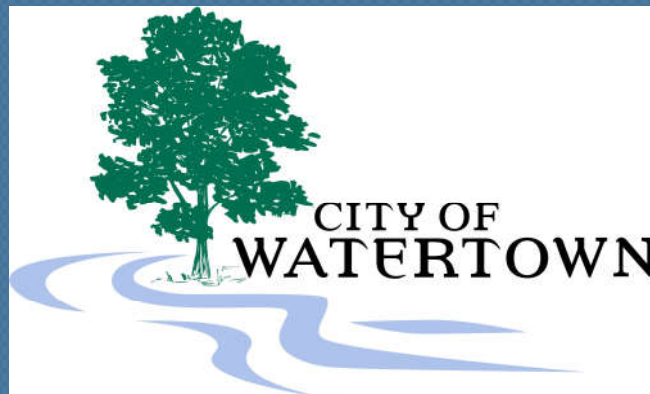


**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
ENTITLEMENT COMMUNITIES PROGRAM**

**Annual Action Plan
Program Year 2022**

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



Adopted– June 20, 2022

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 2022 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 second 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 2021 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, an owner-occupied housing rehabilitation program, a homebuyer program as well as a demolition project. The 2021 Annual Action Plan also address 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 playground improvements, tree planting, fair housing education, homeless assistance, and support of public services.

For 2022, the City will continue to work on many of the goals stated in the Consolidated Plan, including neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance, environment and quality of life enrichment, fair housing, homeless assistance, and support of public services. The projects that have been identified to accomplish our neighborhood stabilization and revitalization goal will include a street/sidewalk reconstruction project and an ADA ramp replacement project. The sidewalk and ramp programs have made significant positive impacts in terms of accessibility

and walkability in the neighborhoods in which they have been completed to date and the proposed projects will continue that improvement in our CDBG target areas. The City will implement a tree planting project and will make playground enhancements in an effort to meet our environment and quality of life enrichment goals. Continuing the owner-occupied housing rehabilitation program will enable the City to meet the affordable housing rehabilitation goal while a homebuyer program will enable us to meet our homeownership assistance goals. The rehabilitation of homes and the purchase of homes by first time homebuyers throughout the City have made a tremendous impact by helping to eliminate blight and providing stability in our neighborhoods.

The City's lower priority goals such as fair housing and homeless assistance will also be addressed through several projects including a Fair Housing education program and homelessness assistance in partnership with the Points North Homeless Coalition and North Country Transitional Living, Inc.

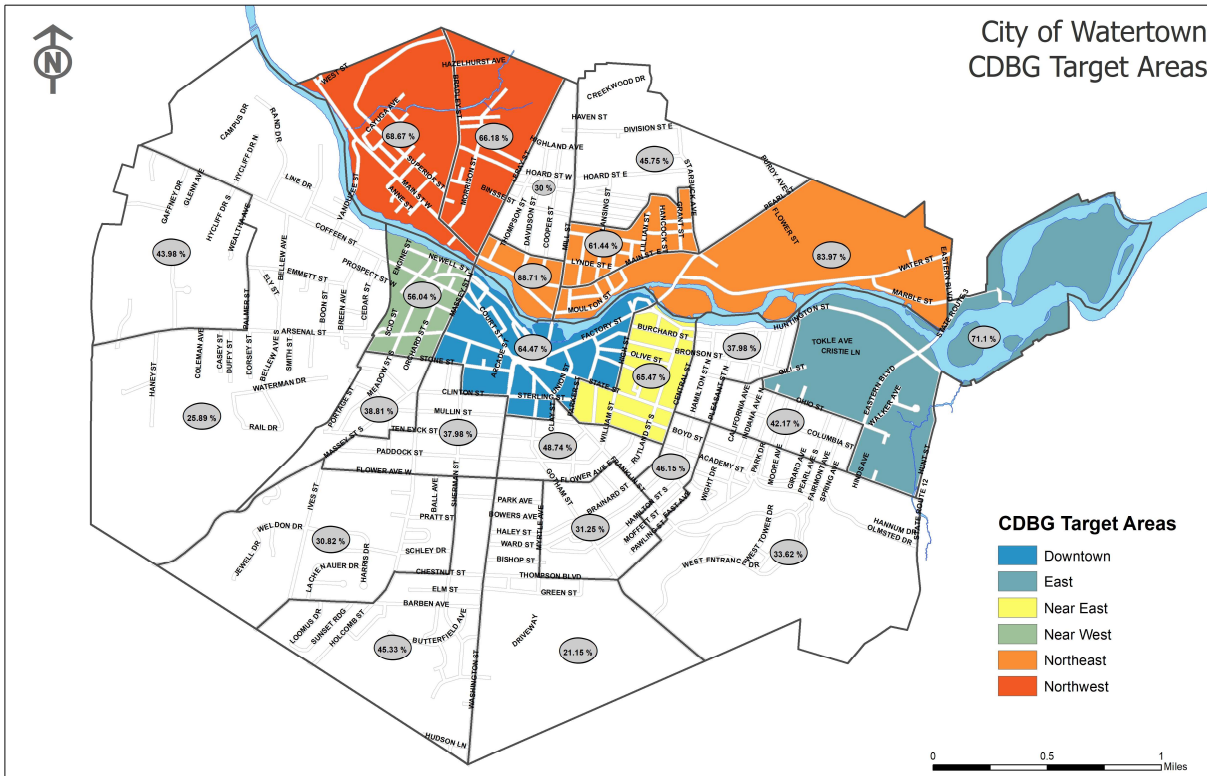
Our Planning and Administration goal will also be included in the 2022 Annual Action Plan with funding being allocated for the overall administration of the CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

The City will concentrate its CDBG Program this year on three high priority needs: decent affordable housing, homeownership assistance, and public infrastructure improvements. 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, 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 Northeast Target Area. The Seward Street Reconstruction Project, a tree planting initiative and the design of the Burlington Street Reconstruction Project will all occur in this area. Other efforts such as the housing and homebuyer programs 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.



3. Evaluation of past performance

The City of Watertown is beginning its eighth year as a CDBG Entitlement Community. During the first seven years as a CDBG Entitlement Community, the City has had success with implementing a number of neighborhood stabilization and revitalization initiatives and affordable housing rehabilitation projects. The City has completed several infrastructure improvements including sidewalk construction projects and the replacement of ADA ramps. Our owner-occupied housing rehabilitation program has been very successful in helping local property owners rehabilitate their homes and we have assisted with the rehabilitation of two large multi-family housing developments as well. In addition, the City has worked to stop the spread of blight by demolishing a number of blighted structures and has implemented several public service programs and projects.

4. Summary of Citizen Participation Process and consultation process

The citizen participation process for the City’s CDBG Annual Action Plan for Program Year 2022 included outreach to a number of different organizations and individuals throughout the community. The City began by contacting numerous public and private agencies that provide assisted housing, health and social services, homeless services, child welfare services and other agencies that serve the low to moderate income population in the City. The City also contacted adjacent units of local government and local economic development agencies to obtain input on non-housing community development needs and priorities.

Staff presented an overview of the CDBG program and discussed the proposed Annual Action Plan with our Citizens Advisory Board, Advantage Watertown on February 10, 2022. Staff also provided a CDBG program overview and discussed funding and project priorities with the City Council during a meeting held on February 22, 2022. The City Council held a public hearing on March 7, 2022, 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, a draft Annual Action plan was published, and a 30-Day public comment period was scheduled in order to gather additional input from citizens. The 30-Day public comment period was held from March 25, 2022, to April 24, 2022.

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 suggested included improving the City's housing stock through an owner-occupied rehabilitation program and providing funding for a homebuyer program. Neighborhood improvement suggestions included sidewalk and other infrastructure improvements. A suggestion from our Citizens Advisory Board was to include funding for playground enhancements for the North Star Playground located in the Northwest Target Area. Other specific project ideas and requests included providing funding to the Points North Housing Coalition to assist with the Point-In-Time Count of the homeless in the area and funding for North Country Transitional Living Services to assist with operating expenses for a transitional homeless housing single room occupancy facility they are developing in the City.

A public hearing was held on March 7, 2022. No public comments were received.

The City's 2022 Annual Action Plan was available for public comments during a 30-day public comment period that was held March 25, 2022, to April 24, 2022, after a notice of the comment period was published in the *Watertown Daily Times*. One comment was received regarding the transitional homeless housing single room occupancy facility and asking the City not to allow the project, but did not mention the CDBG funding specifically. The funds are being used for a small portion of the administrative costs for operation of the facility.

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 were two suggestions that were not accepted.

The first was a request from CARES of NY, inc. on behalf of the Points North Housing Coalition who requested CDBG funding to be used as the required match for the Points North HUD Planning and Homeless Management Information System (HMIS) programs administered by CARES of NY, Inc. CARES is the Planning and HMIS lead for Points North Continuum of Care. It was determined that City CDBG funding cannot be used to support programs outside of the City or as match for other federal programs so this request for funding was not included in our plan.

The second request for funding that was not accepted was a request from the local YMCA which requested funding to assist with the construction of a planned Downtown Community and Aquatics Center. While this type of facility is eligible for funding under CDBG regulations, this particular project did not qualify for funding for several reasons and was therefore not included in our 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 those noted above.

7. Summary

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

The projects that have been identified to fulfill the three primary goals include an owner-occupied housing rehabilitation program, a first-time homebuyer program, a street and sidewalk reconstruction project and ADA ramp replacement. To accomplish our lower priority goals, the City plans to assist with homelessness prevention by funding two initiatives, conduct Fair Housing education and to improve the City's environment and quality of life through tree planting and playground enhancements.

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 2022, although a significant investment is proposed for the Northeast Target Area. 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 2022 will be Citywide. The Point-In-Time Outreach and Education Initiative, the Fair Housing Education Project, First Time Homebuyer and Owner-Occupied housing rehab 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 this Consolidated Plan 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 and conference 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 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 2022 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 and has gained valuable input for incorporation into the plan.

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

In the City of Watertown, the Continuum of Care is known as the Points North Housing Coalition (PNHC). PNHC serves the City and Jefferson County, along with Lewis and St. Lawrence Counties. PNHC is comprised of a wide range of members from many varying backgrounds such as businesses, faith-based organizations, hospitals and medical service providers, veteran services, other non-profits, 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 are developing in partnership with the Jefferson County Department of Social Services (DSS) at 518 Pine Street in the City. NCTLS is partnering with the Jefferson County DSS and a private developer to open an 18-bed SRO facility that will provide 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, including operating assistance, case management and other on-site services.

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 is partnering with NCTLS to assist with the operation of an 18-bed transitional homeless housing SRO facility. The project is being 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 28, 2022.
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 10, 2022, asking for input on the 2022 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 suggested utilizing CDBG funding for housing rehab, infrastructure improvements and neighborhood facilities, including a particular playground located in the Northwest 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 28, 2022.
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 28, 2022.
5	Agency/Group/Organization	Development Authority of the North Country (DANC)
	Agency/Group/Organization Type	Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly meets with representatives of DANC to coordinate efforts of the CDBG and North Country HOME Consortium programs. Contact was made via email on February 28, 2022, 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 28, 2022.
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 28, 2022.

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 28, 2022.
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 28, 2022.
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 28, 2022.
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 28, 2022.
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. A meeting was held on February 10, 2022, to discuss needs for the coming year. An additional email was sent on February 28, 2022.
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 28, 2022.
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 28, 2022.
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 28, 2022.
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?	TLS Staff attended a City Council presentation on the CDBG program on February 22, 2022. A meeting was held with the Executive Director on March 18 to discuss a project proposal which was ultimately included in our Annual Action Plan.

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 28, 2022.
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 28, 2022.
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 28, 2022, 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 28, 2022.
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 28, 2022.
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 28, 2022.
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 28, 2022.
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 28, 2022.
25	Agency/Group/Organization	Points North Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City regularly attends the Points North Housing Coalition meetings. Once again this year, the City received a request for assistance in a joint Point in Time outreach and education initiative. The initiative would involve a small marketing campaign consisting of television and newspaper advertisements in the weeks preceding the annual Point in Time Count of the homeless population. The advertising would raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of the PIT events being sponsored by the PNHC. It would also offer those attending a chance to find out about homeless services in addition to being included in the PIT count.

26	Agency/Group/Organization	Jefferson County Industrial Development Agency
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Contact was made via email on February 28, 2022.
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 28, 2022.

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	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 Strategic 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 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.

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 28, 2022, 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 22, 2022, 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 2022 Annual Action Plan. Planning Staff gave an overview of the CDBG program, discussed what activities were eligible and ineligible for CDBG funding, explained the role of locating projects in target areas to meet a national objective, and encouraged the Council members to share their ideas and help identify priorities and areas of concern.

The Council asked questions about potentially using CDBG funds in conjunction with American Rescue Plan funds to complete more impactful projects. Staff explained that this was occurring on two street reconstruction projects on the City's north side. The Council also asked about using CDBG funds for homeless assistance and a potential homeless shelter. Finally, the Council asked if the LMI benefit for sidewalk replacement could be done on an individual property basis by income-qualifying the homeowner.

The City Council held a public hearing on March 7, 2022, to obtain input from citizens, involved agencies and interested persons on activities to be included in the Consolidated Plan and Annual Action Plan. No one spoke at the public hearing.

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

The citizen participation process was extremely beneficial 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	Advisory Board	Citizen Community Leaders	On February 10, 2022, Planning Staff gave a presentation on the CDBG program to members of Advantage Watertown, a group of private and public sector community leaders that serve as an advisory board to the City Council. Staff requested input from members on the program. Approximately 15 Advantage Watertown members attended this meeting.	The Advantage Watertown members in attendance generally supported the preliminary list of projects proposed for the 2022 Annual Action Plan. In addition, members suggested improvements to North Start Playground located in the City’s Northwest Target Area. Improvements proposed included new benches, picnic tables and other site amenities.	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	City Council Meeting	Members of City Council and meeting attendees	On the evening of February 22, 2022, Planning Staff gave a presentation to the City Council about the CDBG program and encouraged input for the 2022 Annual Action Plan. Attendance included City Council members, the City Manager, Deputy City Clerk, and various City staff.	The Council generally supported the preliminary list of projects proposed for the 2022 Annual Action Plan. Members also asked questions about potentially using CDBG funds in conjunction with American Rescue Plan funds to complete more impactful projects. Staff explained that this was occurring on two street reconstruction projects on the City's north side. The Council also asked about using CDBG funds for homeless assistance and a potential homeless shelter. Finally, the Council asked if the LMI benefit for sidewalk replacement could be done on an individual property basis by income-qualifying the homeowner.	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/swpp/wcc/videos/229506190

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	Internet Outreach	Local Public Agencies	<p>On February 28, 2022, 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 7, 2022. Over 25 agencies were contacted as part of this outreach effort.</p>	<p>The City of Watertown received one email in response to this outreach from North Country Transitional Living Services, Inc. (NCTLS) This coordination led to a meeting with NCTLS to discuss a proposed Transitional Homeless Housing Single Room Occupancy (SRO) facility. This led to a formal request for CDBG funds from NCTLS through the PY 2022 Annual Action Plan.</p>	<p>The City of Watertown did not reject any comments received.</p>	

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 7, 2022, 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.	No one spoke at the Public Hearing.	No one spoke at the public hearing to propose any ideas. As such, the City did not reject any comments.	https://livestream.com/swpp/wcc/videos/229764834

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 March 21, 2022, 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 2022 Annual Action Plan. Council members asked questions about several of the proposed projects as well as some that were not eligible for funding. After discussion, the Council agreed to and finalized the list of project and priorities for the draft Annual Action Plan.	All comments were considered in the preparation of the draft plan.	https://livestream.com/swp/wcc/videos/230054523

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 ninth year. Program Year 2022 will be the second year of funding under our 2021-2025 Consolidated Plan. The City's timeline for writing the draft 2022 Annual Action Plan preceded an award letter from HUD that outlined the available funding amount for the CDBG Program for 2022. In drafting the proposed plan, the City utilized an anticipated budget of \$965,000. This amount is an estimate, based on a slight increase from the amount the City received in PY 2021 (\$943,790). Once HUD informs the City of our actual funding amount for 2022, we will update the table below, and the individual project budgets based on the plan outlined below.

As noted above, while developing the proposed 2022 Annual Action Plan, the City utilized an anticipated budget of \$965,000. If the funding awarded to the City of Watertown is greater than the \$965,000 that is anticipated, the amount in excess will be allocated to the Seward Street Reconstruction Project.

If the funding allocated to the City is less than \$965,000, the City proposes to reduce the amount budgeted for the Burlington Street Reconstruction Design by up to \$10,000 and then reduce the amount budgeted for the Seward Street Reconstruction by the amount needed to make up the remaining difference.

The anticipated accomplishments for each of the projects will not be changed as additional City funding will be allocated to both the Seward St. Reconstruction and the Burlington Street Design, meaning that the full scope of those project will move forward and be accomplished, regardless of the exact funding level.

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 and Planning Housing Public Improvements Public Services	\$905,080	\$0	0	\$905,080	\$2,865,080	This is the City's estimated annual allocation from HUD for the CDBG program. Years 3-5 assume funding levels of \$975,000 per year.

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 Seward Street Reconstruction Project and the Burlington Street Reconstruction Design Project, the City will leverage American Rescue Plan Act funding in addition to New York State Consolidated Highway Improvement Program Funds and local funds from the City's General Fund, Water Fund and Sewer Fund. Additionally, the Transitional Homeless Housing SRO will leverage ESG-CV funds that were awarded to Jefferson County Department of Social Services to operate 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 ninth 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 2021. For 2022, the City expects to receive \$905,080 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: \$400,080	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 825 Persons Assisted
2	Affordable Housing Rehabilitation	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Decent Affordable Housing	CDBG: \$196,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
3	Homeownership Assistance	2021	2025	Affordable Housing	Downtown East Near East Near West Northeast Northwest	Homeownership	CDBG: \$196,000	Direct Financial Assistance to Homebuyers: 6 Households Assisted
4	Environment and Quality of Life Enrichment	2021	2025	Non-Housing Community Development	Near East Northeast	Public Infrastructure Improvements	CDBG: \$20,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
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: \$22,500	Homelessness Prevention: 60 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: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 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: \$65,500	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, 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 support of the Annual Point-In-Time Count, services for homeless persons, and long-term planning to address homelessness in the community.
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 7 families with affordable housing through our Homeownership Assistance Program.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For Program Year 2022, the City plans to address the four primary goals identified in our Consolidated Plan: Neighborhood Stabilization and Revitalization, Affordable Housing Rehabilitation, Homeownership Assistance and Environment and Quality of Life Enrichment. The City's lower priority goals of Fair Housing Education and Homeless Assistance 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 four primary goals that the City plans to address this year: a street reconstruction project, ADA ramp reconstruction, playground improvements, tree planting, an owner-occupied housing rehabilitation program and a homebuyer program. To accomplish our lower priority goals, the City plans to assist the homeless with the Point-In-Time Outreach and Education Initiative, provide funds for operating assistance for a proposed transitional housing SRO project, and conduct Fair Housing education

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	Seward Street Reconstruction Project
2	Franklin Street Area ADA Ramp Replacement Project
3	Northeast & Near East Target Areas Tree Planting Project
4	North Star Playground Enhancements
5	Owner-Occupied Housing Rehabilitation 2022
6	Homebuyer Program 2022
7	518 Pine St. Transitional Housing SRO
8	Point-In-Time Outreach and Education Initiative 2022
9	Fair Housing Education
10	Burlington Street Reconstruction Design
11	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 four highest priority needs that were identified during our citizen participation and outreach initiatives, which were decent affordable housing, homeownership, environment and quality of life enrichment and neighborhood stabilization and revitalization. Approximately 90 percent of our available funding for this program year has been allocated to address these top priorities. The City will use the remaining funding

for planning and administration and addressing our lower priority needs, including Fair Housing and homeless assistance.

AP-38 Project Summary

Project Summary Information

1	Project Name	Seward Street Reconstruction Project
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$250,080
	Description	This project will include the complete reconstruction of Seward Street. Improvements will include sidewalk replacement, constructing new sidewalks where walks do not exist currently, ADA ramp replacement, curbing replacement, new pavement, and replacement of various utilities (water, sanitary sewer, storm sewer), green infrastructure, and tree planting.
	Target Date	06/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 150 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 2020 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 three Block Groups in Census Tract 613 when estimating the number of families.
	Location Description	The project is located in the City’s Northeast CDBG Target Area and is located in Census Tract 613, Block Group 2 which is characterized as having a low to moderate income population of 61.44 percent.

	Planned Activities	Planned activities include reconstruction of the entire street and utilities. This will include replacing the existing sidewalk and constructing new sidewalks where none currently exist, ADA ramp replacement, curbing, pavement, utilities, tree removal and tree planting.
2	Project Name	Franklin Street Area ADA Ramp Replacement Project
	Target Area	None
	Goals Supported	Neighborhood Stabilization and Revitalization
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$100,000
	Description	This project involves public infrastructure improvements consisting of ADA sidewalk ramp reconstruction. The City proposes to reconstruct approximately 16 ramps in Census Tract 621, which has an estimated Disability Rate of 25 percent according to 2016-2020 Five-year American Community Survey (ACS) estimates, almost double the estimated nationwide Disability Rate. In addition, ACS data also estimates that approximately 29 percent of occupied housing units in Census Tract 621 do not have access to a vehicle, making pedestrian trips more likely. The City will install the 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.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	The city estimates that 504 low-to-moderate income families will benefit from the proposed project based on the total number of families in Census Tract 621 and the LMI percentage in Block Group 1 of this tract which makes up the Downtown Target Area. These geographies are not a perfect match as Census Tract 621 contains two additional block groups. ACS Data also estimates that only 782 of 2,027 households in Census Tract 621 are occupied by families. 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, but there are several senior apartment buildings within short walking distance of the proposed improvements. Taken together with the ACS Data, it is reasonable to infer that there are a significant number of elderly and/or disabled individuals in Census Tract 621 that do not live in a traditional family setting, and therefore would not be captured by measuring accomplishments using only the “families assisted” metric but would nonetheless greatly benefit from new ADA ramps in the downtown area.
	Location Description	The project will take place primarily in and adjacent to the Downtown Target Area. 14 of the 16 proposed locations are along Franklin Street and the others are within a block in either direction.
	Planned Activities	The City proposes to construct approximately 16 ADA accessible 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.
3	Project Name	Northeast and Near East Target Areas Tree Planting Project
	Target Area	Northeast, Near East
	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 Near East and Northeast Target areas.

	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 354 low-to-moderate income families residing in the Northeast 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. The City also estimates that 171 low-to-moderate income families living in the Near East Target Area will benefit from the proposed project. Tree planting will benefit those who live in or utilize the areas where the improvements are proposed especially in areas with limited access to street trees, parks, or green space.
	Location Description	The project will take place within the City's Near East and Northeast target areas.
	Planned Activities	The City proposes to use its recently completed tree inventory and management plan to identify potential planting spaces in the Near East and Northeast target areas. Priority locations for tree planting will exhibit one or more of the following site conditions: Previously identified planting locations, recent tree removal, proximity to existing ash trees, and/or stormwater susceptibility. Based on current inventory data, the Near East and Northeast Target Areas have 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 (driveways aprons, utility poles, intersections, fire hydrants, street signs, etc.).
4	Project Name	North Star Playground Enhancement
	Target Area	Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enrichment
	Needs Addressed	
	Funding	CDBG: \$5,000
	Description	This project will involve the installation of benches, picnic tables and other site amenities around North Star Playground, located on New York Avenue in the City's Northwest Target Area.
	Target Date	6/30/2023

	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 126 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 2020 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 four Block Groups in Census Tract 614 when estimating the number of families.
	Location Description	The project will take place at North Star Playground on New York Avenue.
	Planned Activities	Benches, picnic tables and other site amenities will be installed.
5	Project Name	Owner-Occupied Housing Rehabilitation Program 2022
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Affordable Housing Rehabilitation
	Needs Addressed	Decent Affordable Housing
	Funding	CDBG: \$196,000
	Description	The owner-occupied housing rehabilitation program will provide rehabilitation assistance for substandard 1-to-4-unit owner-occupied properties within the City.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 2022 Owner-Occupied Rehabilitation funds will assist approximately seven low to moderate income families.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The Owner-Occupied Housing Rehabilitation Program will offer loans and/or grants to low- and moderate-income homeowners to rehabilitate their 1-to-4-unit homes.
6	Project Name	Homebuyer Program 2022
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Neighborhood Stabilization and Revitalization Homeownership Assistance
	Needs Addressed	Homeownership
	Funding	CDBG: \$196,000
	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	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	This program will assist approximately seven 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.
7	Project Name	518 Pine Street Transitional Housing SRO
	Target Area	None
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	\$15,000
	Description	North Country Transitional Living Services, Inc. (NCTLS) is partnering with the Jefferson County Department of Social Services (JCDSS) to open a single room occupancy (SRO) facility located at 518 Pine Street. The 18 – bed facility will provide safe, supervised transitional housing to individuals experiencing homelessness. Case Managers will 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	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist approximately 36 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 their 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.
8	Project Name	Point-in-Time Outreach and Education Initiative 2022
	Target Area	Downtown East Near East Near West Northeast Northwest
	Goals Supported	Homeless Assistance
	Needs Addressed	Homeless Prevention
	Funding	CDBG: \$7,500

Description	The Point-In-Time Outreach and Education Initiative involves the implementation of a small marketing campaign consisting of television and newspaper advertising to be run through the month of January 2023, 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 will raise awareness of the homeless problem in the area, promote the PIT Count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events will be staffed by volunteers and partner agencies from the PNHC and will offer those attending a chance to find out about homeless services in addition to being included in the PIT Count.
Target Date	3/31/2023
Estimate the number and type of families that will benefit from the proposed activities	The City estimates that this project will assist twenty-five homeless families.
Location Description	The project will take place throughout the City of Watertown.
Planned Activities	This project involves conducting a small marketing campaign consisting of television, radio, newspaper, and internet advertising in advance of the annual Point-in-Time (PIT) count. The PIT is done by the Points North Homeless Housing Coalition (PNHC) to count the number of persons homeless on the HUD selected date in January. A second event will be held in July. The advertising campaign will raise awareness of the homeless problem in the area, promote the PIT count and encourage people to attend one of several "Homeless No More" events being sponsored by the PNHC. The events will be staffed by volunteers and partner agencies from the PNHC and will 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 2022
	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 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	12/31/2023
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 25 families will benefit from the proposed project.
	Location Description	The project will take place throughout the City of Watertown.
	Planned Activities	The project will consist of an informational campaign to include advertising and outreach, as well as in-person teaching sessions.

10	Project Name	Burlington Street Reconstruction - Design
	Target Area	Northeast
	Goals Supported	Neighborhood Stabilization and Revitalization Environment and Quality of Life Enhancement
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$50,000
	Description	This project will provide funding for the design of a street reconstruction project on Burlington Street. Infrastructure improvements that will be designed include water, sanitary sewer, storm sewer, street, sidewalks, curbs, lighting, green infrastructure, and tree planting.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates that 150 low to moderate-income (LMI) families will benefit from the proposed project based on the number of families in the Block Group and the LMI percentage for the Block Group that the project covers. Since 2020 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 three Block Groups in Census Tract 613 when estimating the number of families.
Location Description	The project will involve the design of future improvements on Burlington Street between East Main Street and Saint Mary Street in the Northeast target area.	
Planned Activities	The Burlington Street Reconstruction Project will be designed and prepared to go out to bid.	
	Project Name	Program Administration 2022

11	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: \$65,500
	Description	This project is for the administration of the CDBG Program.
	Target Date	6/30/2023
	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 does not plan to designate an official Target Area as its focus area for Program Year 2022. However, the Seward Street Reconstruction Project, which accounts for just under one-third of the City's PY 2022 Entitlement award, is located in the Northeast Target Area. Other activities in the Northeast Target Area include the Burlington Street Reconstruction Design and half of the Northeast and Near East Target Area Tree Planting Project, which the City proposes to split between the two Target Areas. The City estimates that the Northeast Target Area will receive approximately 46 percent of the City's CDBG Entitlement spending in PY 2022.

Many proposed projects for 2022 will be citywide. The Owner-Occupied Housing Rehabilitation Project, Homebuyer Program, Homeless Assistance, Fair Housing Education Project and the 518 Pine Street Transitional Housing SRO will all have citywide benefits including locations outside of Target Areas.

The Franklin Street Area ADA Ramp project will occur entirely within Census Tract 621, which has an estimated Disability Rate of 25 percent according to 2016-2020 Five-year American Community Survey estimates, almost double the estimated nationwide Disability Rate.

The North Star Playground Enhancement Project will occur in the Northwest Target Area, a primarily residential section of the City where a cemetery and undeveloped wetlands constitute a majority of the open space and where there is a noticeable lack of quality recreation opportunities for children.

For the purposes 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 Homeless Assistance and Fair Housing Education projects, the City divided the total amount programmed by seven (the six Target Areas plus Non-Target Area spending). For the Owner-Occupied Housing Rehabilitation and Homebuyer programs, 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 amount of owner-occupied units downtown is not statistically significant. Finally, for Program Administration, the City divided the programmed amount evenly across the six Target Areas.

Since some spending will occur outside of Target Areas, the values in the "Percentage of Funds" table immediately below will only add up to 93 percent, as it only tabulates spending within Target Areas.

Geographic Distribution

Target Area	Percentage of Funds
Downtown	12
Near East	9
East	8
Northeast	47
Northwest	9
Near West	8

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

In Program Year 2017, the City decided to focus on the Near East Target Area to make its CDBG Program efforts more impactful and visible. In all subsequent Program Years, the City selected projects based upon the most urgent needs and maximum impacts; and will continue that strategy in PY 2022.

In addition, Neighbors of Watertown, the City’s sub-recipient responsible for implementing the Owner-Occupied Rehabilitation and Homebuyer Programs, has a long waitlist of applicants for this assistance. Many applicants have been on this list for over a year or more, and position on the waitlist will take precedence over geographic location when selecting recipients of this assistance.

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

Discussion

Although the City will again not designate a focus area for PY 2022, the City anticipates spending a plurality of funds in the Northeast Target Area for the second consecutive year, as this is where the City has identified the most impactful potential projects, particularly the Seward Street Reconstruction Project and Burlington Street Reconstruction Design.

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

Introduction

CDBG funded activities for this program year will address improvements to public infrastructure, owner-occupied housing rehabilitation, homebuyer assistance, 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 owner-occupied housing rehabilitation program will help to improve the quality of the housing stock in the City by providing assistance to those who otherwise could not afford it.

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

The housing rehabilitation program and 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

Housing rehabilitation will help to reduce the cost of living for poverty level families. Additionally, the homeless assistance program will connect homeless individuals with services during HUD's annual point-in-time count which will hopefully lead them out of homelessness and into better living conditions.

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 2022 Annual Action Plan, the City is collaborating with the Points North Housing Coalition on the Point-In-Time Outreach and Education Initiative to bring awareness to and to help end homelessness in the community. The City will also work with North Country Transitional Living Services, Inc. (NCTLS) on a Transitional Homeless Housing Single Room Occupancy (SRO) facility that they are developing in partnership with the Jefferson County Department of Social Services (DSS) at 518 Pine Street in the City. The 18-bed SRO facility that will provide safe, supervised transitional housing to individuals experiencing homelessness. The City will also collaborate with CNY Fair Housing to provide Fair Housing services. The City has a sub-recipient agreement with Neighbors of Watertown, a not-for profit housing agency, to administer the housing programs funded with CDBG funds.

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

Discussion

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

Program Specific Requirements

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

Introduction

The City’s rental rehabilitation program is the only source of program income for our entitlement community. The payments received to date 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.	93.00%

Discussion: We expect that approximately 93 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 2022.