



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2015

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

Submitted – September 28, 2016

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 2015 was the second year the City of Watertown (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). Staff continued to spend time learning about the various program requirements and regulations, conducting environmental reviews and finalizing the last Small Cities Community Development Block Grants previously awarded by New York State. Although much of the year was spent learning new processes, procedures, and closing out the previous grants, the City made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan.

The City's Strategic Plan included three main goals including affordable housing rehabilitation, neighborhood stabilization and revitalization and homeless assistance. Within these overall goals, we proposed to address three high-priority needs, including provisions for decent affordable housing, public infrastructure improvements and blight elimination. We also proposed to address homelessness prevention, a lower priority need. The City's 2014 and 2015 Annual Action Plans reflected these goals and priorities and included several projects aimed at implementing them.

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.

Although much of the year was spent learning about CDBG program requirements, regulations, processes and procedures as well as implementing and closing out the Small Cities grants, we made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan. The sidewalk program continued to progress as the City implemented Phase 1 of the Near East and East Target Area Sidewalk Construction Project. The City also initiated the ADA Accessible Sidewalk Ramp Construction Project and completed the Point-In-Time Count Outreach and Education Initiative. Further discussion on the City's progress in each of the programmatic areas is below.

Goal 1. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2014 and 2015 Annual Action Plans including Owner-Occupied and Rental Housing Rehabilitation Programs and the Maple Court Apartments Project. The Owner-Occupied Housing Rehabilitation Program that was funded with a State Small Cities 2013 CDBG grant and was included in our 2014 Program Year (PY) Annual Action plan was completed. The City originally appropriated \$285,000 from our 2013 Small Cities grant toward this owner occupied program. As the anticipated demand for owner occupied projects was very strong, the City added an additional \$79,000 to the program funding for a total of \$364,000. The City did this by amending our 2013 Small Cities CDBG budget to transfer \$79,000 from our rental rehab program to the owner occupied program to meet the demand. During the 2015 PY the City rehabilitated 9 owner occupied units. These units, in addition to the 7 owner occupied units

previously completed in PY 2014 enabled the City to rehabilitate a total of 16 units using these grant funds. Progress was made on the PY 2014 Rental Housing Rehabilitation Program as the City began drafting a subrecipient agreement with Neighbors of Watertown. While the agreement was not finalized and rehabilitation of housing did not start as of June 30, 2016, we anticipate finalizing the agreement in the fall of 2016 and rehabilitation of units will follow shortly thereafter. Similarly, the PY 2015 Owner Occupied Rehabilitation Program and the 2015 Rental Rehabilitation Program were not initiated by the end of the program year. The delay was primarily due to the ongoing implementation of the Small Cities CDBG grant as described above as well as staffing changes that occurred within the department that will be described in a later section of this report. The Maple Court Apartments Project was a PY 2014 project that was completed during PY 2015. Maple Court Apartments located at 591 Weldon Drive (also known as 540 Kieff Drive) was built more than 40 years ago under HUD's Section 236 program. The property has a Section 8 subsidy contract to make the rent affordable to the residents of the complex. A developer, Evergreen Partners, completed the rehabilitation of the 92 units that make up the complex. The City was a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. Other funding sources included the State of New York, Federal low income housing tax credits and private funds. The architectural and engineering designs for the project were completed and the CDBG funding was drawn down in PY 2014, however the construction was completed during PY 2015. Therefore, this report provides the accomplishments and number of persons assisted for the project.

Goal 2. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in our 2014 and 2015 Annual Action Plans. In PY 2014, we planned three projects, including a blight removal project, a sidewalk improvement project and a tree planting project. Both the Sidewalk Program and the Tree Planting Program were completed during PY 2015. The area targeted for both the sidewalk improvements and tree planting was along the west side of Gaffney Drive. Gaffney Drive is located in Census Tract 615, Block Group 4 in the West Side Target Area. Work on the Gaffney Drive Sidewalk Project spanned the 2014 and 2015 Program Years. Approximately 60% of the project was completed in PY 2014 while the remaining 40% was completed in PY 2015. The accomplishments in PY 2015 included constructing the remaining 260 linear feet of new sidewalks along the west side of the road and 120 linear feet along Coffeen St. In addition, DPW crews completed final grading, topsoil and cleanup work in order to complete the project. The Gaffney Drive Tree Planting Project was completed in PY 2015 and included planting 28 trees along the street corridor. The project met an important need by improving the pedestrian experience, enhancing the aesthetics of street and assisted with the beautification and revitalization of the area. While preliminary work began on the Blight Removal Program in PY 2014, including a draft environmental review and request for proposals, work did not progress on this project in PY 2015. Under this project, the City is proposing the demolition of a blighted residential property located at 158 Academy Street, in the City's Near East Target Area. The building is a 4-unit residential property that the City has recently acquired for back taxes. The property is in very poor condition and is full of black mold contamination, which presents a threat to the public. While our 2014 CAPER anticipated that this work would be completed during PY 2015, the project was not

advanced due to staffing changes that occurred within the department that will be described in a later section of this report prior. We now anticipate that the project will be completed during PY 2016. In PY 2015, we proposed four projects to accomplish the goal of Neighborhood Stabilization and Revitalization, including a sidewalk project, a tree-planting project, a playground improvement project and an ADA ramp replacement project. The Near East and East Target Area Sidewalk Construction Project Phase 1 started in PY 2015, making significant progress by the end of the year. The project consisted of sidewalk/trail construction in the Near East and East Target Areas. The City originally proposed the construction of a 5 foot concrete sidewalk on the south side of 1300-1600 Blocks of Huntington Street to provide a pedestrian connection between existing sidewalks on Huntington Street near the intersection of North Michigan Avenue to an existing riverfront park, Waterworks Park, and a large apartment complex, Huntington Heights, located at the eastern limits of the project. Preliminary site investigation and survey work revealed that there was limited space within the right-of-way on the south side of the street between Colorado Avenue North and Waterworks Park, so the project was shifted to the north side of the street in this area. Shifting the sidewalk to the north side of the street presented the City with an opportunity to modify the construction details and create an 8 foot wide asphalt sidewalk/trail that would match the construction details at Waterworks Park.

Accomplishments in PY 2015 include the constructing approximately 1,350 linear feet of 8 foot wide asphalt sidewalk/trail between North Colorado Avenue and Waterworks Park and constructing approximately 450 linear feet of 5 foot wide concrete sidewalk between Colorado Avenue North and Michigan Avenue North. Remaining work to be completed includes installing guide rails along the road, placing topsoil and constructing a small trail section near Colorado Avenue North. The project will provide residents with better access to the Waterworks Park recreational facility and will expand the sidewalk network in this area. We also completed sidewalk construction on Walker Avenue, near the north end of the street. This 50 foot section of concrete sidewalk was constructed to provide for a pedestrian connection between the existing sidewalk serving two Watertown Housing Authority complexes and a proposed multi use recreational trail. The New York State Office of Parks Recreation and Historic Preservation is constructing a 1.1 mile extension of the Black River Trail which will extend an existing 3.1 mile recreational trail into the City limits, terminating at Walker Avenue. The proposed sidewalk will connect the residents of East Hills Apartments and Meadowbrook Apartments to this popular recreational facility. The intent of both projects was to fill in notable gaps in the pedestrian infrastructure by constructing sidewalks where none currently exist. These projects allowed the City to help address an important Non-Housing Community Development need identified in our Consolidated Plan which is to ensure pedestrian safety by assisting with the construction of sidewalks where there are gaps in the system. We did not initiate the proposed Huntington Street Tree Planting Project during the program year due to the timing of the sidewalk construction project and the typical planting season for trees. The tree planting is scheduled to follow the sidewalk construction which will not be completed until the fall of 2016. The tree planting will therefore occur in the spring of 2016. We also did not initiate the proposed Near East Target Area Playground Improvement Project during the program year. The project will include major upgrades to both the Academy Street Playground and the North Hamilton Street Playground such as sidewalks, fencing, landscaping, site amenities and playground equipment. The project was not advanced due to staffing changes that occurred within the department that will be

described in a later section of this report prior. It is now anticipated that the project will be completed during PY 2016. The ADA Accessible Sidewalk Ramp Construction Project Phase 1 started in PY 2015, making significant progress by the end of the year. The project scope consists of the construction of 25 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. The project will help the City meet an important non-housing community development need identified in the City's Consolidated Plan which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled by installing the accessible ramps. The project is being constructed by the City's Department of Public Works in various locations throughout the City. At the end of the program year, City crews had installed 15 of the 25 ADA ramps. We expect the project to be complete by the end of PY 2016.

Goal 3. Homeless Assistance

The final goal of the City's 2-Year Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City was not able to implement this initiative in PY 2014, however, it was implemented during PY 2015. 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. In an effort to continue to develop innovative strategies to address homelessness in our region and specifically expand and improve its outreach and methodology during the PIT count, the PNHC PIT Committee organized several magnet events on the day and night of the PIT count. The events, called Home of Your Own open houses, were sponsored by local churches and agencies and were held at numerous venues throughout the region. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs. In an effort to make the Home of Your Own events as successful as possible, the PNHC and the City implemented the 2016 Point-In-Time Count Outreach and Education Initiative. The project consisted of a small marketing campaign that included the production of television advertising that ran during the two weeks preceding the PIT Count. The advertisements were targeted toward our region's non-traditional homeless population and focused on reaching individuals who struggle with housing challenges. The ads invited people to the magnet events where they could share food and conversation and obtain information on where to find help. This outreach and education project assisted with getting people to the planned events, where they could be included in the PIT Count. It also provided an opportunity to educate our homeless population as to where they can find help and essential services. The project was successful and the City and PNHC received a lot of positive feedback on the advertising and marketing. The PNHC's PIT Committee was responsible for carrying out the program and organizing the Home of Your Own events. After the event, the PIT Committee contacted the various event hosts to determine and document the project's success. Success was measured by the number of people attending the event and seeking assistance. The seven Home of Your Own open houses helped an aggregate 46 people, with 24 having filled out a survey while they were at the event. While it is difficult to track attendees' movements once they leave the open house and therefore difficult to determine those who were provided continuing access to a service or benefit or improved access to a service, it is assumed that the 24 attendees who filled out a PIT Count survey were able to access new or existing services as they were provided information on how to do

so. This was PNHC's first attempt at hosting "magnet" events. While attendance was relatively small, the strides made in increasing awareness, education and knowledge of resources in the three counties was tremendous.

Fair Housing

In anticipation of the development of the City's next 5-Year Consolidated Plan, the City began writing an Analysis of Impediments (AI) to Fair Housing during Program Year 2014. The City completed and submitted the AI during PY 2015. The AI was conducted in-house by staff of the City Planning and Community Development Department and the City GIS Department. Staff reviewed Census data; created maps based on that data, analyzed previous plans and other documents, and attended a roundtable discussion of local housing experts in the process of creating the document. In the AI, the City has identified several major impediments to fair housing choice in the City of Watertown. First and foremost, the US Army's Basic Allowance for Housing drives up the cost of housing in the city, making it difficult for low-income, non-military families to find affordable housing. Second, the City of Watertown has a far older housing stock than the nation, or even the state, as a whole, which limits housing choice for households with small children and people with disabilities. Finally, a general lack of knowledge about Fair Housing rights, among both tenants and housing providers, creates an environment in which disabled residents continue to endure undue hardships. Recommendations that the AI proposes to address the impediments include advocating for affordable units in new multi-family housing developments, continuing to use grant funds to support the rehabilitation of older housing units within the city and continuing to make the rehabilitation of older units a priority in the City's Consolidated Plan and Annual Action Plans. Recommendations also include advocating that developers go above and beyond the legal requirements for the number of accessible units provided in new multi-family construction and exploring the feasibility of creating a city-wide home accessibility program using CDBG funds. In April 2016, the City invited CNY Fair Housing to conduct a fair housing workshop at City Hall. Staff members from the both the Planning Department and the Code Enforcement Bureau attended this workshop. The City has also initiated discussions to contract with CNY Fair Housing to conduct a fair housing education program and a local fair housing advertising campaign in the City, as well as serve as the City's qualified fair housing enforcement agency.

Planning and Administration

As can be concluded from various project descriptions above, the City has been actively implementing PY 2014 and 2015 CDBG programs and projects. A total of \$77,812.13 in staff costs were expended on Planning and Administration during the Program Year, including \$4,941.20 spent on Fair Housing initiatives. In addition to various the project management initiatives described above, the City's 2016-2020 Consolidated Plan and 2016 Annual Action plan were developed during the program year.

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)

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: \$	Rental units rehabilitated	Household Housing Unit	107	92	85.98%	4	92	2,300.00 %
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	27	20	74.07%	13	9	69.23%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$ / North Country HOME Consortium: \$ / State Small Cities CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Homeless Assistance	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	24	
Homeless Assistance	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Homeless Assistance	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	10	24	240.00%			
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	7655	1,531.00 %	7282	7655	105.12%

Planning & Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
---------------------------	---	----------	-------	-------	---	---	---------	---	---	---------

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	3,354
Black or African American	249
Asian	83
American Indian or American Native	10
Native Hawaiian or Other Pacific Islander	16
Total	3,712
Hispanic	114
Not Hispanic	3,598

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

Narrative

The total families assisted during the 2015 Program Year was 3,712. These families were mainly assisted as a result of our ADA Accessible Sidewalk Ramp Construction Project. This work was primarily completed within the Near East Target Area. The geographic area of the project was large resulting in a large number of families assisted. The race and ethnic breakdown 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		784,662	229,320

Table 3 – Resources Made Available

Narrative

The resources made available to the City of Watertown for Program Year 2015 were through the Community Development Block Grant Program administered by the U.S. Department of Housing and Urban Development. These funds included the balance of the City's PY 2014 grant and the entire PY 2015 grant. The City also had \$117,194 in Program Income that was made available during the program year. In addition, the City utilized the balance of a Small Cities 2013 CDBG funds awarded by New York State.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	10		
Downtown	20		
East	5		
East	15		
Near East	20	13	ADA Accessible Sidewalk Ramps and Sidewalks
Near East	35	13	ADA Accessible Sidewalk Ramps and Sidewalks
Near West	10		
Northeast	10		
Northwest	10		
West	5	6	Gafney Dr. Sidewalk and Tree Planting
West	10	6	Gafney Dr. Sidewalk and Tree Planting

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City spent \$48,540.49 in the West Target Area for the Gafney Dr. Sidewalk and Tree Planting Project. In addition, the City spent \$98,392.87 in the Near East Target Area for the ADA Accessible Sidewalk Ramp Project and the Near East and East Target Area Sidewalk Construction Project.

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.

The Maple Court Apartments Project was a PY 2014 project that was completed during PY 2015. Maple Court Apartments located at 591 Weldon Drive (also known as 540 Kieff Drive) was built more than 40 years ago under HUD's Section 236 program. The property has a Section 8 subsidy contract to make the rent affordable to the residents of the complex. A developer, Evergreen Partners, completed the rehabilitation of the 92 units that make up the complex. The City was a partner in the project, providing \$200,000 in CDBG funds to pay for a portion of the architectural and engineering design fee. The architectural and engineering designs for the project were completed and the CDBG funding was drawn down in PY 2014, however the construction was completed during PY 2015. CDBG funds helped the project's developer leverage millions of dollars in financing to complete the rehabilitation of the 92 units that make up the complex. The CDBG funding was instrumental in making the project's financing work and helped leverage several sources of funding for the project. Federal low income housing tax credits were awarded to the project resulting in the private investment of \$4,300,000. Other funds leveraged for the project included state funding in the amount of \$5,242,000 and \$4,450,000 in private funding.

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	17	9
Number of Special-Needs households to be provided affordable housing units	0	0
Total	17	9

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	17	9
Number of households supported through Acquisition of Existing Units	0	0
Total	17	9

Table 6 - Number of Households Supported

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

Program Year 2015 was the second year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. Staff continued to spend time learning about the various program requirements and regulations, conducting environmental reviews and finalizing the last Small Cities Community Development Block Grant previously awarded by New York State. Although much of the year was spent learning new processes and procedures and closing out the previous grants, significant accomplishments were made in carrying out our strategic plan and annual action plan.

As indicated in Table 1 and described above, the City was able to assist 9 households through our Owner Occupied Housing Rehabilitation Program. The completion of the rehab of 9 housing units was short of our goal of 17. While the implementation and close out of the previously awarded grants limited our

accomplishments, the City fell short of the goal primarily because of significant staffing changes that occurred within the Planning and Community Development Department. In January of 2015, the City's 3-person Planning Department dropped to 2 with the resignation of one of our planners. While we quickly replaced that individual in March of 2015 and added another in May of 2015, our two new planners needed some time to become familiar with the department as well the various CDBG programs and requirements. The two new planners spent much of PY 2015 learning and become comfortable in their new roles. In addition, the City's longtime Planning and Community Development Director, Kenneth Mix, retired in March of 2016 and the department dropped in staffing to 3 people for the remained of the program year. This turnover in staffing was the primary reason why these goals were not met and more progress was not made during PY 2015.

Discuss how these outcomes will impact future annual action plans.

The delays encountered during the City's first and second year as an Entitlement Community under CDBG have caused the City to become behind schedule on some of our planned programs and projects. The delays will make the workload in Program Year 2016 busier but should not impact future annual action plans in any significant way. The City may look to simplify our annual action plan for 2017 by limiting some of the smaller projects, but we will be able to continue to implement our strategic plan without any problems.

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.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Persons Served

Narrative Information

Note that while the City completed the rehabilitation of several owner occupied housing units during the program year, the number of extremely low, low-income and moderate-income persons served was not included as it will be reported to New York State for their ultimate reporting to HUD.

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

A goal of the City's 2-Year Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City was not able to implement this initiative in PY 2014, however, it was implemented during PY 2015. 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. In an effort to continue to develop innovative strategies to address homelessness in our region and specifically expand and improve its outreach and methodology during the PIT count, the PNHC PIT Committee organized several magnet events on the day and night of the PIT count. The events, called "Home of Your Own" open houses, were sponsored by local churches and agencies and were held at numerous venues throughout the region. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs.

In an effort to make the Home of Your Own events as successful as possible, the PNHC and the City implemented the 2016 Point-In-Time Count Outreach and Education Initiative. The project consisted of a small marketing campaign that included the production of television advertising that ran during the two weeks preceding the PIT Count. The advertisements were targeted toward our region's non-traditional homeless population and focused on reaching individuals who struggle with housing challenges. The ads invited people to the magnet events where they could share food and conversation and obtain information on where to find help. This outreach and education project assisted with getting people to the planned events, where they could be included in the PIT Count. It also provided an opportunity to educate our homeless population as to where they can find help and essential services. The seven Home of Your Own open houses helped an aggregate 46 people, with 24 having filled out a survey while they were at the event.

In addition, the City has continued to attend quarterly meetings of the PNHC and attends monthly PNHC PIT Committee conference calls.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency shelter and transitional housing needs of homeless persons in the area is addressed by PNHC, the local Continuum of Care. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls.

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.

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

During Program Year 2015, the City met with representatives of the Watertown Housing Authority (WHA) during the development of our 2016-2020 Consolidated Plan and our 2016 Annual Action Plan to discuss how the City could help address the needs of public housing. The result of the meeting was a proposal for a project to be included in the City's 2016 Annual Action Plan to assist the WHA with a planned sidewalk reconstruction project at the WHA's Meadowbrook Apartment Complex. The WHA Meadowbrook Apartments Sidewalk Reconstruction Project involves the reconstruction of sidewalk ramps and sidewalks at Meadowbrook Apartments along Walker Avenue and Burns Avenue. The project will replace substandard sidewalk sections and create accessible routes of travel along the streets and from the parking areas to the various buildings and apartment units.

In addition to the above, the City occasionally communicates with and meets with the Executive Director and Staff of the WHA to discuss common issues, needs and potential ways to collaborate in the future.

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

During Program Year 2015, the City did not take any direct actions to encourage public housing residents to become more involved in management and participate in homeownership.

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 2015, no actions were 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. However, the City finalized an Analysis of Impediments to Fair Housing to determine what actions, if any, would be required or appropriate in the future.

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

During PY 2015, no actions were taken to address obstacles to meeting underserved needs other than those identified in our annual action plan and outlined above. One of the primary goals of our Strategic Plan is to provide decent affordable housing through housing rehabilitation efforts. Utilizing funds provided through New York State's Small Cities CDBG Program, the City was able to assist in the rehabilitation of 9 owner occupied housing units.

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

As noted above, the City completed the rehabilitation of 9 owner occupied houses 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)

There were no actions undertaken during PY 2015 that were aimed at assisting poverty level families other than those identified above.

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 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.

During PY 2015, a key staff member left the City's employment in March of 2016 as the Department's Planning & Community Development Director retired. This reduced the Office's capacity to deliver all activities included in the PY 2015 Action Plan and those projects still remaining from our PY 2014 Annual Action Plan. The City hired a replacement for the director position, by promoting the department's Senior Planner in April. While the City initiated the process for the hiring of a new Senior Planner during May and June, the position remained vacant through the end of the program year. As was noted in the City's 2014 CAPER, the City added another Planner position in the department, which greatly enhanced our capacity to deliver programs included in our plan.

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, Staff from the Planning and Community Development Department regularly attend quarterly meetings of the Points North Housing Coalition (PNHC), the local Continuum of Care. In addition, Staff participates in monthly conference calls of PNHC's Point-In-Time Committee.

Staff has also participated in the Fort Drum Regional Liason Organization's Housing Committee meetings which aims to keep key stakeholders informed on the progress of new housing being developed in the area and its affect on the rental market. The committee also discusses the impact of Fort Drum's Basic Allowance for Housing on the local housing stock and the need for continued rehabilitation of older housing stock.

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

During Program Year 2015, the City of Watertown finished researching and writing an Analysis of Impediments to Fair Housing. The AI identified four major impediments to fair housing in the City including the following: 1. The influence of Fort Drum and the military's Basic Allowance for Housing makes it difficult for low-income, non-military families to find affordable housing in the City and creates a bias where landlords are eager to rent to the military. 2. The City's aging substandard housing stock limits housing choice for households with small children or people with disabilities. 3. Voucher use is concentrated in parts of the city with the oldest housing stock and highest poverty rates. 4. A general lack of knowledge about Fair Housing rights, among both tenants and housing providers, enables the persistent imposition on undue hardships on disabled residents.

The actions that the City took to overcome the effects of these impediments included drafting a Consolidated Plan and an Annual Action Plan for 2016 that contained goals and specific project activities that would address some of these impediments. The City's projects planned for Program Year 2016 that will help to address these issues include an owner occupied housing rehabilitation program and the Black River Apartments project, which will provide funding for architectural and engineering services for a project that will renovate 115 affordable housing units. Additionally, the City will implement a homebuyer program and will conduct Fair Housing education and outreach throughout the City.

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

Once the City enters into subrecipient agreement(s) for our owner-occupied and rental rehabilitation programs, Staff will develop and implement an on-going monitoring program in order to ensure compliance with the requirements of the CDBG program. The monitoring process will include requiring subrecipients to 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 may also conduct periodic 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 15, 2016, the City Council scheduled a public hearing for September 19, 2016. On September 2, 2016, 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 notice stated the the City's draft CAPER was available for review and public comment. The draft CAPER was finalized and made available for public inspection on September 2, 2016 at City Hall in the Planning and Community Development Department and the City Clerk's Office, the Roswell P. Flower Memorial Library and at the Watertown Housing Authority administrative offices. The CAPER was also available on the City's website. Also, on September 2, 2016, 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. On September 19, 2016 at 7:30 p.m., the City Council held a public hearing on the draft CAPER.

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 2015, the City of Watertown did not make any changes in the program objectives of our CDBG Program.

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

No

AFFIDAVIT OF PUBLICATION

STATE OF NEW YORK
COUNTY OF JEFFERSON

WATERTOWN DAILY TIMES

CITY OF WATERTOWN CITY COUNCIL
245 WASHINGTON ST
WATERTOWN NY 13601-3385

REFERENCE: 13580
20362862 NOTICE OF PUBLIC HEA

Amy Schultz, of the Town of Brownville, County of Jefferson, being duly sworn, says that she is a Legal Representative of the Johnson Newspaper Corp., a corporation duly organized and existing under the laws of the State of New York, and having its principal place of business in the City of Watertown, New York, and that said corporation is the publisher of the WATERTOWN DAILY TIMES, a Newspaper published in the City of Watertown, Jefferson County, and State of New York, and that a Notice, of which the annexed is a printed copy, has been published regularly in the said Newspaper.


AMY SCHULTZ LEGAL REPRESENTATIVE

PUBLISHED ON: 09/02

AD SPACE: 94 LINE
FILED ON: 09/02/16

**NOTICE OF PUBLIC HEARING AND AVAILABILITY
FOR REVIEW FOR THE CITY OF WATERTOWN
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT
FOR PROGRAM YEAR 2015**

Notice is hereby given that under the provisions of 24 CFR 91.105(e) a public hearing will be held by the City Council of the City of Watertown, NY (the City) to solicit public comments on the City's Draft Program Year 2015 Consolidated Annual Performance and Evaluation Report (CAPER) for the City's Community Development Block Grant (CDBG) Program.

The City Council will convene the public hearing on Monday, September 19, 2016 at 7:30 p.m. in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY.

Notice is also given that under the provisions of 24 CFR 91.105(d) the City's Draft Program Year 2015 CAPER will be available for public review and comment from September 2, 2016 through September 19, 2016. The CAPER serves as the year-end summary report of the CDBG activities undertaken by the City during the most recent program year (July 1, 2015 through June 30, 2016).

Full copies of the CAPER are 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 can also be viewed at the City's website, www.watertown-ny.gov. Any interested person may also request that a free copy of the report be mailed to them.

The location of the public hearing is accessible to people with disabilities. Any person requiring the services of an American Sign Language interpreter or the services of an English as a Second Language (ESL) interpreter should contact the City's Planning and Community Development Department at the address, email address or phone number listed below at least two business days in advance so that appropriate arrangements can be made.

To request a copy of the CAPER or to submit comments or questions, interested parties may contact the Planning and Community Development Department by phone at (315) 785-7740, in person, by email at planning@watertown-ny.gov or in writing to 245 Washington St., Watertown, NY 13601.

Sworn to before me this
7th day of September, 2016
Patricia J. Schreck

Notary Public
PATRICIA J. SCHRECK
Notary Public, State of New York
My Commission Expires April 12, 2019
Registration No. 01SC6022952



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2015
WATERTOWN , NY

DATE: 09-27-16
TIME: 11:53
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	760,352.25
02 ENTITLEMENT GRANT	784,662.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	117,194.49
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	(109,165.08)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,553,043.66

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	151,508.36
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	151,508.36
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	77,812.13
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	229,320.49
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,323,723.17

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	151,508.36
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	151,508.36
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	4,575.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	4,575.00
32 ENTITLEMENT GRANT	784,662.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	784,662.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.58%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	77,812.13
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	77,812.13
42 ENTITLEMENT GRANT	784,662.00
43 CURRENT YEAR PROGRAM INCOME	117,194.49
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	901,856.49
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	8.63%



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2015
WATERTOWN , NY

DATE: 09-27-16
TIME: 11:53
PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	4	6	5873003	Gaffney Drive Sidewalk Construction	03L	LMA	\$45,126.97
2015	3	12	5966920	Near East and East Target Area Sidewalk Construction Project Phase 1	03L	LMA	\$69,923.45
2015	6	10	5914656	ADA Accessible Sidewalk Ramp Construction Project Phase 1	03L	LMC	\$11,023.44
2015	6	10	5960051	ADA Accessible Sidewalk Ramp Construction Project Phase 1	03L	LMC	\$17,370.98
2015	6	10	5966961	ADA Accessible Sidewalk Ramp Construction Project Phase 1	03L	LMC	\$75.00
					03L	Matrix Code	\$143,519.84
2014	9	11	5941934	Gaffney Drive Tree Planting	03N	LMA	\$3,413.52
					03N	Matrix Code	\$3,413.52
2014	6	9	5921982	2016 Point-In-Time Count Outreach and Education Initiative	05	LMC	\$4,575.00
					05	Matrix Code	\$4,575.00
Total							\$151,508.36

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	6	9	5921982	2016 Point-In-Time Count Outreach and Education Initiative	05	LMC	\$4,575.00
					05	Matrix Code	\$4,575.00
Total							\$4,575.00

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	8	7	5859958	Planning and Administration	21A		\$31,158.45
2014	8	7	5859962	Planning and Administration	21A		\$907.96
2014	8	7	5889171	Planning and Administration	21A		\$11,380.99
2014	8	7	5915666	Planning and Administration	21A		\$24,257.93
2014	8	7	5951190	Planning and Administration	21A		\$4,933.04
2014	8	7	5964132	Planning and Administration	21A		\$232.56
					21A	Matrix Code	\$72,870.93
2014	8	8	5889170	Planning and Administration - Fair Housing	21D		\$4,681.97
2014	8	8	5951180	Planning and Administration - Fair Housing	21D		\$200.56
2014	8	8	5961347	Planning and Administration - Fair Housing	21D		\$58.67
					21D	Matrix Code	\$4,941.20
Total							\$77,812.13