



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

## **Consolidated Annual Performance Evaluation Report Program Year 2024**

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

**Draft – August 29, 2025**

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

#### **91.520(a)**

Program Year 2024 (July 1, 2024 through June 30, 2025) was the eleventh year the City of Watertown (the City) participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). It was also the fourth year of our 5-year Consolidated Plan that covers Program Years 2021-2025. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a number of projects were completed. Environmental reviews for all of the Program Year (PY) 2024 projects have been completed as well.

The City's strategic plan identifies several high priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements and blight elimination. It also includes a medium priority need of environment and quality of life enrichment and several lower priority needs including fair housing education, support of public services, economic development and homeless prevention. These needs are addressed by several goals including neighborhood stabilization and revitalization, affordable housing rehabilitation, homeownership assistance opportunities, environment and quality of life enrichment, fair housing education, homeless assistance, supporting public services, economic development and planning and administration.

### **Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan in addition to completing projects from previous program years. Two infrastructure projects, the Seward Street Reconstruction Project and the Franklin Street ADA Ramp Replacement Project were completed during the 2024 program year. In addition, the Fair Housing Education Project and the Watertown City School District's Food 4 Families Program were both completed. Significant progress continues to be made on the owner-occupied housing rehabilitation program, as well as the first-time homebuyer program, addressing the City's goal of providing decent affordable housing for low-income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by the program year in which the funds were budgeted.

#### **Goal 1. Neighborhood Stabilization and Revitalization**

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified numerous projects in several of our recent, as well as our current Annual Action Plan. Many of the projects from our previous plans were completed in previous program years, however, the narrative below outlines the activities that were completed in Program Year 2024.

During Program Year (PY) 2024, the City began taking steps to amend our **PY 2020 Annual Action Plan** to reallocate funding to the Burlington Street Reconstruction Project. Several projects in our 2020 Annual Action Plan that have been completed were under budget. These projects included the Tilden Street/Starbuck Avenue Sidewalk Construction Project and the North Side ADA Ramp Phase 2 Reconstruction Project. The City has started the amendment process for our 2020 Annual Action Plan and will reprogram the balances from these activities, along with the funding originally allocated to the NDC Housing Program and move it to the Burlington Street Reconstruction Project. The total funding being reprogrammed is \$78,217.40. Reprogramming the funds for this project will allow the City to spend this money in the first half of the 2025 Program Year. The Burlington Street Reconstruction Project is currently underway and is scheduled to be completed by the end of 2025.

Work was completed on two construction projects during PY 2024, the Franklin Street ADA Ramp Replacement Project and the Seward Street Reconstruction Project. Both projects were identified in our **PY 2022 Annual Action Plan**. The Franklin Street ADA Ramp Replacement Project involved public infrastructure improvements consisting of ADA sidewalk ramp reconstruction. This project was substantially completed during PY 2023 but a few ramps and several outstanding punch list items were completed in PY 2024. Overall the project consisted of the complete reconstruction of 14 ramps along and near Franklin Street. The area is 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. The existing ramps did not comply with the current ADA PROWAG requirements.

The Seward Street Reconstruction Project was also completed in PY 2024. The project involved the complete reconstruction of Seward Street including sidewalk and curbing replacement, replacement of various utilities and repaving the road. Seward Street intersects Grant Street and the reconstruction of both streets were packaged together as one project. Work on Seward Street began during PY 2023. Work completed during that program year included the installation of new water, sanitary sewer and storm sewer lines. Work concluded during PY 2024 as the City's contractor was able to complete the remaining items including the installation of curbing and sidewalks along with a new roadway, including the stone base and asphalt layers.

As noted above, the City started work on the Burlington Street Reconstruction Project which was identified in our **PY 2023 Annual Action Plan**. The design for the Burlington Street Reconstruction Project was completed in April of 2024, and the City put the project out to bid. Unfortunately, the City only received one bid for the project, and it was significantly higher than the overall project budget. The City Council, on the recommendation of City Staff, rejected the bid in May of 2024. It was decided to look at the design and identify areas where the project could be value engineered to potentially save costs. The project was put out to bid again in early 2025 and the City received several bids, with the low bid being less than the bid that was received the previous year. Construction began in May of 2025. The project consists of a full reconstruction of the street and will include improvements such as new pavement, new sidewalks, the replacement of various utilities such as water, sanitary sewer, and storm sewer as well as green infrastructure and tree planting. As of the end of the program year, completed

work on the project included excavation of the road base, and installation of water and sewer lines. Construction will be completed by November of 2025.

The City also completed the Watertown Housing Authority (WHA) Meadowbrook Sidewalk Reconstruction Project, which was identified in our PY 2023 Annual Action Plan. This project included sidewalk reconstruction on Walker Avenue and Burns Avenue at the Meadowbrook Apartment Complex. The purpose of the reconstruction is to improve the routes of travel within the City owned street right-of-way, located in the City's Eastern Target Area. The CDBG funding for the project is a small portion of the overall project cost that is being funded by the Watertown Housing Authority. In addition to sidewalk construction, the overall WHA project includes site drainage improvements.

Finally, under the Neighborhood Stabilization and Revitalization goal, the City began the design work on three projects that were identified in our **PY 2024 Annual Action Plan**. The City completed a Request for Proposals process to select a consultant to design the Huntington Street Water Main Project. Design work began in May and is expected to be completed by the end of the year. Construction is slated to begin in the spring of 2026. In addition, the City completed the Environmental Review Record and began drafting specifications for the 531 Bradley Street Demolition Project. The project is expected to go out to bid in the fall of 2025. Finally, the City's Engineering Department began the design for the ADA Ramp Replacement Project, also expected to go out to bid in the fall of 2025.

## **Goal 2. Affordable Housing Rehabilitation**

To accomplish the goal of Affordable Housing Rehabilitation, the City identified projects in several of our recent, as well as our current Annual Action Plan, including Owner-Occupied and Rental Housing Rehabilitation Programs. The narrative below outlines the housing rehabilitation activities that were completed in Program Year 2024.

During **Program Year 2024**, the City completed a total of thirteen (13) units of owner-occupied rehabilitation, working with Neighbors of Watertown (NOW), the City's sub-recipient for this program. The units completed were from projects identified in **PY 2021** (2 units), **PY 2022** (5 units) and **PY 2023** (6 unit).

The City has not completed any rental rehabilitation projects this year. There is one rental rehabilitation project that is still in progress that was identified in the PY 2018 Annual Action Plan.

At the time of this writing, there are several additional projects underway for the owner-occupied rehabilitation program. Additionally, there is one (1) rental rehabilitation project that is nearing completion which totals three (3) additional units.

The City has completed all owner-occupied rehabilitation projects up to and through Program Year 2022. The City expects to close out the owner-occupied grant funds from 2023 and 2024 within the next year, prior to the end of the 2025 program year.

A total of \$361,550.51 in CDBG funds were spent on affordable housing rehabilitation for low- and moderate-income residents within the City.

Since becoming an entitlement community in PY 2014, the City has used CDBG funding to rehabilitate 107, eighty-eight (88) which have been owner-occupied units and nineteen (19) which have been rental units.

### **Goal 3. Homeownership Assistance**

**In PY 2024**, the City was able to use CDBG grant funds to assist seven (7) qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home along with funds for minor rehabilitation of the home after closing. A total of seven (7) housing units were included in those homes. A total of \$170,700.27 in CDBG funding was spent during PY 2024 for homeownership assistance.

At the time of this writing, several additional projects are underway for the homeownership assistance program and all funds through PY 2024 are expected to be expended by the summer of 2025.

Since becoming an entitlement community in PY 2014, the City has provided homeownership assistance for the purchase of thirty-nine (39) units.

### **Goal 4. Environment and Quality of Life Enhancement**

During the development of the 2021-2025 Consolidated Plan, the City added an Environment and Quality of Life Enhancement goal that aimed to 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.

The City included several projects in our 2021 through 2024 Annual Action Plans aimed at supporting this goal including the Seward Street Reconstruction Project, the Northeast Target Area Tree Planting Project, the Northeast and Near East Target Area Tree Planting Project, the North Hamilton Playground Basketball Court Project and the Northwest Target Area Tree Planting Project. As noted above, the Seward Street Reconstruction Project is now complete. This project included rain gardens (bioswales) and was followed up by a non CDBG-related tree planting project. The largest project identified in our Consolidated Plan to accomplish this goal is the Black River Trail Western Extension Project. Preliminary design for this project was completed and the City will be moving into final design, bidding and construction during program year 2025. A portion of the final design costs were budgeted in our PY 2023 Annual Action Plan and a portion of the construction was budgeted in our PY 2025 Annual Action Plan. CDBG funds will be matched by a \$1,663,764 Transportation Alternatives Grant from the New York State Department of Transportation.

## **Goal 5. Fair Housing Education**

During Program Year 2020, CNY Fair Housing completed an Analysis of Impediments to Fair Housing Choice (AI) for the City of Watertown in advance of the City's 2021 Consolidated Plan. One of the prominent impediments to Fair Housing Choice identified in the plan in the Watertown-Jefferson County area housing market was that housing discrimination and lack of knowledge of fair housing rights continues to limit housing opportunities.

To address that impediment, the City included a Fair Housing Education goal in our Consolidated Plan that aimed to reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance.

To address that goal, the City has included fair housing education projects in each subsequent Annual Action Plans in this consolidated planning cycle.

In December 2023, the City entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to act as the City's qualified Fair Housing Enforcement Agency and to conduct the Fair Housing Education 2024 project that the City included in its PY 2023 Annual Action Plan. The contract period ran from January 1, 2024 to December 31, 2024. The scope of services included Fair Housing Education and Marketing as well as complaint intake.

To complete the education component, CNY Fair Housing conducted two in-person training sessions on December 5, 2024 at the Watertown Urban Mission, one geared towards landlords and one geared towards service providers and tenants. CNY Fair Housing reported that the total reach was four (4) people for the Service Provider session and eleven (11) for the Landlord session.

The marketing component consisted of two billboards that CNY Fair Housing bought in the greater Watertown metropolitan region, as well as social media marketing on Facebook. CNY Fair Housing reported a total reach of 33,918 for this online advertising.

Additionally, CNY Fair Housing has supplied educational materials such as brochures and informational magnets to the Watertown Urban Mission for distribution to the Urban Mission's clientele.

Finally, CNY Fair Housing is also acting as the City's Qualified Fair Housing Enforcement Agency and has the authority to investigate complaints and provide legal representation to victims of discrimination in any case where CNY Fair Housing determines that discrimination has occurred.

## **Goals 6 and 7. Homeless Assistance and Public Services Support**

Another goal of the City's Strategic Plan was to provide homeless assistance by supporting the Points North Housing Coalition (PNHC), the local Continuum of Care and other local agencies that are working to prevent homelessness in the community. For the first two years of the City's 2021-2025 Consolidated Plan, the City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the

homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. For the 2022 and 2023 Point-In-Time Counts, the Points North Housing Coalition (PNHC) worked with local providers and agencies in Jefferson, Lewis and St. Lawrence Counties to assist with the homelessness surveys. In an effort to continue to develop innovative strategies to address homelessness in the region and specifically expand and improve its outreach and methodology for counting the homeless, PNHC organized fourteen "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Homeless No More events as successful as possible, the PNHC and the City of Watertown implemented the Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, small advertising campaigns were developed prior to the Point-In-Time counts. Commercials were developed with a message targeted toward the region's non-traditional homeless population which provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

For the **PY 2023 Annual Action Plan**, the City changed its focus from the educational campaign that it had completed previously to granting funds to North Country Transitional Living Services, Inc. (NCTLS). NCTLS partnered with the Jefferson County Department of Social Services (JCDSS) on the 518 Pine Street Transitional Housing Single Room Occupancy (SRO) Project. 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 identified 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.). CDBG funding provided case-management to assess individuals' needs and barriers relative to independent housing in the community and helped develop a plan of service to assist them to achieve it.

The City planned to assist North Country Transitional Living Services, Inc. (NCTLS) again with funding for case management services as part of our **PY 2024 Annual Action Plan**, but unfortunately the SRO facility closed on July 31, 2024. The City is evaluating how to best reallocate the funding originally planned for this project.

Another project that was identified in the City's PY 2024 Annual Action Plan to accomplish the goal of Public Services Support was the Watertown City School District Food for Families Program. The project provided funding for the Watertown City School District (WCSD) Food for Families Program, or Backpack Program. During the 2024-2025 school year, the Food 4 Families Program was able to make a meaningful difference in the lives of hundreds of local families. Designed to combat food insecurity among students, this program ensures that children have access to healthy, nourishing food when school meals are not available, specifically over weekends and extended breaks. For many students, the meals they receive at school may be the only consistent source of nutrition in their day. When the weekend arrives or schools close for holidays, this safety net disappears. The Food 4 Families program

steps in to fill that gap. Each backpack, carefully packed with enough food to sustain a student through several days, costs approximately \$8.65 to assemble, with \$3.10 of that cost covered by funding from the City's CDBG Program. Over the course of the year, the district distributed an estimated 3,104 backpacks filled with nutritious, kid friendly, and easy-to-prepare food items. These bags helped to ensure that no student had to face a weekend or holiday break with an empty stomach. The reach of this initiative was substantial—and deeply needed as 2,400 backpacks went to students from low-income households, qualifying for free or reduced-priced lunch programs.

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. The program is currently run entirely on grant funding and 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 100 backpacks each week during the school year, but there is greater need in the District than the program can provide. Beyond the CDBG funding provided by the City, the program received numerous community donations, fundraisers, as well as funding through payroll donations made to the United Way.

#### **Goal 8. Economic Development**

The City's 5-year strategic plan also identified an economic development goal aimed at supporting the efforts of the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency. While there were no CDBG projects during the program year that were identified to allow the City to partner with these agencies to attract business or create new jobs, the City nonetheless continues to work with these agencies throughout the year. The City's Mayor, Sarah V. C. Pierce and Planning and Community Development Director, Michael A. Lumbis, both serve on the WLDC Board of Directors. Future projects and funding commitments will be determined for future program years as opportunities for projects and programs arise.

#### **Goal 9. Planning and Administration**

As one can conclude from the various project descriptions noted above, the City has been actively implementing a variety of programs and projects during the last program year from several previous Annual Action Plans. The City expended a total of \$53,408.11 administering the various CDBG grants during the Program Year. In addition to the project management for the various initiatives described above, Staff developed the City's 2023 Consolidated Annual Performance Evaluation Report (CAPER) and 2025 Annual Action Plan during the program year.

#### **CDBG-Coronavirus Aid, Relief, and Economic Security Act (CARES Act)**

In response to the ongoing COVID-19 public health crisis, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). As part of the CARES Act, the United States Department of



Housing and Urban Development (HUD) received funds to allocate to Community Development Block Grant (CDBG) entitlement communities to prevent, prepare and respond to the COVID-19 health crisis. HUD allocated \$541,672 in Community Development Block Grant Coronavirus (CDBG-CV) funding to the City of Watertown in Round 1 and \$280,910 in Round 3 for a total of \$822,582.

During Program Year 2020, the City adopted an amendment to the 2020 Annual Action Plan that detailed how the City planned to utilize the CDBG-CV funding to address the community wide impacts of COVID-19. The City Council decided to utilize the funds on two main initiatives that include economic development in the form of a Small Business Emergency Relief Program and public services which includes support to four local food pantries. Funding was also allocated to establish an employment training program aimed at assisting those struggling with substance abuse with obtaining employment and for program administration.

The last of the remaining projects were completed during the 2023 program year so there are no further accomplishments to report as part of this CAPER.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

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Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$0	Rental units rehabilitated	Household Housing Unit	4	4	100.00%	0	0	100%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$161,409	Homeowner Housing Rehabilitated	Household Housing Unit	37	34	91.89%	7	13	185.71%
Economic Development	Economic Development	CDBG: \$0	Jobs created/retained	Jobs	5	0	0.00%	0	0	0.00%
Environment and Quality of Life Enrichment	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4250	858	20.18%	1,000	0	0.00%

Fair Housing Education	Fair Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	200	147%	25	16	64.0%
Fair Housing Education	Fair Housing	CDBG: \$	Other	Other	0	0	0%	0	0	0%
Homeless Assistance	Homeless	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	14	0	0	0	100%
Homeless Assistance	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0%	0	0	0%
Homeless Assistance	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	50	14	28.00%	60	0	0.00%
Homeownership Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0	0.00%	0	0	0.00%
Homeownership Assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	22	88.00%	7	8	114.29%

Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6250	2,622	41.95%	825	894	108.36%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	5	2	40.00%	0	0	100%
Planning and Administration	Planning and Administration	CDBG: \$	Other	Other	1	0	0.00%	1	1	100%
Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0.00%	0	0	0.00%
Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	850	3,970	467.06%	90	3,104	3,448.89%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	19,878
Black or African American	1,955
Asian	428
American Indian or American Native	407
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>22,668</b>
Hispanic	330
Not Hispanic	22,338

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

At the time of the writing of this draft, the racial and ethnic composition of families assisted for Program Year 2024 was not available to the City. The data in this table typically auto populates when the CAPER is created in HUD's Integrated Disbursement Information System (IDIS). The information above are the total families assisted during the 2023 Program Year. The most direct assistance to families is clearly through the various housing rehab programs. However, the greatest number of families assisted come from projects with larger service area footprints, such as infrastructure projects. The City's Fair Housing Education projects are aimed at assisting families that are in Protected Classes. The full racial and ethnic breakdown (for PY 2023) is as shown above in Table 2.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$882,736	\$558,672.401

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	1	4	
East	22	5	
Near East	25	6	
Near West	7	4	
Northeast	7	54	
Northwest	15	3	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City spent a collective \$465,022.90 in the Northeast Target Area in PY 2024, representing just over half of its total non-Planning /Administration CDBG spending in that Program Year. This sum includes expenditures on the Burlington Street Reconstruction Project and Seward Street Reconstruction Project, as well as seven locations across the Owner-Occupied Rehab and First-time Homebuyer programs. There were more locations in the Northeast Target Area for these programs than any other Target Area.

Owner-Occupied Rehab and First-time Homebuyer locations made up the entirety of the spending in Program Year 2024 in the Near East, Near West and Northwest Target Areas, which received a cumulative \$111,629 in CDBG spending across five project locations.

The City also spent a collective \$32,646 in the Downtown Target Area, approximately three quarters of which was from a First-time Homebuyer location and the remainder coming from the Franklin Street Area ADA Ramp Replacement Project.

The East Target Area received \$47,216.80 in CDBG spending, divided between the Watertown Housing Authority Sidewalk Reconstruction Project and the Huntington Street Water Main Replacement Project.

The percentage in the table only sum to 76 percent, as the remaining spending was on projects outside of target areas and on projects that had a citywide impact.

The City spent a total \$189,971.04 on projects outside of target areas, all of which was spent on Owner-Occupied Rehab and Homebuyer project locations.

Finally, the City spent a collective \$13,691.77 on the following projects that had a citywide impact: the WCSD Food 4 Families 2023, the Watertown City School District Food For Families Program 2024 and the Fair Housing Education PY 2023 project.

The remainder of the City's spending in PY 2024 was on Planning and Administration.

PY 2024 marks the fifth consecutive year that the City has focused its CDBG spending on the Northeast Target Area, driven primarily by the highest concentration of infrastructure projects and housing rehab projects. The City anticipates this will continue for at least one more program year as the Burlington Street Reconstruction Project continues and Black River Trail Extension enters its construction phase.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Leveraging in PY 2024 included other state and federal funding used as match on the housing rehabilitation and homeownership programs. The Burlington Street Reconstruction Project and Huntington Street Water Main Replacement project both leveraged other local, state and/or federal funding sources.



## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	4	7
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>4</b>	<b>7</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	7	13
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>7</b>	<b>13</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Program Year 2024 was the eleventh year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. While rehabilitation work picked up in 2021 after falling behind due to the COVID pandemic, during PY 2022 contractor availability became a challenge, and due to this constraint, the city fell behind on the number of units assisted. During PY 2023, work has pick up and has continued to increase for PY 2024. The City assisted seven (7) qualified low-to-moderate income households in purchasing a home and completing minor rehabilitation work after the purchase of the property. During the same timeframe, thirteen (13) units of owner-occupied housing were rehabilitated. The City has surpassed its goal of providing more affordable and quality housing for its residents in PY 2024.

**Discuss how these outcomes will impact future annual action plans.**

These outcomes are not expected to impact our future annual action plans significantly, although we may reduce the amount allocated to these programs if contractor availability issues persist.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	2	0
Low-income	3	0
Moderate-income	7	0
<b>Total</b>	<b>12</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The City completed the rehabilitation of thirteen (13) units of owner-occupied rehabilitation and seven (7) units of first-time homebuyer assistance. The majority of the income levels were split between the moderate and low-income brackets, as projects of this type would make it difficult for someone below that income level to maintain their own household.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. For the first two years of the City's 2021-2026 Consolidated Plan, the City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. For the 2022 and 2023 Point-In-Time Counts, the Points North Housing Coalition (PNHC) worked with local providers and agencies in Jefferson, Lewis and St. Lawrence Counties to assist with the homelessness surveys. During those two years, PNHC organized fourteen "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Homeless No More events as successful as possible, the PNHC and the City of Watertown implemented the Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a sixty second radio campaign was created. The commercials were aired on the radio stations owned by Stephens Media group and Intrepid Broadcasting. The commercials' message targeted the region's non-traditional homeless population and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

During the last year, Jefferson County has expanded their homeless outreach efforts in the City by partnering with the Northern Regional Center for Independent Living (NRCIL). Teams of two from NRCIL have been conducting street outreach to homeless individuals, actively working to engage and support individuals and families experiencing homelessness in Jefferson County. NRCIL's trained street outreach team connects directly with homeless individuals offering emergency support & shelter referrals, mental health and substance use counseling resources, access to public benefits, referrals for housing, education, job training along with peer support and life skills guidance.

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

Emergency shelter and transitional housing needs of homeless persons in the area are addressed by the Points North Housing Coalition (PNHC), the local Continuum of Care, who works with the Department of Social Services as well as area non-profits. A few years ago, a Homeless Task Force was also formed to address emergency shelter and transitional housing needs within the City. As a result, the City committed FY2022 and FY2023 CDBG funds to a Single Room Occupancy project within the City. Jefferson County has also started supporting three warming shelters located within the City to assist the unhoused throughout the year.

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

PNHC, the local Continuum of Care, and its member agencies assist low-income and extremely low-income individuals and families in avoiding becoming homeless. The PNHC has developed a discharge plan to assist those who are likely to become homeless after being discharged from publicly funded institutions and systems of care such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions. Additionally, the PNHC has a Discharge sub-committee that actively works with public institutions on discharge procedures to ensure that individuals have housing upon release. Progress continues to be made to institute policies and procedures at area institutions to help combat post-release homelessness.

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

PNHC, the local Continuum of Care, and its member agencies assist homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living. This includes shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

Staff from the City Planning and Community Development Department are regularly in touch with the Watertown Housing Authority (WHA) and representatives from other local agencies such as the Development Authority of the North Country, Jefferson County and Neighbors of Watertown to discuss housing issues within the City and potential ways to collaborate in the future to address substandard housing in the City.

In addition, the City has collaborated with the WHA during past program years during the development of our Annual Action Plans to discuss how the City could help address the needs of public housing, such as a sidewalk project that was completed in PY2017 at a WHA apartment complex. The City collaborated with the WHA again in PY 2023, providing \$30,000 in funding to assist with the WHA's planned Meadowbrook Apartment Complex Sidewalk Project, which was completed during the 2024 program year.

Staff has developed an ongoing dialogue and relationship with the WHA so that we can be in a good position as new project ideas arise in the future.

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

The City is in touch regularly with the Watertown Housing Authority, doing outreach for comments on the Annual Action Plan and to discuss housing issues facing the City.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

During PY 2024, the City adopted changes to the Zoning Ordinance which was originally adopted in PY 2022. The updated Ordinance lessens transparency requirements of buildings in the Residential District and others, making housing easier to build. These changes to the structure of our residential zoning districts should have a positive impact and reduce barriers to affordable housing.

The City has included a Homebuyer Program in its Annual Action Plans for PY 2016, 2017, 2019, and 2020-2024, which aims at assisting qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. During PY 2024, the City assisted seven qualified low-to-moderate income individuals in purchasing a home and completing minor rehabilitation work.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

During PY 2024, the City continued work on our Owner-Occupied Rehabilitation and Homebuyer programs. Both programs help to address the primary goals of our Strategic Plan to provide decent affordable housing for the underserved population. The City plans to continue the housing rehabilitation and homebuyer efforts in successive years as well in order to provide decent and affordable housing for the underserved populations.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

As noted above, the City is rehabilitating owner occupied homes in the City. For each of the houses, the City took actions to reduce lead-based paint hazards including testing for lead-based paint in each of the units, conducting a risk assessment and implementing lead-safe work practices during rehabilitation work.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

During PY 2024, the City undertook several activities aimed at assisting poverty level families as noted above. In addition, the City prepared bid specifications for several infrastructure projects including the Burlington Street Reconstruction Project and an ADA Ramp Replacement Project. In an effort to encourage and provide employment and training opportunities for very-low income residents, the specifications and bid documents for the projects included the City's Section 3 Plan as required by HUD. The documents state that the project is considered a Section 3 covered contract and that the contractor must comply with Section 3 of the Housing and Urban Development Act of 1968, as amended.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the CDBG 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 our four 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.

As is noted above, the City has been an entitlement community for the past eleven years. During that time, Staff has worked tirelessly to learn about the program and continues to gain expertise and experience which makes the implementation of projects much more efficient. We expect to continue to implement and complete projects in a timely fashion during the coming year.

Throughout the year, Staff participates in various training and educational opportunities such as conference calls, webinars and in person trainings that are offered by HUD, the local HUD field office and others.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In an effort to enhance coordination between public and private housing and social service agencies, Planning Staff attends quarterly meetings of the Points North Housing Coalition (PNHC), the local Continuum of Care.

Three years ago, the city created a Vacant Homes Redevelopment Initiative to redevelop tax-foreclosed homes in the City of Watertown. The hope is that the homes will be redeveloped and potentially provide a safe and affordable place to live for families living in poverty. Additionally, a Jefferson County Homeless Task Force was formed two years ago year that brings together local officials from across the County, public agencies, and not-for-profit partners to work together to help find transitional and emergency housing for those most in need. As a result of this partnership, the City awarded PY2022, PY 2023, and PY 2024 funds to a local not-for-profit to assist in the administrative costs of a new single room occupancy project within the City of Watertown.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

CNY Fair Housing previously researched and wrote an Analysis of Impediments to Fair Housing (AI) on behalf of the City of Watertown during PY 2020. The AI identified four major impediments to fair housing in the City including the following:

1. Lack of quality, affordable housing limits housing options for protected class members.
2. Vacant housing and zombie properties undermine neighborhood stability and revitalization efforts.
3. There are significant disparities in homeownership rates by race and ethnicity, limiting the ability of people of color to build household wealth.
4. A large percentage of the population has disabilities, particularly ambulatory difficulties, which creates a need for accessible housing.
5. Housing discrimination and lack of knowledge of fair housing rights continues to limit housing opportunities.

In PY 2024, the City continued to address Impediments Nos. 1 and 4 via progress on its owner-occupied and rental housing rehabilitation programs. During PY 2024, Neighbors of Watertown, as a subrecipient, rehabilitated thirteen owner-occupied units using project funds from various program years. The homeownership program placed seven first-time homebuyers in new homes.

The City addressed Impediment No. 5 through its ongoing Fair Housing Education program, which CNY Fair Housing administers as a subrecipient, and includes both an education and marketing component. CNY Fair Housing conducted two in-person training sessions on December 5, 2024 at the Watertown Urban Mission, one geared towards landlords and one geared towards service providers and tenants. CNY Fair Housing reported that the total reach was four (4) people for the Service Provider session and eleven (11) for the Landlord session.

The marketing component consisted of billboards and other advertisements that CNY Fair Housing bought in the greater Watertown metropolitan region. Finally, CNY Fair Housing is also acting as the City's Qualified Fair Housing Enforcement Agency and has the authority to investigate complaints and provide legal representation to victims of discrimination in any case where CNY Fair Housing determines that discrimination has occurred.



## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Staff has developed an on-going monitoring program in order to ensure compliance with the requirements of the CDBG program. The monitoring process includes requiring subrecipients to meet regularly with City Staff and submit quarterly or semi-annual reports that detail the progress made toward implementing the program and review of those reports by the City. The City also conducts on-site monitoring visits to review case files and program files to ensure compliance with all federal regulations.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In an effort to provide citizens with reasonable notice and an opportunity to comment on our CAPER, the City completed several tasks according to the process outlined in our Citizen Participation Plan.

First, at its regular meeting held on August 18, 2025, the City Council scheduled a public hearing for September 15, 2025 at 7:15 p.m.

On August 30, 2025, a notice of the public hearing was published in the local newspaper, the *Watertown Daily Times*. In addition to advertising the date of the public hearing, the legal notice stated that the City's draft CAPER was available for review and public comment from August 30, 2025 through September 15, 2025.

Full copies of the draft CAPER were also available for public viewing at the City Clerk's Office or the City's Planning and Community Development Department located at 245 Washington St., at the Roswell P. Flower Memorial Library located at 229 Washington St., and at the Watertown Housing Authority Offices located at 142 Mechanic St. A copy was also available on the City's website at:

<https://www.watertown-ny.gov/CDBGPublicCommentOpportunities>

The notice also stated that any interested person was able to request that a free copy of the report be mailed to them.

Also, on August 29, 2025, Staff issued a separate notice via email to all constituency groups and organizations identified in our Citizen Participation Plan, notifying them that the CAPER was available for review and comment.

The City Council is scheduled to convene the public hearing in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY on September 15, 2025, at 7:15 p.m.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During Program Year 2024, the City of Watertown did not make any changes to the program objectives of our CDBG Program.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	2	0	0	0	0
Total Labor Hours	3866	5,867.5			
Total Section 3 Worker Hours	251.5				
Total Targeted Section 3 Worker Hours	0				

**Table 5 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	X				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	X				
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.	X				
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other: Advertising and researching in the HUD Opportunity Portal, WHA Apartment flyers and contractor Facebook page job posting	X				

**Table 6 – Qualitative Efforts - Number of Activities by Program**

## Narrative

There have been two CDBG-funded project that the City of Watertown has been working on during PY 2024 with expenditures in excess of \$200,000 was the Grant Street-Seward Street-Henry Street Reconstruction Project and the Burlington Street Reconstruction Project. The Grant Street-Seward Street-Henry Street Reconstruction Project is part of the City's 2022 Annual Action Plan, which the City Council adopted on June 20, 2022, and for which the City received its grant agreement from HUD on May 13, 2022. The Burlington Street Reconstruction Project is part of the City's 2023 Annual Action Plan, which the City Council adopted on May 1, 2023.

For the Grant Street-Seward Street-Henry Street Reconstruction Project, 8,869 total labor hours represent the cumulative hours from all payroll reports that the prime contractor submitted to the City. Of those hours, 4700 hours were completed during PY 2024 with 251.5 hours completed by a Section 3 worker, and the remaining 4,169 hours were completed during PY 2023 with 423 hours completed by a Section 3 worker. There was one subcontractor on the project, but due to the subcontractor falling under the professional services category, land survey work, their total labor hours do not get calculated for the project.

The prime contractor for the project completed multiple qualitative efforts including posting job positions on the HUD Opportunity Portal, searching the HUD Opportunity Portal for available Section 3 workers, participated in a job fair, and posted job listing in Watertown Housing Authority Apartment building lobbies.

For the Burlington Street Reconstruction Project 1,167.5/1,203.5 total labor hours represent the cumulative hours from all payroll reports that the prime contractor submitted to the City for the 2024 CAPER reporting dates. One subcontractor will be performing work on the project, but that work will be reported for the 2025 CAPER.

The prime contractor for the project completed multiple qualitative efforts including posting an job position on their Facebook page calling out specifically for Section 3 workers and researched the Section 3 Business list ...and posted job listing in Watertown Housing Authority Apartment building lobbies.