements needs revealed that the greatest need was in the Near East Target Area. The City will therefore focus our efforts in that geographic area of the City this year.

This area is an older area of the City and much of the housing stock and infrastructure is over 100 years old. The housing stock and infrastructure are therefore in need of improvement.

Discussion

The Near East Target Area will be the focus of the City's housing and infrastructure improvements this year. This infrastructure work, coupled with housing rehabilitation work, means that the City will spend a large percentage of the funds in this area.

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

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

The homebuyer program will provide grants to assist qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. These individuals and families would not be able to afford a home without the program. The owner-occupied and rental rehabilitation housing programs will also help to maintain affordable housing in the community. The owner-occupied program will help rehabilitate eight homes, while the rental rehabilitation program will help rehabilitate four housing units.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the program requires constant communication and coordination with numerous City departments and agencies. Within the Planning and Community Development Department, CDBG duties and program areas (housing, public improvements and public services) have been divided among all staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the department is not left in a difficult position in the event of staff changes.

Planning Staff has also involved members of the City's GIS Department in spatial analyses related to planning efforts for the CDBG program. Planning Staff will continue working to familiarize GIS Staff with

the CDBG program so that the GIS Department can make the best contributions possible to the City's administration of the CDBG program.

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

As part of our 2017 Annual Action Plan, the City is partnering with the Points North Housing Coalition on the Point-In-Time Outreach and Education Initiative to bring awareness to and to help end homelessness in the community. The City will also partner with CNY Fair Housing to deliver a Fair Housing Education Project during the 2017 Program Year. The City will continue to strive to find ways to help improve cooperation between the public and private entities that comprise its partner organizations

Discussion

In addition to the actions listed above, the City will direct funding toward infrastructure replacement and new infrastructure construction. This will include sidewalks, bus shelters and ADA sidewalk ramps. The City will also direct funding towards a demolition project aimed at eliminating blight in the Near East Target Area, which is the City's Focus Area for the 2017 Program Year. In addition to standard program administration activities, the City also proposes to apply CDBG funding towards planning activities that will help to create an ADA Transition Plan for the City of Watertown.

Program Specific Requirements

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

Introduction

Since the City only recently became an Entitlement Community under the CDBG program and we have not yet implemented any of our housing programs that would generate income, we do not have any program income from our housing programs to report in this section.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

Discussion

We expect that nearly 80 percent of the available funds for the program year will benefit low and moderate income persons. We will use a 1-year period to determine the overall benefit for Program Year 2017.

City of Watertown Citizen Participation Comments Program Year 2017 Annual Action Plan

As part of the development of the City of Watertown's Community Development Block Grant (CDBG) Program Annual Action Plan for Program Year 2017, the City conducted extensive outreach throughout the community. The City'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. 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.

During this initial consultation phase, the City received comments from several agencies including the Jefferson County Public Health Services (JCPHS), the Points North Housing Coalition (PNHC) and the Watertown Urban Mission. JCPHS suggested a program that replaces old windows in city homes including rental units. PNHC asked the City to continue funding the Point-In-Time Count Outreach and Education Initiative, which advertises "Home of Your Own" events on the night of PNHC's Point-in-Time Count of the area's homeless population. The Watertown Urban Mission suggested purchasing air mattresses for their housing program to help with the bed bug issue and smoke and carbon monoxide detectors for their housing program.

The citizen participation process also involved holding a public meeting on February 28, 2017 at the Watertown Housing Authority's Hilltop Towers Building. Staff gave citizens an overview of the CDBG program, discussing what activities were eligible and ineligible for CDBG funding and facilitated group discussions where members of the public were encouraged to share their own ideas and help identify priorities and areas of concern. Citizens then produced a list of proposed project ideas and a list of challenges facing the City. Citizens were then given the option of voting on their favorite idea at the end of the public meeting.

At the public meeting, residents overwhelmingly identified public transportation as the greatest challenge and top priority during group discussions. Other issues identified included poor condition of sidewalks, blighted housing, homelessness, inadequate disability accommodations and inadequate lighting in certain parts of the City. The most popular project idea that residents identified was extending bus routes and operating hours, as well as installing more shelters. Other project ideas included a lead paint abatement program, building a new community center that would include child care, as well as continuing to implement current programs, such as the City's homebuyer program, housing rehabilitation programs and ADA ramp upgrades.

The City Council also held a public hearing on March 6, 2017 to obtain input. In addition to Council members and Staff, two members of the public spoke at the public hearing. Both members of the public spoke in favor of funding the demolition of blighted buildings adjacent to the Salvation Army facility on State Street.

Staff also discussed the CDBG Program and the proposed Annual Action Plan at a meeting of the Citizens Advisory Board (CAB) on March 14, 2017. The CAB members in attendance generally supported the projects proposed for the 2017 Annual Action Plan. The most significant consensus that emerged from this meeting was a desire to focus the CDBG program's efforts on one Target Area. CAB members wanted to create a focus area to create more visible cumulative effects. As a result of this meeting and previous discussion with the City Council, the City chose the Near East Target Area as a Focus Area for the 2017 Program Year.

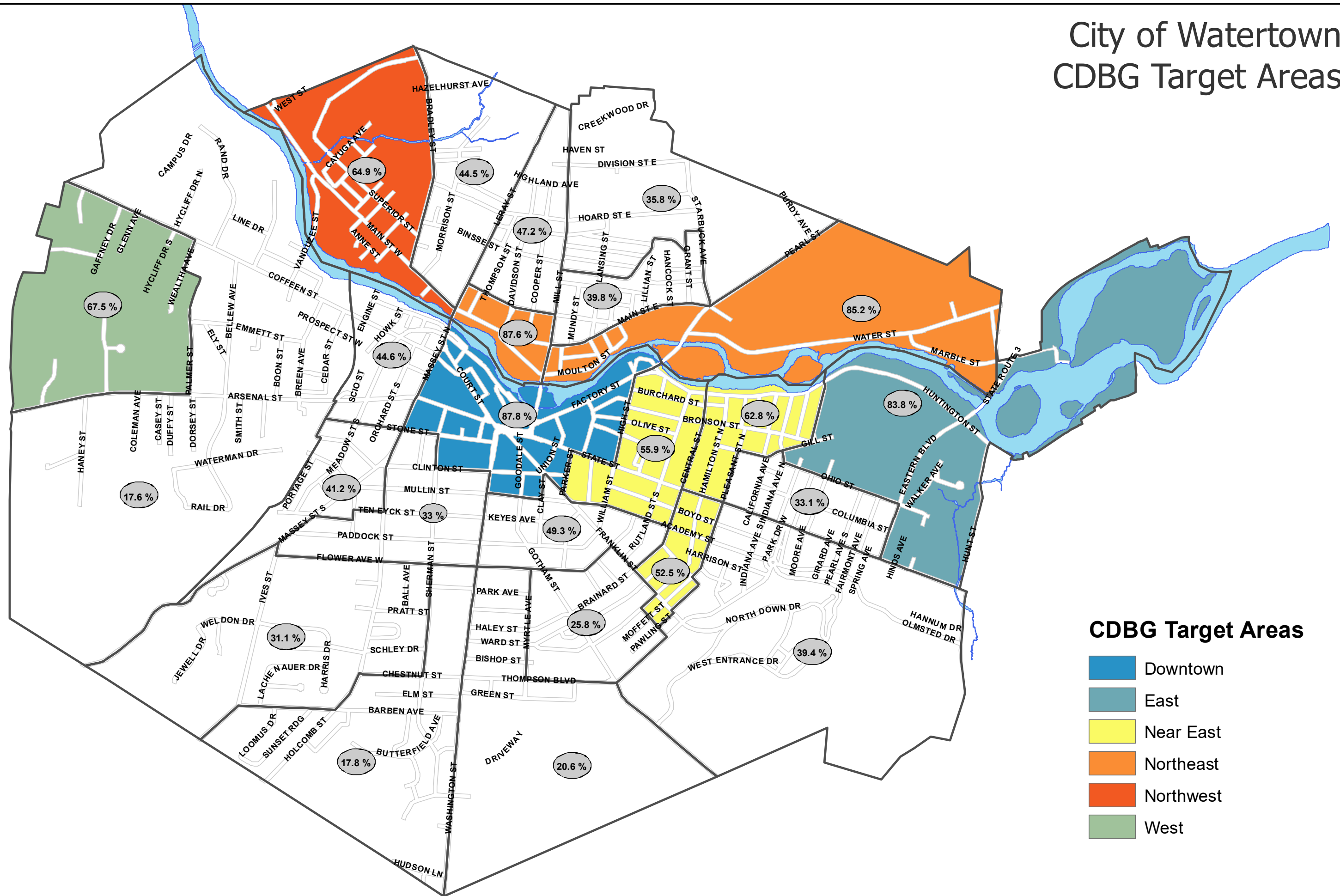
During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations, public meetings and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions and public facilities, improving transportation, improving neighborhoods and cleaning up blight. Specific project ideas suggested included improving the City's housing stock through owner occupied and rental rehab programs, continuing a homebuyer program and including more sidewalk improvement and ADA ramp projects. Additionally a demolition project was proposed by the Salvation Army to eliminate blight in the Near East Target Area. Other specific project ideas included providing assistance to the Watertown City School District Backpack Program and assisting the Points North Housing Coalition with the Point-In-Time Count of homeless in the area.

Finally, the City's 2017 Annual Action Plan was made available for public comments during a 30-day public comment period that was held between March 26, 2017 and April 24, 2017 after a notice of the comment period was published in the *Watertown Daily Times*. Staff received no comments on the plan during the 30-day comment period. While no public comments were received during that time period, many valuable comments were received during the development of the Annual Action Plan as a result of our consultation and outreach efforts.

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



City of Watertown CDBG Target Areas



CDBG Target Areas

- Downtown
- East
- Near East
- Northeast
- Northwest
- West

0 0.5 1 Miles