

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 2024 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. The City wrote its first five-year Consolidated Plan in 2016 and in 2021 wrote its second five-year Consolidated Plan that covers Program Years 2021-2025. This plan is the fourth Annual Action Plan that has been developed using our current five-year Consolidated Plan.

The City's 2021-2025 Consolidated Plan goals include neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, environment and quality of life enrichment, fair housing education, homeless assistance, support of public services and economic development. The Consolidated Plan was developed through extensive public outreach and citizen participation that included numerous public meetings which were conducted as the City developed its first ever Comprehensive Plan as well as a set of Strategic Goals and Objectives to help guide operations. A public hearing was also held in addition to outreach to numerous partner agencies identified in our Citizen Participation Plan. A City Council work session dedicated to the development of the Consolidated Plan was also held.

The City's 2023 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 a street reconstruction project, an ADA accessible sidewalk ramp replacement project, a sidewalk replacement project, a demolition project, an owner-occupied housing rehabilitation program and a homebuyer program. The 2023 Annual Action Plan also addressed several of the City's lower priority/secondary goals including environment and quality of life enrichment, fair housing education, homeless assistance, support of public services and planning and administration. Projects included to implement these goals included tree planting, fair housing education, homeless assistance, and support of public services.

For 2024, the City will continue to work on many of the goals stated in the Consolidated Plan, including neighborhood stabilization and revitalization, homeownership assistance, environment and quality of life enrichment, fair housing education, homeless assistance, and support of public services. The projects that have been identified to accomplish our neighborhood stabilization and revitalization goal will include a water main replacement project, an ADA ramp replacement project, and a demolition project. Past sidewalk, street reconstruction and infrastructure projects have made significant improvements in our target area neighborhoods and our proposed Huntington Street Water Main

Replacement Project will do the same, providing clean, safe, and reliable drinking water in two of our target areas on the east side of the City. The City's previous ramp replacement projects have made significant positive impacts in terms of accessibility and walkability in the neighborhoods in which they have been completed to date and the proposed project will continue that improvement. The City will also implement a tree planting project to meet our environment and quality of life enrichment goal. Tree planting will improve the livability and stability of target neighborhoods, minimize the impacts of stormwater on local waterways, improving sense of place and community identity. Continuing the homebuyer program will enable us to meet our homeownership assistance goal. The purchase of homes by first time homebuyers throughout the City have made a tremendous impact by helping to eliminate blight and providing stability in our neighborhoods.

The City's lower priority goals such as fair housing, homeless assistance and support of public services will also be addressed through several projects including a Fair Housing education program, assistance to the Watertown City School District Food for Families Program and homelessness assistance in partnership with North Country Transitional Living, Inc.

Our Planning and Administration goal will also be included in the 2024 Annual Action Plan with funding being allocated for the overall administration of the CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

The City will concentrate its CDBG Program this year on three high priority needs: homeownership, public infrastructure improvements and blight elimination. These needs address several 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, homeless prevention and environment and quality of life enrichment.

The City has identified six neighborhoods where a 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. Our efforts this year will have a primary focus on the Near East, East and Northwest Target Areas. The Huntington Street Water Main Replacement Project will take place in the Near East and East Target Areas while a tree planting initiative and ADA ramp replacement in the Northwest Target Area. Other efforts such as the homebuyer program will be widespread this year and will occur throughout the City. It is important to note that our target areas still make up a relatively compact geographic area, which is centered around downtown and extends to the northeast and northwest sides of the City.

The map shown on the next page depicts the City's CDBG Target Areas.

Staff presented an overview of the CDBG program and discussed the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown, on February 8, 2024. Staff also contacted numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City also reached out to adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

The City Council held a public hearing on March 4, 2024, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Annual Action Plan.

The citizen participation process also involved Staff participating in meetings and phone calls to continue to seek input and discuss the needs of the community related to housing, infrastructure improvements, public services, homelessness, and planning.

After seeking this input, the City's Draft Annual Action plan was published on April 15, 2024, and a 30-Day public comment period was scheduled in order to gather additional input from citizens. The 30-Day public comment period was held between April 15, 2024, and May 15, 2024.

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

5. Summary of public comments

During the development of the Annual Action Plan, City Planning Staff received many valuable suggestions through our consultations with individuals and organizations and through our meetings with the City Council. The suggestions ranged from broad project ideas to specific ideas for particular neighborhoods or geographic areas. General goals and objectives suggested for inclusion into the City's Annual Action Plan included improving housing conditions, addressing homelessness, improving public facilities and neighborhoods, and cleaning up blight. Specific project ideas included increasing opportunities for homeownership by providing funding for a homebuyer program. Neighborhood improvement suggestions included ADA ramp, sidewalk and other infrastructure improvements. Specific project ideas and requests included providing funding for North Country Transitional Living Services to assist with operating expenses for a transitional homeless housing single room occupancy facility that they operate in the City and for funding for the Watertown City School District's Food 4 Families Program.

A public hearing was held on March 4, 2024. At the public hearing, a citizen suggested using CDBG funds to assist Zoo New York in covering the expenses of educational initiatives for school aged children and assisting in covering memberships for low to moderate income families. Another citizen who works at Northern Regional Center for Independent Living, suggested using funds to encourage development of accessible homes for the aging population. In addition, she advocated for additional accessible sidewalks and curb cuts as well as the use of audible crosswalks to assist visually impaired individuals.

The City's 2023 Annual Action Plan will be available for public comments during a 30-day public comment period that will be held from April 15, 2024, to May 15, 2024. A notice of the comment period was published in the *Watertown Daily Times* on April 15, 2024.

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

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

The request was from a local resident to use CDBG funds to support educational programs at Zoo New York. No specific dollar amount or program description was provided, and no details were given to show how LMI persons would benefit. Given the lack of specific program details as to how the City could prove the LMI benefit, the City did not include funding for this purpose in the Annual Action Plan.

As mentioned above, all the comments and suggestions that were received were considered by the City and most of the specific project ideas were incorporated into our Annual Action Plan, except for the one noted above.

7. Summary

The City of Watertown's plan for our eleventh year as an entitlement community in the Community Development Block Grant Program is to focus on three high priority needs: homeownership, public infrastructure improvements and blight elimination. These needs address two important goals from our Consolidated Plan: neighborhood stabilization and revitalization and homeownership. The City will also address several of our lower priority goals including fair housing, environment and quality of life enrichment and homeless prevention.

The projects that have been identified to fulfill the primary goals include a first-time homebuyer program, a water main replacement project, a demolition project and ADA ramp replacement. To accomplish our lower priority goals, the City plans to assist with homelessness prevention and public services support by funding three initiatives, including support for a transitional living single room occupancy project, conducting Fair Housing education and supporting a local food pantry. The City proposes environmental and quality of life improvements through strategic tree planting efforts.

Planning and Administration will also be included in the plan to provide funding for the overall administration of the program.

The City does not plan to officially designate a specific Target Area as its focus area for Program Year 2024, although a significant investment is proposed for the Near East and East Target Areas. The City will instead be giving priority to the most impactful projects, regardless of which of the six Target Areas they occur within.

Several of the proposed projects for 2024 will be Citywide including the Fair Housing Education Project and the Homebuyer Program which will all have citywide benefits.

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WATERTOWN	Planning Department

Table 1 – Responsible Agencies

Narrative

The lead agency for the preparation of the Consolidated Plan and Annual Action Plans was the City of Watertown through its Planning and Community Development Department.

Consolidated Plan Public Contact Information

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

1. Introduction

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

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

The Watertown Housing Authority (WHA) is the only public housing authority in the City of Watertown. The WHA was consulted in the development of the Consolidated Plan and provided data on tenant characteristics, waiting lists, notable deficiencies, and unmet needs, which the City incorporated into the plan. Lewis County Opportunities administers the Housing Choice Voucher (HCV) Program in the City and was also consulted during the development of the Consolidated Plan and provided important information regarding the HCV program, number of households assisted, waiting lists and shortfalls in capacity. Much of this information was integrated into the City's Analysis of Impediments to Fair Housing. Both agencies were also contacted and were asked to provide input in the development of the 2024 Annual Action Plan.

The City also sought input from private and governmental health, mental health, and human service agencies. In addition, the City obtained input from 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 attends quarterly meetings and has participated in committee meetings of the PNHC.

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

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith-based organizations, hospitals and medical service providers, veteran services, other non-profits, social

agencies, and previously homeless individuals. The City of Watertown participates in PNHC quarterly meetings, conference calls and committee meetings. This coordination led to a discussion with North Country Transitional Living Services, Inc. (NCTLS) regarding a Transitional Homeless Housing Single Room Occupancy (SRO) facility that they have developed in partnership with the Jefferson County Department of Social Services (DSS) at 518 Pine Street in the City. NCTLS is partnered with the Jefferson County DSS and a private developer has opened an 18-bed SRO facility that provides safe, supervised transitional housing to individuals experiencing homelessness. NCTLS submitted a proposal to the City requesting CDBG funds to assist with the operation of the facility in 2022 and 2023, including operating assistance, case management and other on-site services. Additional funding will be provided for this program, similar to what was provided last year, through the 2024 Annual Action Plan funds.

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. However, as noted above, the City has partnered with NCTLS to assist with the operation of an 18-bed transitional homeless housing SRO facility. The project has been developed with Jefferson County DSS who is utilizing an Emergency Solutions Grant (Coronavirus) to provide rent supports for the residents.

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 16, 2024.
2	Agency/Group/Organization	Advantage Watertown (Citizens Advisory Board)
	Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Advantage Watertown is a group of business and community leaders that serves in an advisory role to the City on a number of different issues and topics including community development, housing, and economic development. Planning Staff gave a presentation to the members of the committee on February 8, 2024, asking for input on the 2024 program. Members were asked to consider what they felt the City needed to improve in the areas of housing, public facilities, public services, and economic development. Members agreed with the preliminary list of projects proposed by staff and suggested looking into a job training program for high school graduates who are not interested in attending college.

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 16, 2024.
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 16, 2024.
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. An additional email was sent on February 16, 2024, asking for additional input on the upcoming program.
6	Agency/Group/Organization	Jefferson County (WorkPlace)
	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 16, 2024.
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 16, 2024.

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 16, 2024.
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 16, 2024.
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 16, 2024.
11	Agency/Group/Organization	Jefferson County Planning Department
	Agency/Group/Organization Type	Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly coordinates with representatives of the Planning Department as part of the North Country HOME Consortium program and CDBG programs. Contact was made via email on February 16, 2024.
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. An additional email was sent on February 16, 2024.
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 16, 2024.
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 16, 2024.
15	Agency/Group/Organization	Town of Pamela
	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 16, 2024.
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?	An email was sent on February 16, 2024 and TLS Staff attended the public hearing on March 4, 2024. A follow-up letter was received on March 4, 2024, to support the SRO program and an additional follow-up email was received on March 15, 2024 from the Executive Director discussing funding possibilities for the year.

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 16, 2024.
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 16, 2024.
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?	The City regularly meets with the Watertown Urban Mission to coordinate efforts of our CDBG-CV programs. Contact was also made via email on February 16, 2024, asking for additional input on the upcoming program.
20	Agency/Group/Organization	North Country Family Health Center
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
21	Agency/Group/Organization	Fort Drum Regional Health Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
22	Agency/Group/Organization	Town of LeRay
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
23	Agency/Group/Organization	Credo Community Center for the Treatment of Addiction
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
24	Agency/Group/Organization	Disabled Persons Action Organization
	Agency/Group/Organization Type	Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
25	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
26	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
27	Agency/Group/Organization	Town of Watertown
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 16, 2024.
28	Agency/Group/Organization	Tug Hill Commission
	Agency/Group/Organization Type	Other government – State
	What section of the Plan was addressed by Consultation?	Natural Resource Management Land Use Planning 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 16, 2024.
29	Agency/Group/Organization	Victims Assistance Center
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Services - Victims of Domestic Violence Services - Victims of Sexual Assault Services – Victims of Child Abuse Services – Education Homeless Needs - Females with Children
	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 16, 2024.

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

The City compiled an extensive outreach list and contacted each of the 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	Points North Housing Coalition	The City's Strategic Plan includes a priority that would assist with increasing services to homeless persons, which is certainly a goal of the Points North Housing Coalition.
Comprehensive Plan	City of Watertown	<p>The purpose of the City's Comprehensive Plan was to create a vision for the City and capitalize on community assets and recreation opportunities, guide redevelopment and help attract new investments and businesses, as well as identify transformational projects.</p> <p>Watertown's Comprehensive Plan is also a guide for development and redevelopment within the community. The Comprehensive Plan will assist in decision-making regarding the natural and built environment that is used by the City Council, Planning Board, Zoning Board of Appeals, and others. It is also a guide for City Staff and the public to use in the planning process.</p>
Sewall's Island – Factory Square Revitalization Plan	City of Watertown	The City's Strategic Plan includes a priority objective that overlaps with the Sewall's Island – Factory Square Revitalization Plan to assist in the redevelopment of Sewall's Island and Factory Square in order to create a vision and capitalize on community assets and recreation opportunities, guide redevelopment and help attract new investments and businesses, and identify transformational projects for this area.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Tree Management Plan	City of Watertown	<p>The City’s Tree Management Plan overlaps with the goals of our Strategic Plan and Comprehensive Plan through recommendations for the planting and proactive maintenance of city-owned tree assets. A diverse and resilient urban forest through continued planting and maintenance of trees enhances public safety, quality of life, and overall livability of our neighborhoods. Proactive tree planting and maintenance improves the character and quality of recreational opportunities through increased shade and aesthetic beauty, increasing livability for residents, and provides a backdrop to assist in economic development by creating public spaces that are attractive to investors and redevelopment opportunities.</p>
ADA Transition Plan	City of Watertown	<p>The City’s Strategic Plan priority objectives overlap with the ADA Transition Plans vision and goals. The City of Watertown has completed data collection for ADA curb ramps and City facilities. Data collection for sidewalks is incomplete, but a future task. Once all data is collected, an ADA transition plan will go into the works with improvements being prioritized as urgent, moderate, or low. The purpose of making the City of Watertown more ADA compliant is to improve the quality of life for individuals with disabilities.</p>

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Complete Streets Policy	City of Watertown	The City’s Strategic Plan priority objectives overlap with the Complete Streets Policy’s vision and goals. The Complete Streets Policy’s vision is to design, provide and maintain a safe accessible, and well-connected multimodal surface transportation network that meets the needs of all users, regardless of age or ability level, including drivers of automobiles, emergency and freight vehicles, bicyclists, pedestrians, transit users and those with disabilities. The City’s inclusive transportation network will play a crucial role in ensuring the health, safety, economic vitality, and quality of life in the City of Watertown.
Local Waterfront Revitalization Plan	City of Watertown	The City’s Strategic Plan priority objectives overlap with the LWRP visions and goals. The LWRP will guide coordinated efforts by the City, State, and private interests to manage this important resource in a manner that protects its environmental integrity and maximizes its contribution to the City’s quality of life and economic vitality. The program will help maintain and protect water quality, the environment, enhance access to the river, provide new recreational opportunities, restore and revitalize formerly industrial land on the water, and stimulate economic development for the City. The LWRP will serve as a voluntary, community-based guide for future land and water use.

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 Community Development Block Grant Program included extensive outreach to several different organizations and individuals throughout the community. Through an email sent on February 16, 2024, the City contacted numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City also contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

On the evening of February 12, 2024, the City Planning Department presented to the City Council during a council meeting. The presentation updated the Council members on CDBG accomplishments over the last year and encouraged participation in the planning process for the City's Community Development Block Grant program 2024 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, explained the role of locating projects in target areas to meet a national objective, and encouraged the Council members to share their ideas and help identify priorities and areas of concern.

The City Council expressed a desire to continue existing programs that have been successful in previous program years including the first-time homebuyer program. In addition, Council members reaffirmed their commitment to continue allocating CDBG funding for infrastructure projects in our target areas such as street reconstruction, utility replacement and sidewalk projects as low to moderate income individuals typically walk or use public transportation to get from one location to another.

The City Council held a public hearing on March 4, 2024, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan. Two individuals spoke at the public hearing.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	City Council Meeting	Members of City Council and meeting attendees	On the evening of February 12, 2024, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2024 Annual Action Plan. Attendance included City Council members, the City Manager, Deputy City Clerk, and various City staff.	The City Council generally supported the preliminary list of projects proposed for the 2024 Annual Action Plan and expressed a desire to continue several existing programs that have been successful in previous program years including the first-time homebuyer program. In addition, Council members reaffirmed their commitment to continue allocating CDBG funding for infrastructure projects in our target areas such as street reconstruction, utility replacement and sidewalk projects. The Council also asked questions about our housing programs and discussed the possibility of using more CDBG funds to these types of projects. Their questions and ideas helped identify priorities and areas of concern.	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.	https://livestream.com/swp/wcc/videos/240211195

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	Advisory Board Meeting	Citizens, Community Leaders	On February 8, 2024, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public sector community leaders that serve as a Citizens Advisory Board to the City Council. Staff requested input from members on the program. Approximately 15 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the preliminary list of projects proposed for the 2024 Annual Action Plan. An individual from the Committee suggested a job training program for high school graduates who are not interested in pursuing a college education.	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.	

3	Internet Outreach	Local Public Agencies	<p>On February 16, 2024, 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 4, 2024. Over 25 agencies were contacted as part of this outreach effort.</p>	<p>The City of Watertown received two emails in response to this outreach. One response was from North Country Transitional Living Services, Inc. (NCTLS). Their email discussed potential assistance with costs of their case management staff and on-site services at their proposed Transitional Homeless Housing Single Room Occupancy (SRO) facility. A formal request for CDBG funds from NCTLS through the PY 2024 Annual Action Plan was received on March 4, 2024. Another response was received by the WCSD School Pantry to continue funding for the Food 4 Families program. The program addresses food insecurity among children in the community. A formal request for CDBG funds from the Watertown City School District Assistant Superintendent for Instruction was received on March 4, 2024.</p>	<p>The City of Watertown did not reject any comments received.</p>	
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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	Public Hearing	Non-targeted/broad community	On the evening of March 4, 2024, 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.	At the public hearing, a citizen voiced her suggestion to use part of the CDBG funds towards Zoo New York to assist in covering the expenses of Zoo New York educational initiatives for school aged children and assisting in covering memberships for low to moderate income families. Another citizen who works at Northern Region Center for Independent Living suggested to use funds to encourage development of accessible homes for the aging population, to be used for ramps and accessible bathrooms in their homes. Additionally, she appreciated the increase in accessible sidewalks and curb cuts and would like to see it continue. Lastly, she suggested the use of audible crosswalks to assist visually impaired individuals.	The City of Watertown did not reject any comments received.	https://livestream.com/swp/wcc/videos/241527432

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Members of City Council and meeting attendees	For the April 1, 2024, City Council meeting, Planning Staff provided a Staff Report for the City Council that summarized the Annual Action Plan process that had taken place to date. The report provided a list of project ideas and funding requests that the City had received since starting the development of the plan. Attendance included City Council members, the City Manager, the City Clerk, various City staff and members of the public.	The Council generally supported the finalized draft project list proposed for the 2024 Annual Action Plan. Council members did not have any questions or comments on the priorities for the draft Annual Action Plan.	The City did not receive any comments.	https://livestream.com/swp/wcc/videos/243126403

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 eleventh year. Program Year 2024 will be the fourth year of funding under our 2021-2025 Consolidated Plan. The City's timeline for writing the draft 2024 Annual Action Plan preceded an award letter from HUD that outlined the available funding amount for the CDBG Program for 2024. In drafting the proposed plan, the City utilized an anticipated budget of \$925,000 and the funding levels shown for each project are estimated amounts. The overall budget amount is an estimate, based on a slight increase from the amount the City received in PY 2023 (\$913,462). Once HUD informs the City of our actual funding amount for 2024, we will update the table below, and the individual project budgets based on the plan outlined below.

Budget Contingency Provision

As noted above, while developing the proposed 2024 Annual Action Plan, the City utilized an anticipated budget of \$925,000. The following "contingency provision" language is intended to explain how the City will adjust its proposed Annual Action Plan to match its actual allocation amount once the actual amount becomes known.

If the funding awarded to the City of Watertown is greater than the \$925,000 that is anticipated, the amount in excess will be allocated to the Huntington Street Water Main Replacement Project.

If the funding allocated to the City is less than \$925,000, the City proposes to reduce the amount budgeted for the ADA Ramp & Sidewalk Replacement Project 2024.

The anticipated accomplishments for Huntington Street Water Main Replacement Project will not change as the overall project scope will remain the same. Additional City funding will be allocated to the overall \$3.25 million project meaning that the full scope of the project will move forward and be accomplished, regardless of the exact funding level. The accomplishments for the ADA Ramp & Sidewalk Replacement Project 2024 may change slightly if less funding is allocated to the project. The scope will be reduced by approximately 1 ADA ramp reconstructed for every \$4,000 less in funding that is allocated to the project.

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	Admin Housing Public Improvements Public Services	\$925,000	\$0	0	\$925,000	\$930,000	This is the City's annual allocation from HUD for the CDBG program. Year 5 assumes a funding level of \$930,000.

Table 4 - Expected Resources – Priority Table

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

These funds will leverage private equity and financing when used for one of the housing rehabilitation or homebuyer programs. When used for larger housing projects, state and other federal funds will also be leveraged. For the Huntington Street Water Main Replacement Project, the CDBG funds will leverage capital funding from the City's Water Fund. Additionally, the Transitional Homeless Housing SRO will leverage funds from the Jefferson County Department of Social Services for the operation of the facility.

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

City-owned property will undergo evaluation for potential improvement and use as neighborhood public facilities or housing for low- and moderate-income persons. Occasionally, the City obtains property through the tax foreclosure process. These properties will also be evaluated. For example, a salvageable house may be put into one of the rehabilitation programs or a dilapidated building may be demolished as part of blight elimination. In the past the City has also included funding in our annual action plans specifically for tax-foreclosed properties. The funding was allocated to help stabilize properties until a full redevelopment plan was developed and to assist with needed environmental remediation in certain locations.

Discussion

The City of Watertown will be starting its eleventh 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 2023. For 2024, the City expects to receive \$925,000 in CDBG Entitlement funding from HUD.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Stabilization and Revitalization	2021	2025	Non-Housing Community Development	Downtown Northeast	Public Infrastructure Improvements	CDBG: \$705,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 1,632 Persons Assisted
2	Affordable Housing Rehabilitation	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing	CDBG: \$0	Homeowner Housing Rehabilitated: 0 Household Housing Unit
3	Homeownership Assistance	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Homeownership	CDBG: \$140,000	Direct Financial Assistance to Homebuyers: 4 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Environment and Quality of Life Enrichment	2021	2025	Non-Housing Community Development	Near East Northeast	Public Infrastructure Improvements	CDBG: \$15,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Approximately 258 Persons Assisted
5	Fair Housing Education	2021	2025	Fair Housing	Downtown East Near East Near West Northeast Northwest	Fair Housing Education	CDBG: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
6	Homeless Assistance	2021	2025	Homeless	Downtown East Near East Near West Northeast Northwest	Homeless Prevention	CDBG: \$25,000	Homelessness Prevention: 40 Persons Assisted
7	Public Services Support	2021	2025	Non-Homeless Special Needs	Downtown East Near East Near West Northeast Northwest	Support of Public Services	CDBG: \$33,000	Public service activities other than Low/Moderate Income Housing Benefit: Approximately 90 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Planning and Administration	2021	2025	Planning and Administration	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing Homeownership Public Infrastructure Improvements Blight Elimination Economic Development Fair Housing Education Support of Public Services Homeless Prevention	CDBG: \$42,000	Other: 1 Other

Table 5 - Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Stabilization and Revitalization
	Goal Description	Low- and moderate-income neighborhoods will be improved through the construction of public infrastructure improvements and the elimination of blighting influences in target areas. Public infrastructure projects include, but are not limited to, sidewalk and street reconstruction, complete streets improvements, utilities, lighting, technology, tree planting, neighborhood facilities, historic preservation, 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	Environment and Quality of Life Enrichment
	Goal Description	Improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.
5	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.

6	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 through attendance at quarterly meetings, discussing services for homeless persons, and long-term planning to address homelessness in the community. Support local efforts to address homelessness in the City by providing funds to assist with the operation of a transitional single-room occupancy facility.
7	Goal Name	Public Services Support
	Goal Description	Support agencies that are working to address social issues and concerns within the community including, but not limited to, crime prevention and public safety, health services, substance abuse services, education programs, services for senior citizens and recreational services.
8	Goal Name	Planning and Administration
	Goal Description	Conduct planning studies as needed to develop neighborhood revitalization strategies and to inform the development of consolidated plans and annual action plans and administer the City's CDBG Program including project management and the development of annual plans and reports.

Table 6 – Goal Descriptions

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

The City expects to provide 4 families with affordable housing through our Homeownership Assistance Program.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2024, the City plans to address three primary goals identified in our Consolidated Plan: Neighborhood Stabilization and Revitalization, Homeownership Assistance and Environment and Quality of Life Enrichment. The City's goal of Homeless Assistance will be addressed in our plan as well as Fair Housing Education and Public Services Support, 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: a water main replacement project, ADA ramp reconstruction, sidewalk reconstruction, tree planting, a demolition project, and a homebuyer program. To accomplish our lower priority goals, the City plans to assist the homeless by providing funds for operating assistance for a transitional housing SRO project, conduct Fair Housing education and provide support for a food pantry.

Planning and Administration will also be included in the plan and will provide funding for the overall administration of the CDBG Program.

#	Project Name
1	Huntington Street Water Main Replacement Project
2	ADA Ramp & Sidewalk Replacement Project 2024
3	Northwest Target Area Tree Planting Project 2024
4	531 Bradley Street Demolition Project
5	Homebuyer Program 2024
6	518 Pine St. Transitional Housing SRO
7	Fair Housing Education 2025
8	WCSD Food for Families (Backpack) Program
9	Program Administration

Table 7 – Project Information

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

In developing the projects for our Annual Action Plan, the City put the most emphasis on the highest priority needs that were identified during our citizen participation and outreach initiatives, which were homeownership, environment and quality of life enrichment and neighborhood stabilization and revitalization. Approximately 91 percent of our available funding for this program year has been allocated to address these top priorities. The City will use the remaining funding for planning and administration and addressing our lower priority needs.

AP-38 Project Summary

1	Project Name	Huntington Street Water Main Replacement Project
	Target Area	Near East and East
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$500,000
	Description	The Huntington Street Water Main Replacement Project involves the design and reconstruction of a 16” steel water main along Huntington Street from Eastern Blvd. to Factory Street. The project will improve reliability of the water system in this area of the City where previous water main breaks have occurred.
	Target Date	10/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 400 low to moderate-income (LMI) families will benefit from the proposed project based on the estimated number of families in the Block Group and the LMI percentage for the Block Group that the project covers. Since 2021 ACS data on total families in a geography is only available at the Census Tract level, the City divided the number of families evenly across the Block Groups when estimating the number of families.
	Location Description	The project is located on Huntington Street and spans the East and Near East Target Areas, as well as a non-Target Area Block Group in between these Target Areas. The City calculates a 53.7 percent LMI service area for this project.
	Planned Activities	Planned activities include reconstruction of an 85-year-old steel water main installed in 1939. The Project consists of the replacement of approximately 6,900 feet of 16” steel water main on Huntington Street from Factory Street to Eastern Boulevard with 16” ductile iron pipe, renewal of all service connections, new valves, new hydrants, site restoration and other related work.

2	Project Name	ADA Ramp & Sidewalk Replacement Project 2024
	Target Area	Northwest Northeast Near East Near West Non-Target
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$125,000
	Description	<p>This project involves public infrastructure improvements consisting of ADA sidewalk ramp and sidewalk reconstruction in various locations throughout the City of Watertown, with a primary focus on the Northeast and Northwest Target Areas and a secondary focus on the Near East and Near West Target Areas. The project will include some ramp replacement outside of Target Areas where specific ramps are in urgent need of replacement because of excessively deteriorated condition.</p> <p>The project will primarily focus Census Tracts 613 and 614, which together make up the City’s north side. The Disability Rates in these tracts are 23.7 percent and 21.2 percent respectively, the highest and third highest of all seven Census Tracts in the City, according to 2018-2012 American Community Survey (ACS) 5-year Estimates. Census Tract 621 (of which the Near East Target Area comprises one Block Group) has a Disability Rate of 22.4 percent, the second highest in the City. No other Census Tract has a Disability Rate higher than 16.8 percent.</p> <p>The project will provide new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The exact number of ramps and sidewalks installed will depend on design and construction costs. 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.</p>

Target Date	9/30/2025
Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 974 low-to-moderate income families will benefit from the proposed project based on the total number of families in the Census Tracts and the LMI percentages in the Block Groups that make up the City's North Side. However, the primary beneficiaries of the project will be the elderly and severely disabled persons who reside in or utilize the areas where the improvements are proposed. It is difficult to estimate accurately the number of elderly and severely disabled persons who will ultimately utilize the improvements. 2018-2012 American Community Survey (ACS) 5-year Estimates project that there are 4,263 civilians in the City of Watertown with a disability, with a margin of error of +/- 467.
Location Description	The project will take place at various intersections in Census Tract 614, which has the highest Disability Rate of any Census Tract in the City, according to 2013-2017 ACS 5-year Estimates.
Planned Activities	The City proposes to construct ADA accessible sidewalk ramps that will serve to remove barriers and enhance the mobility of, and accessibility to, severely disabled persons. The work will consist of constructing ramps, landings, curbing, sidewalk transitions, as well as installing tactile warning plates and other related work, including one signalized crosswalk.

3	Project Name	Northwest Target Area Tree Planting Project 2024
	Target Area	Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$15,000
	Description	This project involves public infrastructure improvements consisting of tree planting in the City's Northwest Target area.
	Target Date	10/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 258 low-to-moderate income families residing in the Northwest Target Area will benefit from the proposed project based on the total number of families in Census Tract 613, and the LMI percentages in the eligible Block Groups where the new trees will be planted. Tree planting will benefit those who live in or utilize the areas where the improvements are proposed, especially in areas of historically low tree canopy percentages or limited access to street trees, parks, or green space.
	Location Description	The project will take place within the City's Northwest target area.
Planned Activities	Priority tree planting locations in the Northwest Target Area exhibit one or more of the following site conditions: Low tree canopy percentage, recent nearby tree removal(s), proximity to existing ash tree(s), stormwater susceptibility sites, and vacant planting locations as defined which can be found in the City's existing tree inventory data. Based on current data, the Northwest Target Areas has a few hundred potential planting locations within City street margins, parks, and playgrounds. Planting locations are based on minimum street margin widths and recommended proximity to above-ground features including (other trees, intersections, driveway aprons, utility poles, fire hydrants, street signs, etc.). Staff estimates 37 new trees will be planted as part of the project.	

4	Project Name	531 Bradley Street Demolition Project
	Target Area	Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Blight Elimination
	Funding	CDBG: \$65,000
	Description	This project will involve the demolition of a blighted structure located at 531 Bradley Street in the City's Northwest Target Area. The project will remove a blighted structure and will aid in the prevention of blight spreading to adjacent properties.
	Target Date	04/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable
	Location Description	This project will take place at 531 Bradley Street.
	Planned Activities	A dilapidated single family residential home located on the parcel will be demolished and the site will be restored.

5	Project Name	Homebuyer Program 2024
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$140,000
	Description	This project will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home. The project is designed to increase the opportunity for homeownership throughout the City, with an emphasis on our CDBG target areas.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately four low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The Homebuyer Program will provide grants to assist qualified low-to-moderate income individuals with down payment assistance toward the purchase of a new home.

6	Project Name	518 Pine Street Transitional Housing SRO
	Target Area	None
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	\$25,000
	Description	North Country Transitional Living Services, Inc. (NCTLS) has partnered with the Jefferson County Department of Social Services (JCDSS) to operate a single room occupancy (SRO) facility located at 518 Pine Street. The 18-bed facility provides safe, supervised transitional housing to individuals experiencing homelessness. On-site Case Managers link and refer individuals to supportive services which may include but not be limited to treatment for mental illness and/or addiction, employment and/or mainstream benefits. The program will identify an individual's need not only for housing but also securing other resources needed to maintain housing stability (food security, health insurance, vocational and educational support, medical treatment, transportation, clothing, social connectedness, etc.).
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist approximately 40 homeless individuals.
	Location Description	The project is located at 518 Pine Street in the City.
	Planned Activities	The project will provide case-management to assess individuals' needs and barriers relative to independent housing in the community and develop a plan of service to assist them to achieve it. Case Managers will link and refer to supportive services which may include but not be limited to treatment for mental illness and/or addiction, employment and/or mainstream benefits.

7	Project Name	Fair Housing Education 2025
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Fair Housing Education
	Needs Addressed	Fair Housing Education
	Funding	CDBG: \$5,000
	Description	The City of Watertown proposes to undertake a Fair Housing Education Project aimed at informing citizens of their Fair Housing rights and educating staff. This informational campaign will include, but not necessarily be limited to advertising and outreach, as well as in-person and/or online information activities. 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	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as other educational/information activities aimed at informing people of their Fair Housing rights.

8	Project Name	WCSD Food for Families (Backpack) Program
	Target Area	Downtown, Near East, East, Northeast, Northwest, West
	Goals Supported	Public Services Support
	Needs Addressed	Support of Public Services
	Funding	CDBG: \$8,000
	Description	This project will provide funding for the Watertown City School District (WCSD) backpack program, Food 4 Families. The Program provides impoverished children and their families with a backpack full of food each Friday so they have food to eat over the weekend. This enables them to be better prepared to learn when the new school week starts. The long-term goals of the program include improving scores, attendance, graduation rates, etc. The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 22-23, the school district reported 66% of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately 50 low to moderate income families, over the course of 40 weeks.
	Location Description	The program will service all schools in the Watertown City School District.
Planned Activities	The Watertown City School District Food 4 Families Program will provide food for approximately 50 students and their families throughout the Watertown City School District each week for 40 weeks during the school year.	

9	Project Name	Program Administration 2024
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Planning and Administration
	Needs Addressed	Decent Affordable Housing Homeownership Public Infrastructure Improvements Environment and Quality of Life Enrichment Blight Elimination Fair Housing Education Support of Public Services Homeless Prevention
	Funding	CDBG: \$42,000
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2025
	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) – GU

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

The City does not plan to designate an official Target Area as its focus area for Program Year 2024. However, the Huntington Street Water Main Replacement Project, which accounts for just over one-half of the City’s PY 2024 Entitlement award, spans the East and Near East Target Areas, as well as a non-Target Area Block Group in between these Target Areas. The City calculates a 53.7 percent LMI service area for this project.

The Northwest Target Area will also see significant investment in PY 2024. The Northwest Target Area Tree Planting Project and the 531 Bradley Street Demolition Project will both occur in this neighborhood.

Many proposed projects for Program Year 2024 will be citywide. The Homebuyer Program, Fair Housing Education Project Calendar Year 2025, WCSD Food for Families (Backpack) Program, 518 Pine Street Transitional Housing SRO and ADA Ramp Replacement Project 2024 will all have citywide benefits, including locations outside of Target Areas.

For the purpose of calculating the percentage of funds spent in each Target Area, the City took different approaches to each project. For the single-location projects within Target Areas, the City assigned those funds to the appropriate Target Areas. For the Food For Families, Fair Housing Education and Transitional Housing SRO projects, the City divided the total amount programmed by seven (the six Target Areas plus Non-Target Area spending). For CDBG Program Administration and the Homebuyer Program, the City divided the amount programmed by six (the five Target Areas excluding Downtown plus Non-Target Area locations). The City excluded downtown because the number of homes available for purchase downtown is not statistically significant. Finally, for the ADA Ramp Replacement Project, the City divided the total amount by five (the four identified Target Areas in the project description plus Non-Target Area locations).

Since some spending will occur outside of Target Areas, the values in the “Percentage of Funds” table immediately below will only add up to 77 percent, as it only tabulates spending within Target Areas.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	1
Near East	25
East	22
Northeast	7
Northwest	15
Near West	7

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically.

The City has selected projects based upon the most urgent needs and maximum impacts; and will continue that strategy in PY 2024. Over the three preceding program years, that prioritization strategy has led to an unofficial focus on the Northeast Target Area, as that is where the City had identified the most impactful projects. This year, the East and Near East Target Areas will see the most spending due to the Huntington Street Water Main Replacement Project.

The disability rates in Census Tracts 613 and 614, which together make up the City's North Side, are 23.7 percent and 21.2 percent, respectively, which are the highest and third highest disability rates of the seven Census Tracts in the City, making ADA ramp projects on the North Side particularly impactful.

In addition, Neighbors of Watertown, the City's subrecipient responsible for implementing the Homebuyer Program, has a long waitlist of applicants for this assistance. Many applicants have been on this list for over a year or more, and position on the waitlist will take precedence over geographic location when selecting recipients of this assistance.

Discussion

Although the City will again not designate a formal focus area for PY 2024, the City anticipates spending a plurality of funds in the East and Near East Target Areas, as this is where the City has identified the Huntington Street Water Main Replacement Project as the most impactful possible project for this Program Year.

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

Introduction

CDBG funded activities for this program year will address improvements to public infrastructure and environmental and quality of life improvements, homebuyer assistance, blight removal, fair housing education initiatives, homeless assistance and projects that support the social needs identified by the community through our public outreach process.

Actions planned to address obstacles to meeting underserved needs.

The City's first-time homebuyer program will help to improve the quality of the housing stock in the City by providing first-time homebuyer assistance along with assistance for moderate rehabilitation to those who otherwise could not afford it. Additionally, by providing operating assistance for the 518 Pine Street Single-Room Occupancy program, the City will be helping to address the needs of those in need of housing assistance. The Food 4 Families program will provide weekend meals for low-income families that struggle with being able to afford food.

Actions planned to foster and maintain affordable housing.

The homebuyer program will allow families to purchase a home that otherwise would not be able to afford to own a home of their own. The funds will also allow the families to perform minor rehabilitation on their home to make it safer and more affordable to live in. The homebuyer program will help four families purchase a home.

Actions planned to reduce lead-based paint hazards.

The homebuyer program mentioned above will also serve to mitigate and remove lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

The homeless assistance program will provide unhoused individuals with secure housing and connect them with social services which will help lead them out of homelessness. The Food 4 Families Program will provide food and nutrition for families on the weekends, which will help ease their food cost burden.

Actions planned to develop institutional structure.

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the program requires constant communication and coordination with numerous City departments and agencies. Within the Planning and Community Development Department, CDBG duties and program areas (housing, public improvements, and public services) have been divided among all staff members. This provides staff the

ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the department is not left in a difficult position in the event of staff changes.

Planning Staff has also involved members of the City's GIS Department in spatial analyses related to planning efforts for the CDBG program. Planning Staff works closely with GIS Staff to educate them about the CDBG program so that the GIS Department can continue to contribute to the City's administration of the CDBG program.

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

As part of our 2024 Annual Action Plan, the City is collaborating with North Country Transitional Living Services, Inc. (NCTLS) on a Transitional Homeless Housing Single Room Occupancy (SRO) facility that they have developed in partnership with the Jefferson County Department of Social Services (DSS) at 518 Pine Street in the City. The 18-bed SRO facility provides safe, supervised transitional housing to individuals experiencing homelessness. The City will also collaborate with CNY Fair Housing to provide Fair Housing services. The City will also be working with the Watertown City School District, by providing assistance to fund the Food 4 Families program. The City has a sub-recipient agreement with Neighbors of Watertown, a not-for profit housing agency, to administer the housing programs funded with CDBG funds.

The City will continue to strive to find ways to help improve cooperation between the public and private entities that comprise its partner organizations.

Discussion

In addition to the actions listed above, the City will direct funding toward infrastructure replacement and new infrastructure construction, including new streets and sidewalks, ADA ramps, and tree planting.

Program Specific Requirements

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

Introduction

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

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(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.	88.00%

Discussion: We expect that approximately 88 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 2024.