



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2020

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

Submitted September 28, 2021

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 2020 was the seventh 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). It was also the fifth year of our 5-year Consolidated Plan that covers Program Years 2016-2020. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a large number of projects were completed. Environmental reviews for all Program Year (PY) 2020 projects have been completed as well.

The City's current strategic plan identifies several high priority needs, including provisions for decent affordable housing, homeownership, public infrastructure improvements, blight elimination, economic development, fair housing education, targeted public services and homeless prevention. These needs are addressed by several goals including neighborhood stabilization and revitalization, affordable housing rehabilitation, increasing homeownership opportunities, job support and creation, fair housing education, supporting public services and homeless assistance.

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. The annual sidewalk program continued to progress as the City was able to complete a portion of the Tilden Street - Starbuck Avenue Sidewalk Project. The City also completed a portion of the North Side ADA Accessible Ramp Construction Project and completed the demolition of 428 Maple Avenue. Additionally, the Point-In-Time Count Outreach and Education Initiative and Watertown City School District Food for Families programs were both completed for another year, helping low income families with homelessness prevention and access to food. Significant progress continues to be made on the owner-occupied 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 program year.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in our 2016 -2020 Annual Action Plans, many of which have been completed in previous program years.

In Program Year 2020, the City completed the Academy Street Playground Improvements Project which was one of the last of several projects from our **PY 2018 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization. The project involved the construction of a new

playground equipment and the replacement of approximately 340 linear feet of sidewalks along the property's street frontage. In addition, approximately 40 linear feet of new sidewalk was constructed to create a direct connection to the playground. This connection provided an accessible route from the City's sidewalk network directly to the playground equipment. Previously, the sidewalk stopped short of the playground structure making it difficult to access for users with disabilities. The project was substantially finished in PY 2019 and was completely finished in the fall of 2020 with the installation of landscaping and site amenities including trees and benches.

The project allowed the City to help meet an important Non-Housing Community Development Need identified in our Consolidated Plan. That is to ensure that adequate recreational facilities are available for residents in all low to moderate income neighborhoods. LMI neighborhoods in the City contain a very low percentage of the total park land in the City. Where parkland and recreational facilities do exist, they are often inadequate in terms of the condition of the existing equipment, landscaping and access to the site. This project addressed that important need in our community.

Progress was also made on the Bus Shelter Installation Project that was included in the 2018 Annual Action Plan. The project originally consisted of installing two new bus shelters along the Watertown CitiBus System's A-1 route, which connects the East and Near East Target Areas to downtown Watertown. One of the shelters was installed in the previous program year at 322 Franklin Street. However, due to site location issues, the City amended our 2018 Annual Action Plan and changed the location of the other shelter to Grove Street in the Northeast Target Area, between Skyline Apartments and Maywood Terrace, two large multifamily properties managed by the Watertown Housing Authority. Both bus routes stop at several multifamily apartment complexes, community nonprofits, shopping destinations and religious institutions and connect these Target areas to downtown Watertown. The shelter at Grove Street was installed during the 2020 Program Year and the project is substantially complete. There are however, some minor site related items to be taken care of in the coming year, after which the project will be completed and closed out.

During PY 2020, the City completed two projects identified in our **PY 2019 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization. The City completed the North Side ADA Accessible Ramp Construction Project which involved the construction of 24 new ADA sidewalk ramps at various locations throughout Census Tract 614, in the northwest quadrant of the City. This census tract has an estimated Disability Rate of 21.9 percent, the highest of any Census Tract in the City according to 2013-2017 American Community Survey (ACS) 5-year Estimates. The project provided new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. This project helped to meet an important non-housing community development need identified in the City's Consolidated Plan, which is to ensure pedestrian safety by providing for the safe movement of the elderly and disabled.

The City also completed the 428 Maple Avenue Demolition Project. This project involved the demolition of a blighted structure located at 428 Maple Street on the City's north side. The goal of the project was to remove the blighted structure to aid in the prevention of blight spreading to adjacent properties.

During PY 2020, the City also made significant progress on a project identified in our **PY 2020 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization. The Tilden Street – Starbuck Avenue Sidewalk Project involves the reconstruction of approximately 1,300 linear feet of dilapidated sidewalks along the 300-500 blocks of Tilden Street between Lillian Street and Starbuck Avenue. It also includes approximately 620 linear feet of new sidewalks along the west side of the 600-700 blocks of Starbuck Avenue from Seward Street to Pearl Street. In the Spring of 2020, this project was partially completed with sidewalk reconstruction occurring on the 400 and 500 Blocks of Tilden Street and the west side of the 600-700 blocks of Starbuck Avenue. It is anticipated that the 300 Block of Tilden Street will be completed in the Fall of 2021. Construction also began on the North Side ADA Ramp Project- Phase 2. City DPW crews completed the installation of 6 new ADA ramps at various intersecitons along North Meadow Street. The remaining ramps included in th project will be completed by the end of the PY 2021.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2015 through 2020 Annual Action Plans, including Owner-Occupied and Rental Housing Rehabilitation Programs.

During **Program Year 2020**, the City completed a total of nine (9) units of owner-occupied rehabilitation, working with Neighbors of Watertown (NOWI), the City's sub-recipient for this program. The units completed were from projects identified in **PY2015** (1 unit), **PY2018** (2 units) and **PY2019** (6 units). During 2020, owner-occupied projects became stalled due to the COVID-19 pandemic. Contractors were not able to enter recipients homes to perform the work and therefore some of the rehabilitation projects got behind schedule. As of report time, the work has now all been caught up and projects are on schedule. The City expects to close out all owner-occupied grants funds prior to 2021 within the next twelve (12) months.

The City also completed four (4) units of rental rehabilitation during **PY2020** in grant years **PY2015** (2 units) and **PY2017** (2 units). The PY2015 rental-rehabilitation funds have now been expended and the PY2017 funds should be expended later this month. There are also rental-rehabilitation funds in PY2018, however there has been a delay in getting projects started because landlords have not wanted to commit to paying 50% of the cost of the project, as required by the program guidelines. NOW is currently working with an applicant that will expend the remainder of the funds and expects to complete the project before the end of PY2021.

A total of \$346,110 in CDBG funds were spent on affordable housing rehabilitation for low and moderate income residents within the City.

Since becoming an entitlement community in PY2014, the City has used CDBG funding to rehabilitate sixty-nine (69) units of affordable housing, fifty-three (53) which have been owner-occupied units and sixteen (16) which have been rental units.

Goal 3. Homeownership Assistance

In PY2020, the City was able to use CDBG grant funds to assist four (4) 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 \$106,515 in CDBG funding was spent during PY2020 for homeownership assistance.

At report time, three (3) additional projects are underway for the homeownership assistance program and all funds prior to PY2021 are expected to be expended by the spring of 2022.

Since becoming an entitlement community in PY2014, the City has provided homeownership assistance for the purchase of twelve (12) units.

Goal 4. 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. The City had previously entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to research and write the AI. When CNY Fair Housing delivered the final document to the City of Watertown, it represented the completion of the Analysis of Impediments to Fair Housing project that the City included in its **PY 2019 Annual Action Plan**.

The AI identified the following five prominent impediments to Fair Housing Choice in the Watertown-Jefferson County area housing market:

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

The report also included spatial analysis using GIS that helped the City understand the demographic makeup of its Target Areas, particularly when it comes to Disability characteristics.

Goal 5. Homeless Assistance

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. 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 2021 Point-In-Time Count, 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 four "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 share food and conversation with volunteers who helped them 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 2021 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a television marketing campaign was created, that included producing commercials that ran from January 14 to 27, preceding the PIT Count on January 28. The commercial's 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.

PNHC aired the commercials on four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The 30 second commercials ran for three weeks, beginning on January 14, and aired a total of 712 times.

A sixty second radio was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 270 spots that were on the air between January 14 and January 31.

The one "Homeless No More" open houses held in Jefferson County helped two people that day, which was likely due to the COVID pandemic and people not wanting to leave their homes. As a result of the outreach, an additional 50 people contacted the homeless assistance agencies in Jefferson County and were provided services to assist them with their situation.

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, this report assumes that the 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.

Goal 6. Public Services Support

A project that was identified in the City's **PY 2020 Annual Action Plan** to accomplish the goal of Public Services Support was the Watertown City School District Food for Families Program. This project was completed during PY 2020 and provided funding for the Watertown City School District (WCSD) Food for Families Program, or Backpack Program. The Backpack Program provided under-resourced children and their families with a backpack full of food each Friday so they had food for the weekend. This enables them to be better prepared and ready to learn when the new school week starts. The long term goals of

the program include improving scores, attendance, graduation rates, etc. The program used \$6,500 in CDBG funding to purchase food from the Central New York (CNY) Food Bank, which provided enough to fill approximately 800 backpacks and feed 22 families per week for approximately 40 weeks.

The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 19-20, the school district reported 72 percent of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide. 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 7. 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 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, Jeffrey M. Smith 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 8. 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 our PY 2015 through PY 2020 Annual Action Plans. The City expended a total of \$73,660.36 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 2021-2026 Consolidated Plan and 2021 Annual Action Plan during the program year.

The City also began work on the Zoning Ordinance Rewrite Project that was included in both the **PY 2019 and PY 2020 Annual Action Plans**. This project was identified as a priority project in the City's first ever Comprehensive Plan, which was completed using CDBG funding in December, 2019. The proposed Zoning Ordinance Rewrite represents the primary means to implement the Comprehensive Plan and will update the City's Zoning Ordinance that was written in 1959. Phase 1 of the project, which was included in the PY 2019 Annual Action Plan was complete during the last program year. The entire project is expected to be completed by June 30, 2022.

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 has 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 on June 21, 2021 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 will also be used to establish an employment training program aimed at assisting those struggling with substance abuse with obtaining employment and for program administration.

During the program year, Staff was able to establish grant agreements with the four food pantries and was able to begin implementation of the programs. This resulted in the deployment of nearly \$25,000 in funding to the food pantries for the purchase of food.

In addition, Staff developed the program guidelines, application and review process for the Small Business Emergency Relief Program. The program's goal is to aid locally owned small businesses that can demonstrate hardships or revenue loss that the business has and continues to experience because of the Coronavirus Pandemic and prove that the grant funding will help the business prevent, prepare for, or respond to Coronavirus. The program's goal is job retention for these businesses of Low-to-Moderate Income (LMI) positions.

While no CDBG-CV grant funding was deployed to businesses under the program during the program year, the application process began and Staff will be reviewing applications and executing grant agreements early in PY 2021.

The City has been actively implementing the various CDBG-CV programs and projects noted above during the last program year. The City expended a total of \$16,952.65 on Planning and Administration 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)

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	129	93	72.09%	0	4	400.00%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$260,000	Homeowner Housing Rehabilitated	Household Housing Unit	46	53	115.22%	8	9	112.50%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$215,000	Housing Code Enforcement/Fo reclosed Property Care	Household Housing Unit	0	0	0.0%	5	0	0.0%
Economic Development	Economic Development	CDBG: \$0	Other	Other	1	0	0.0%	0	0	0.0%
Fair Housing Education	Fair Housing	CDBG: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	107	85.6%	25	0	0.0%

Homeless Assistance	Homeless	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	178	356.00%	0	0	0.0%
Homeless Assistance	Homeless	CDBG: \$8,500	Homelessness Prevention	Persons Assisted	50	270	540.00%	10	52	520.00%
Homeownership Assistance	Affordable Housing	CDBG: \$88,077	Direct Financial Assistance to Homebuyers	Households Assisted	25	13	52.00%	6	4	66.66%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$350,000	Public Facility or Infrastructure Activities other than LMI Housing Benefit	Persons Assisted	5,700	19,914	%349.37	1,606	6,339	394.70%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$0	Buildings Demolished	Buildings	2	8	400.00%	1	1	100.0%
Planning and Administration	Planning and Administration	CDBG: \$135,779	Other	Other	1	1	100.00%	1	1	100.00%
Public Services Support	Non-Homeless Special Needs	CDBG: \$6,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	225	2,333	1,036.9%	800	800	100%

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	1,311
Black or African American	111
Asian	31
American Indian or American Native	59
Native Hawaiian or Other Pacific Islander	0
Total	1,512
Hispanic	0
Not Hispanic	1,512

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

Narrative

The total families assisted during the 2020 Program Year was 1,512. The City's Tilden Street-Starbuck Avenue Sidewalk project and North Side ADA Accessible Ramp Construction project were very impactful projects assisting families on a neighborhood-wide level, given their large geographic footprint. The City's Academy Street Playground Improvements and Bus Shelter Installation 2018, as well as our housing rehabilitation projects also helped a significant number of families. The racial 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	Public – federal	\$920,652.00	\$894,351.80
Other	Public – federal	\$822,582.00	\$41,227.91

Table 3 - Resources Made Available

Narrative

The resources made available to the City of Watertown for Program Year 2020 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 2015, 2016, 2017, 2018, 2019 and 2020 grants.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	10%	4.2%	Academy Street Playground service areas, First-time Homebuyer Program.
East	10%	0.1%	
Near East	10%	9.9%	Academy Street Playground service areas, Rental Rehab, Owner-occupied rehab and First-time Homebuyer program.
Near West	10%	0.2%	Owner-occupied rehab.
Northeast	40%	33.7%	Tilden Street – Starbuck Avenue Sidewalk Project 2020, Rental Rehab, Owner-occupied rehab and First-time Homebuyer program.
Northwest	13%	14.7%	Demolition of 428 Maple Avenue, North Side ADA Ramp Construction 2019, Owner-occupied rehab.
West	0%	n/a (no longer exists)	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City spent a collective \$243,476.10 in the Northeast Target Area in PY 2020, representing approximately one-third of its total CDBG spending in PY 2020. This sum includes expenditures on the Tilden Street – Starbuck Avenue Sidewalk Project 2020, Bus Shelter Installation and Replacement 2018 Project, as well as multiple locations across the Rental Rehab, Owner-occupied rehab and First-time Homebuyer programs.

The City spent a collective \$106,001.46 in the Northwest Target Area, a sum that included expenditures on the North Side ADA Ramp Construction 2019 project, the Demolition of 428 Maple Avenue and an Owner-Occupied rehab location. With the Northeast and Northwest Target areas taken together, the City spent almost half (48.4 percent) of its CDBG spending in PY 2020 on the City's north side,

The City spent a collective \$71,132.35 in the Near East Target Area. This sum includes funds spent on the Academy Street Playground Improvement Project, which has a service area that spans both the Downtown and Near East Target Areas. For this project, the City divided the money spent on the project proportionally across the two target areas in order to avoid double counting dollars spent and report accurate percentages in the CAPER. There was also one Owner-Occupied Rehab, one Rental Rehab and one First-Time Homebuyer location in the Near East Target Area.

The City spent a total \$269,2172.42 on projects outside of target areas, the entirety of which were Owner-Occupied Rehab and Homebuyer project locations, with the exception of six ADA ramps replaced as part of the North Side ADA Ramp Replacement Project Phase 2, which included one street segment on the south side as part of its project scope.

Finally, the City spent a collective \$98,378.74 on the following projects that had a citywide impact: Comprehensive Plan, the Zoning Ordinance Rewrite and 2020 Zoning Re-Write Phase 2 (two phases of the same project), 2020 WCSD Food 4 Families, the 2020 Point-In-Time Outreach and Education Initiative and the Analysis of Impediments to Fair Housing 2019.

The City also purchased smoke detectors as part of its Target Area Smoke Detector Program, but has not distributed the smoke detectors yet. Since the City has drawn down the cost of the purchase, for the purpose of this analysis, the City divided the \$4,995.06 purchase price evenly across all six Target Areas.

MBE/WBE Outreach/Activities:

The City of Watertown is an Equal Employment Opportunity and Affirmative Action employer and requires that all contractors working on its behalf be the same. During PY 2020, the City completed several projects that went through the bidding process including the Tilden Street – Starbuck Avenue Sidewalk Project, the North Side ADA Accessible Ramp Construction Project and others. The specifications and Bid Documents for all of these projects included language regarding Civil Rights, Affirmative Action and Equal Employment Opportunity. The specifications require the contractor to use their best efforts to afford small businesses, minority business enterprises and women's business enterprises the maximum practicable opportunity to participate in the performance of the projects.

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 Watertown City School District Backpack program leveraged nearly \$20,000 in local funding during the 2020-2021 school year. While the CDBG funding for the project was \$6,500, the total cost of the program for the year was approximately \$25,000. Additional funds were provided through community donations and fundraisers.

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	6	4
Number of Special-Needs households to be provided affordable housing units	0	0
Total	6	4

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	4
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	8	9
Number of households supported through Acquisition of Existing Units	6	4
Total	14	17

Table 6 – Number of Households Supported

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

Program Year 2020 was the seventh year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. Rehabilitation work this year fell a little behind due to the COVID pandemic, and contractors not being able to enter applicant's homes to complete the work. However, the City was still able to complete some of its housing projects. The City assisted four 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, nine units of owner-occupied housing were rehabilitated and four units of renter occupied housing were rehabilitated, helping the City accomplish its goal of providing more affordable and quality housing for its residents.

Discuss how these outcomes will impact future annual action plans.

These outcomes are not expected to impact our future annual action plans.

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 Households Served	CDBG Actual	HOME Actual
Extremely Low-income	3	0
Low-income	7	0
Moderate-income	7	0
Total	17	0

Table 7 – Number of Households Served

Narrative Information

The City completed the rehabilitation of nine units of owner-occupied rehabilitation and four units of renter occupied rehabilitation. The majority of the income levels were split between the moderate and low income brackets, as most of the projects were for owner-occupied rehabilitation which would make it difficult for someone at 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. 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 2021 Point-In-Time Count, 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 four "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 2021 Point-In-Time Count Outreach and Education Initiative. Utilizing CDBG funding, a television marketing campaign was created, that included producing commercials that ran from January 14 to 27, preceding the PIT Count on January 28. The commercial's 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.

PNHC aired the commercials on four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The 30 second commercials ran for three weeks, beginning on January 14, and aired a total of 712 times.

A sixty second radio was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 270 spots that were on the air between January 14 and January 31.

The one "Homeless No More" open houses held in Jefferson County helped two people that day, which was likely due to the COVID pandemic and people not wanting to leave their homes. As a result of the outreach, an additional 50 people contacted the homeless assistance agencies in Jefferson County and were provided services to assist them with their situation.

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, this report assumes that the 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.

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 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. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls to continue to stay engaged on the strategies being used to combat homelessness in the City and surrounding areas.

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 have been meeting regularly with the Executive Director of the Watertown Housing Authority (WHA) in addition to representatives from other local agencies such as the Development Authority of the North Country, Neighbors of Watertown and the Thousand Islands Area Habitat for Humanity 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. A result of one of the meetings was a proposal for a project to be included in the City's 2016 Annual Action Plan to assist the WHA with a sidewalk reconstruction project at the WHA's Meadowbrook Apartment Complex. The WHA Meadowbrook Apartments Sidewalk Reconstruction Project was completed in PY 2017 and resulted in the replacement of substandard sidewalk sections and created accessible routes of travel along the streets and from the parking areas to the various buildings and apartment units.

While no specific projects were completed this 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

As was noted above, the City meets regularly with the Executive Director of the WHA to discuss housing issues facing the City. Working collaboratively with the WHA (and other organizations such as Habitat for Humanity and Neighbors of Watertown) the City recently completed the implementation of the Empire State Poverty Reduction Initiative (ESPRI) Housing Program. The program's goal was to increase homeownership in the City and provide assistance for housing rehabilitation for low and moderate income residents. The ESPRI Housing Program was completed during the 2019 program year. In total, the funding allocated for this program assisted seven families in becoming first time homeowners.

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 2020, the City continued to work on the Zoning Ordinance Rewrite Project which will modify existing land use controls throughout the City. Proposed changes to the structure of our residential zoning districts should have a positive impact and reduce barriers to affordable housing.

The City included a Homebuyer Program in its Annual Action Plans for PY 2016, 2017, 2019, and 2020 aimed at assisting qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. During PY 2020, the City assisted four 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 2020, the City continued work on our Owner-Occupied Rehabilitation and Rental Rehabilitation 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 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 and renter 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)

During PY 2020, the City undertook several activities aimed at assisting poverty level families such as providing funding for the Watertown City School District Food For Families (Backpack) Program, the Target Area Smoke Detector Program and funding for the implementation of the Points North Housing Coalition's Point-In-Time Outreach and Education Initiative as described above. In addition, the City prepared bid specifications for several infrastructure projects including the Tilden Street – Starbuck Avenue Sidewalk Project and the North Side ADA Accessible Ramp Construction Project. In an effort to encourage and provide employment and training opportunities for very-low income residents, the specifications and bid documents for all of these projects included the Section 3 Clause 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. While the City includes the Section 3 clause in our contracts, finding Section 3 certified

contractors can be challenging in our area. There are currently no Section 3 certified contractors in Jefferson County and only four in a four county region surrounding Watertown that includes Jefferson, Lewis, St. Lawrence and Oswego Counties.

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 only been an entitlement community for the past seven 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 regularly attends 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 also participates on a local housing committee as well as a housing partnership committee between the Development Authority of the North Country and local not-for-profit housing agencies. The group continues to work on an initiative to eliminate some of the “zombie” homes in the City of Watertown and at the same time, work with families living in poverty so that they can become homeowners. Collectively, it is known as the “Housing Strategy Group.” This group brings together a number of local officials and not-for-profit partners that want to see the City of Watertown prosper, including eliminating poverty for this area.

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

The City of Watertown previously researched and wrote an Analysis of Impediments to Fair Housing (AI) during PY 2015. 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 City's major Fair Housing-related undertaking in PY 2020 was to hire CNY Fair Housing to prepare a new AI (implemented as part of the PY2019 Annual Action Plan). However, the City still expended some CDBG funds addressing Impediment No. 4 above, also via our partnership with CNY Fair Housing. The City's PY 2020 Memorandum of Understanding (MOU) with CNY Fair Housing includes a marketing component that consists of billboards and other advertisements that CNY Fair Housing will buy in the City of Watertown to further general knowledge about Fair Housing rights. CNY Fair Housing purchased air time on WFRY FM, a local radio station based in Watertown, during the spring months of Calendar Year 2021 for airing Fair Housing rights awareness commercials.

Also during PY 2019, the City continued to address Impediment No. 2 which is that the City's aging substandard housing stock limits housing choice for households with small children or people with disabilities. To address this, the City made significant progress on its owner-occupied housing rehabilitation program and the rental housing rehabilitation program. During PY 2020, the City completed the rehabilitation of total of nine owner occupied units using project funds from various program years. The City also completed the rehabilitation of four rental units using project funds from various program years.

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 and is implementing 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 annual 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 16, 2021, the City Council scheduled a public hearing for September 20, 2021 at 7:15 p.m. The City Council will convene the public hearing in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY.

On September 4, 2021, 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 that the City's draft CAPER is available for review and public comment from September 4, 2021 through September 20, 2021.

Full copies of the CAPER were 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/ConsolidatedAnnualPerformanceandEvaluationReports\(CAPER\)](https://www.watertown-ny.gov/ConsolidatedAnnualPerformanceandEvaluationReports(CAPER))

Any interested person may was able to request that a free copy of the report be mailed to them.

Also, on September 3, 2021, 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 held the public hearing on Monday, September 20, 2021 at 7:15 p.m. during their regularly scheduled Council meeting. No one from the public spoke at the public hearing.

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 2020, 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