



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2021

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

September 28, 2022

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 2021 was the eighth 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 first year of our 5-year Consolidated Plan that covers Program Years 2021-2025. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a large number of projects were completed. Environmental reviews for most of the Program Year (PY) 2021 projects have been completed as well.

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

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

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan in addition to completing several projects from previous program years. Two large sidewalk replacement projects, the Tilden Street - Starbuck Avenue Sidewalk Project as well as the Grant Street Sidewalk Replacement Project were completed in addition to an ADA Ramp Replacement Project. The Point-In-Time Count Outreach and Education Initiative and the 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 housing rehabilitation program, as well as the first time homebuyer program, addressing the City's goal of providing decent affordable housing for low income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by program year.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in several of our recent, as well as our current Annual Action Plan. Many of the projects from our previous plans were completed in previous program years, however, the narrative below outlines the projects that were completed in Program Year 2021.

In Program Year 2021, the City completed the Bus Shelter Installation 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 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 a 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. During this program year, some minor site related items were finished and the project is now complete.

During PY 2021, the City also completed 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 involved 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 included 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. The balance of the project, which was the installation of sidewalks in the 300 Block of Tilden Street was completed in the Fall of 2021.

The City began the North Side ADA Ramp Replacement Project Phase 2, which was also a project identified in our PY 2020 Annual Action Plan. This project involves public infrastructure improvements consisting of ADA sidewalk ramp construction. The project will provide 31 new accessible ramps in locations where either none currently exist or where the existing ramps do not comply with the current ADA PROWAG requirements. A majority of the ramps are proposed for Census Tract 614, in the northwest quadrant of the City, which 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. During PY 2021, seven new ramps were constructed along Meadow Street South. While the remaining portion of the project did not start prior to the end of the program year, it is anticipated that the project will be completed by the end of PY 2022.

The City also completed the Grant Street Sidewalk Replacement Project in Program Year 2021, which was a project identified in our **PY 2021 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization. This project involved the construction of approximately 2,900 linear feet of 5' wide sidewalks on Grant St. between Main St. East and Henry St. The new sidewalks replaced dilapidated walks and installed new walks on a small portion of the east side of the 600 Block of Grant St. where there was a gap in the sidewalk network. The project occurred in the City's Northeast CDBG Target Area and the street is a main route from the surrounding neighborhood to

Starbuck Elementary School. The project is located in Census Tract 613, Block Group 2 which is characterized as having a low to moderate income population of 61.44 percent.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2018 through 2021 Annual Action Plans, including Owner-Occupied and Rental Housing Rehabilitation Programs.

During **Program Year 2021**, 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 **PY2018** (3 units), **PY2019** (3 units) and **PY2020** (3 units). After some delays encountered during 2020 due to the COVID-19 pandemic, 2021 was a successful year as rehabilitation projects got back on track. The City has completed all owner-occupied rehabilitation projects up to and through Program Year 2019. The City expects to close out the owner-occupied grant funds from 2020 and 2021 within the next nine (9) months, prior to the end of the 2022 program year.

The City also completed two (2) units of rental rehabilitation during **PY2021** from projects identified in **PY2018** (2 units). All grant years of rental rehabilitation funds have been expended except PY2018. The funding left in PY2018 has been delayed 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 PY2022.

A total of \$334,549 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 eighty (80) units of affordable housing, sixty-two (62) which have been owner-occupied units and eighteen (18) which have been rental units.

Goal 3. Homeownership Assistance

In **PY2021**, the City was able to use CDBG grant funds to assist four (4) qualified low-to-moderate income individuals or households, totaling seven (7) units 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 \$126,333 in CDBG funding was spent during PY2021 for homeownership assistance.

At report time, one (1) additional project was underway for the homeownership assistance program and all funds prior to PY2022 are expected to be expended by the spring of 2023.

Since becoming an entitlement community in PY2014, the City has provided homeownership assistance for the purchase of nineteen (19) units.

Goal 4. Environment and Quality of Life Enhancement

During the development of the 2021-2025 Consolidated Plan, the City added an Environment and Quality of Life Enhancement goal that aimed to improve environmental conditions by addressing environmental equity and environmental justice issues in low- and moderate-income neighborhoods by constructing physical improvements such as parks, playgrounds, trails, rain gardens and other green infrastructure, implementing renewable energy initiatives, eliminating combined sewer overflows, narrowing streets to provide increased greenspace, tree planting, tree pit expansion and enhancements, and other urban forestry initiatives such as hazardous tree removal and invasive species management.

The City included several projects in our 2021 Annual Action Plan aimed at supporting this goal including the Seward Street Reconstruction Design, the Northeast Target Area Tree Planting Project, the North Hamilton Playground Basketball Court Project and the Grant Street Sidewalk Replacement Project. As noted above, the Grant Street Sidewalk Replacement Project was successfully completed. The Seward Street Reconstruction Design was initiated and was approximately 75% complete by the end of the program year. It is anticipated that the project will be completed in the first quarter of the new program year. Once implemented, the project will provide for a complete reconstruction of Seward Street to include new sidewalks, utilities such as water and sewer, new curbs and pavement along with street trees. Project features will include narrower streets, increased greenspace, green infrastructure such as permeable asphalt and bioretention areas.

Work was unable to progress on the Northeast Target Area Tree Planting Project, and the North Hamilton Playground Basketball Court, but it is anticipated that these projects will be complete by the end of the 2022 Program Year.

Goal 5. Fair Housing Education

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

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

To address that goal, the City has included fair housing education projects in many of our annual action plans. In PY 2021, the City entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to act as the City's qualified Fair Housing Enforcement Agency and to conduct the 2021 Fair Housing Education Project that the City included in its **PY 2020 Annual Action Plan**. The contract period ran from January 1, 2021 to December 31, 2021. The scope of services included Fair Housing Education and Marketing as well as complaint intake.

CNY Fair Housing conducted a training session geared towards service providers and tenants on December 1, 2021 and a training session geared toward landlords on December 15, 2021, both online via Zoom, to complete the education component. Both sessions were later published on Facebook Live. CNY Fair Housing reported that the total reach (Zoom plus FB Live) was 128 for the Service Provider session and 56 for the Landlord session.

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

Goal 6. 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 2022 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 2022 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 17 to 27, preceding the PIT Count on January 27. The commercials' message targeted the region's non-traditional homeless population and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

PNHC aired the commercials on three TV stations throughout the region. (WWNY, WNYF and NBC). The 15 second commercials ran for three weeks, beginning on January 17, and aired a total of 215 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, Intrepid Broadcasting and Community Broadcasters. There was a total of 387 spots that were on the air between January 17 and January 27.

The Homeless No More open house held in Jefferson County helped fourteen people that day. Additional events have been held since to continue to identify and serve the homeless population in the City of Watertown.

Goal 7. Public Services Support

A project that was identified in the City's **PY 2021 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 2021 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 866 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 20-21, the school district reported 75 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 100 backpacks each week during the school year, but there is greater need in the District than the program can provide. Beyond the CDBG funding provided by the City, the program received numerous community donations, fundraisers, as well as funding through payroll donations made to the United Way.

Goal 8. Economic Development

The City's 5-year strategic plan also identified an economic development goal aimed at supporting the efforts of the Watertown Local Development Corporation (WLDC), the Jefferson County Job Development Corporation and the Jefferson County Industrial Development Agency. While there were no CDBG projects during the program year that were identified to allow the City to partner with these agencies to attract business or create new jobs, the City nonetheless continues to work with these agencies throughout the year. The City's Mayor, 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 9. Planning and Administration

As one can conclude from the various project descriptions noted above, the City has been actively implementing a variety of programs and projects during the last program year from several previous

Annual Action Plans. The City expended a total of \$63,512.26 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 2020 Consolidated Annual Performance Evaluation Report (CAPER) and 2022 Annual Action Plan during the program year.

The City also continued 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 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 2020 program year. The entire project is expected to be completed by December 31, 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 allocated \$541,672 in Community Development Block Grant Coronavirus (CDBG-CV) funding to the City of Watertown in Round 1 and \$280,910 in Round 3 for a total of \$822,582.

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

During the 2021 program year, Staff worked with four food pantries including the Watertown Urban Mission (WUM), the Community Action Planning Council (CAPC), the Salvation Army and with the United Way for the Watertown City School District Food For Families Program to implement grant agreements for Food Pantry Programs previously established with each agency. A total of approximately \$90,000 was expended in PY 2021 on the various food pantry projects.

In Program Year 2021, Staff also initiated the Anchor Recovery Center Frontline Employment Partnership Program. This program is a collaboration between the Anchor Recovery Center of Northern New York, The Workplace - Jefferson County, and the Community Action Planning Council of Jefferson County. As many community members in the City struggling with substance use and recovery are finding it difficult to reconnect with old employers or find new employment, the Frontline Employment Partnership Program aims to match clients with potential employers and manage the challenges between the employee and employer germane to recovery from substance use. After establishing a grant agreement

for the project and a Memorandum of Understanding between the three partner agencies, the project began in February and is expected to be fully implemented by the end of the PY 2022.

The grant provided funding for the establishment of a front-line case management position at the Anchor Recovery Center of Northern New York to appropriately bridge the individual to the services offered by all three agencies, connect the individual to employment, and case manage the individual to successful and sustained employment by ensuring all services between the three agencies and the employer are appropriately coordinated and managed.

A total of \$420,000 in CDBG-CV funding was deployed to local businesses during the program year through the Small Business Emergency Relief Program. The program's goal was to aid locally owned small businesses that demonstrated hardships or revenue loss that the business experienced because of the Coronavirus Pandemic. The program assisted locally owned businesses that demonstrated these hardships and revenue loss and helped to retain jobs. Staff worked with the Watertown Local Development Corporation to review and approve applications and then developed Grantee Commitment Agreements for each business. Staff also verified employment and payroll data and processed payments for each business. The City reimbursed 42 businesses for eligible expenses under the program with CDBG-CV funding during 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 \$27,887.76 on Planning and Administration for CDBG-CV projects 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: \$	Rental units rehabilitated	Household Housing Unit	4	2	50.00%	0	2	200%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	37	9	24%	7	9	129%
Economic Development	Economic Development	CDBG: \$	Jobs created/retained	Jobs	5	0	0.00%	0	0	
Environment and Quality of Life Enrichment	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4250	0	0.00%	1000	0	0.00%
Fair Housing Education	Fair Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	184	147%	25	184	736%

Fair Housing Education	Fair Housing	CDBG: \$	Other	Other	0	0	0%	0	0	0%
Homeless Assistance	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	14	140%	0	14	140%
Homeless Assistance	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0	0	0	0
Homeless Assistance	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	50	14	28%	10	14	140%
Homeownership Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	25	7	28%	5	7	140%
Homeownership Assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	7	28%	5	7	140%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6250	1180	18%	1250	1180	94%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	5	0	0.00%	1	0	0%
Planning and Administration	Planning and Administration	CDBG: \$	Other	Other	1	1	100%	1	1	100%

Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	850	0	0.00%			
Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	866	866%	90	866	962.22%

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	3,684
Black or African American	403
Asian	18
American Indian or American Native	68
Native Hawaiian or Other Pacific Islander	17
Total	4,190
Hispanic	349
Not Hispanic	3,841

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

Narrative

The total families assisted during the 2021 Program Year was 4,190. The City's Grant Street Sidewalk Replacement Project, the Tilden Street – Starbuck Avenue Sidewalk Project 2020 and the Seward Street Reconstruction – Design project all focused on a series of adjacent streets in the Northeast Target Area in the vicinity of Starbuck Elementary School and New York Air Brake, a large regional employer. Additionally, the Watertown City School District Food 4 Families Program 2021, as well as the City's 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	\$943,790.00	\$1,039,315.44

Table 3 - Resources Made Available

Narrative

The resources made available to the City of Watertown for Program Year 2021 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	5%	6.0%	Rental Rehab.
East	8%	0.0%	
Near East	9%	3.2%	Owner-occupied rehab.
Near West	8%	8.1%	Owner-occupied rehab.
Northeast	49%	50.4%	Tilden Street – Starbuck Avenue Sidewalk Project 2020, Grant Street Sidewalk Replacement Project, Seward Street Reconstruction – Design, Owner-occupied rehab and First-time Homebuyer program.
Northwest	8%	5.9%	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 \$463,766.21 in the Northeast Target Area in PY 2021, representing approximately half of its total CDBG spending in PY 2020. This sum includes expenditures on the Tilden Street – Starbuck Avenue Sidewalk Project 2020, Grant Street Sidewalk Replacement Project and Seward Street Reconstruction – Design, as well as six locations across the Owner-Occupied Rehab and First-time Homebuyer programs. There were more rehab locations in the Northeast Target Area than any other Target Area.

The remainder of the City's Target Area spending also came as part of its three housing rehab programs. The City spent a collective \$74,550 at two locations in the Near West Target Area, \$55,379 on one location in the Downtown Target Area, \$54,500 on one location in the Northwest Target Area and \$29,370 on one location in the Near East Target Area.

The City spent a total \$241,921.71 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 Accessible Ramp Construction 2019 project and the North Side ADA Ramp Replacement Project Phase 2, the latter of which included three intersections along a street segment on the south side as part of its project scope.

Finally, the City spent a collective \$73,598.80 on the following projects that had a citywide impact: the 2021 Point-In-Time Outreach and Education, the 2020 Zoning Re-Write Phase 2, Fair Housing Education PY 2020, WCSD F4F (Food for Families) and the Anchor Recovery Center (PIVOT) Frontline Employment Partnership Program.

PY 2021 marks the second consecutive year that the City has focused its CDBG spending on the Northeast Target Area, driven primarily by sidewalk and street infrastructure projects. The City anticipates this will continue for at least one more program year as the Seward Street project moves into its construction phase and the City begins design and construction on a planned rails-to-trails project in the Northeast Target Area that will leverage a State grant.

Leveraging

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

Leveraging in PY 2021 included community donations and fundraisers that contributed to the Watertown City School District's Food 4 Families program as well as other state and federal funding used as match on the housing rehabilitation and homeownership programs

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	7
Number of Special-Needs households to be provided affordable housing units	0	0
Total	6	7

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	2
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	7
Total	14	18

Table 6 – Number of Households Supported

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

Program Year 2021 was the eighth year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. Rehabilitation work this year picked back up after falling behind due to the COVID pandemic. The City assisted four (4) qualified low-to-moderate income households, totaling seven (7) units in purchasing a home and completing minor rehabilitation work after the purchase of the property. During the same timeframe, nine (9) units of owner-occupied housing were rehabilitated, and two (2) 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	5	0
Low-income	7	0
Moderate-income	6	0
Total	18	0

Table 7 – Number of Households Served

Narrative Information

The City completed the rehabilitation of nine units of owner-occupied rehabilitation and two 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 2022 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 three "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. Additionally, another count was held in July 2021, in order to get a better feel for how many homeless individuals there are during the summer season.

To make the Homeless No More events as successful as possible, the PNHC and the City of Watertown implemented the 2022 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 17 to 27, preceding the PIT Count on January 27. The commercials' message targeted the region's non-traditional homeless population and provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

PNHC aired the commercials on three TV stations throughout the region. (WWNY, WNYF and NBC). The 15 second commercials ran for three weeks, beginning on January 17, and aired a total of 215 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, Intrepid Broadcasting and Community Broadcasters. There was a total of 387 spots that were on the air between January 17 and January 27.

The Homeless No More open house held in Jefferson County helped fourteen people that day. Additional events have been held since to continue to identify and serve the homeless population in the City of Watertown.

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. This year, a Homeless Task Force was also formed to address emergency shelter and transitional housing needs within the City. As a result, the City committed FY2022 CDBG funds to a Single Room Occupancy project within the City. In addition to the Task Force, 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 are regularly in touch with the Watertown Housing Authority (WHA) and representatives from other local agencies such as the Development Authority of the North Country, 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, such as a sidewalk project that was completed in PY2017 at a WHA apartment complex.

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 is in touch 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 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 2021, 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, 2020 and 2021 aimed at assisting qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. During PY 2021, 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 2021, 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 2021, 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 Grant Street Sidewalk Project, the Thompson Park ADA Accessible Ramp Construction Project, the North Hamilton Basketball Court Improvement Project, and the Seward Street Reconstruction Design 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 eight 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 housing partnership committee between the Development Authority of the North Country and local not-for-profit housing agencies. The group works collaboratively to redevelop tax-foreclosed homes in the City of Watertown and at the same time, work with families living in poverty so that they can become homeowners. Additionally, a Homeless Task Force was formed this year that brings together local officials from across the County, public agencies, and not-for-profit partners to work together to help find transitional and emergency housing for those most in need. As a result of this partnership, the City awarded PY2022 funds to a local not-for-profit to assist in the administrative costs of a new single room occupancy project within the City of Watertown.

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

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

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

In PY, 2021, the City continued to address Impediments Nos. 1 and 4 via progress on its owner-occupied and rental housing rehabilitation programs. During PY 2021, Neighbors of Watertown, as a subrecipient, rehabilitated nine owner-occupied units and two rental units using project funds from various program years. The homeownership program placed four first-time homebuyers in new homes.

The City addressed Impediment No. 5 through its ongoing Fair Housing Education program, which CNY Fair Housing administers as a subrecipient, and includes both an education and marketing component. CNY Fair Housing conducted a training session geared towards service providers and tenants on December 1, 2021 and a training session geared toward landlords on December 15, 2021, both online via Zoom, to complete the education component. Both sessions were later published on Facebook Live. CNY Fair Housing reported that the total reach (Zoom plus FB Live) was 128 for the Service Provider session and 56 for the Landlord session. The marketing component consisted of billboards and other advertisements that CNY Fair Housing bought in the greater Watertown metropolitan region.

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 15, 2022, the City Council scheduled a public hearing for September 19, 2022 at 7:15 p.m.

On September 1, 2022, a notice of the public hearing was published in the local newspaper, the *Watertown Daily Times*. In addition to advertising the date of the public hearing, the legal notice stated that the City's draft CAPER was available for review and public comment from September 2, 2022 through September 20, 2022.

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))

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

Also, on September 2, 2022, 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 convened the public hearing in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY on September 19, 2022, at 7:15 p.m. No members of 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 2021, 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

CR-58 – Section 3

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

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours	1905.5				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 5 – Total Labor Hours

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

Table 6 – Qualitative Efforts - Number of Activities by Program

Narrative

The only CDBG-funded project that the City of Watertown completed during PY 2021 with expenditures in excess of \$200,000 was the Grant Street Sidewalk Replacement Project. However, this project is part of the City's 2020 Annual Action Plan, which the City Council adopted on May 4, 2020 and for which the City received its grant agreement from HUD on July 9, 2020. Since its funds were committed prior to November 30, 2020, the Grant Street Sidewalk Replacement project is therefore a "Legacy Project" under the Final Rule.

The 1,905.5 total labor hours represent the cumulative hours from all payroll reports that the prime contractor and subcontractor submitted to the City. However, no further breakdown is available.