



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2025

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

DRAFT – September 4, 2026

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 2025 (July 1, 2025 through June 30, 2026) was the twelfth year the City of Watertown (the City) participated as an Entitlement Community in the Community Development Block Grant (CDBG) Program administered by the U.S. Department of Housing and Urban Development (HUD). It was also the fifth year of our 5-year Consolidated Plan that covered Program Years 2021-2025. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a number of projects were completed. Environmental reviews for all of the Program Year (PY) 2025 projects have been completed as well.

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

The City made the most significant progress towards its public infrastructure improvements, affordable housing rehabilitation and homeownership assistance goals in Program Year 2025. The City completed the Burlington Street Reconstruction Project and completed the design for the Huntington Street Water Main Replacement Project. The City also completed two owner-occupied rehabilitation activities in PY 25, bringing the total to 34 of a projected 37 total locations (92 percent) for the five-year Consolidated Plan cycle. The City also assisted five first-time homebuyers (six units) in PY 25, bringing the total over five years to 28 units assisted. This enabled the City to exceed our 5-year goal by three units for the five-year cycle.

The City also exceeded the projected accomplishments for its Public Services support goal over five years through its continued implementation of the Food 4 Families and Watertown Urban Mission Food Pantry Programs.

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.

The City identified Decent Affordable Housing and Homeownership as high priorities in the Priority Needs Summary in its PY 2021-2025 Consolidated Plan, so the progress to 92 percent and 112 percent of the expected accomplishments on the Affordable Housing Rehabilitation and Homeownership Assistance goals respectively, are a significant success.

Public Infrastructure Improvements were also a high priority in the Priority Needs Summary. Various street reconstruction projects have assisted 6057 of a projected 6250 persons, 97 percent of the projected total. While two major and one minor infrastructure projects were not completed as expected due to design and environmental delays, the City's progress is noteworthy.

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan in addition to completing projects from previous program years. One major infrastructure project, the Burlington Street Reconstruction Project was substantially completed during the 2025 program year. In addition, the Watertown City School District's Food 4 Families Program and the Watertown Urban Mission Food Pantry Program were both completed. Significant progress continues to be made on the owner-occupied housing rehabilitation program, as well as the first-time homebuyer program, addressing the City's goal of providing decent affordable housing for low-income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by the program year in which the funds were budgeted.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified numerous projects in all five Annual Action Plans under the last Consolidated Plan. Many of the projects from our previous plans were completed in previous program years, however, the narrative below outlines the activities that were completed in Program Year 2025.

The City started work on the Burlington Street Reconstruction Project in May of 2025, near the end of PY 2024. The project included a full reconstruction of the 735' long street and consisted of improvements such as new pavement, new sidewalks, new ADA ramps, the replacement of various utilities such as water, sanitary sewer, and storm sewer as well as green infrastructure and tree planting. Work continued and was ultimately substantially completed in PY 2025.

As reported in our Program Year (PY) 2024 CAPER, the City amended our **PY 2020 Annual Action Plan** to reallocate funding to the Burlington Street Reconstruction Project. Several projects in our 2020 Annual Action Plan that were previously completed were under budget. These projects included the Tilden Street/Starbuck Avenue Sidewalk Construction Project and the North Side ADA Ramp Phase 2 Project. The City completed the amendment process for our 2020 Annual Action Plan and reprogrammed the balances from these activities, along with the funding originally allocated to the NDC Housing Program and moved it to the Burlington Street Reconstruction Project. The total funding that was reprogrammed was \$78,217.40.

The Burlington Street Reconstruction Project was also the primary construction project included in our **PY 2023 Annual Action Plan**. As the project was substantially completed during PY 2025, the reallocated funding from 2020 was drawn down as was the funding allocated in the PY 2023 Annual Action Plan. The street is located in the City's Northeast Target Area and the project assisted 894 people.

A project included in our **PY 2024 Annual Action Plan** that made significant progress in PY 2025 was the Huntington Street Water Main Reconstruction Project. The City completed a Request for Proposals process to select a consultant to design the project in PY 2024 and began the design work last year. During PY 2025, the design was substantially completed and the project was advertised for bids in July of 2026. Bids were opened on August 25, 2026 and construction is slated to begin in the fall of 2026.

In addition, the City substantially completed the 531 Bradley Street Demolition Project in the spring of 2025. This project involved the demolition of a blighted structure located in the City's Northwest Target Area in an effort to prevent blight from spreading to adjacent properties in the neighborhood. The building was successfully demolished, the debris was hauled to the landfill and the site was restored with topsoil and grass. Once three sidewalk blocks that were broken during the demolition are replaced, the project will be completed. Completion is expected in the fall of 2026.

Finally, the City's Engineering Department substantially completed the design for the ADA Ramp Replacement Project, which is expected to go out to bid in the fall of 2026.

The City also completed the Division Street East Sidewalk Project which was a project identified in our **PY 2025 Annual Action Plan**. The project consisted of installing new sidewalks to fill in a prominent gap in the City's sidewalk network within the Northeast Target Area. The gap was approximately 925 feet and spans the frontage of Adams Recreational Park, which has five baseball/softball diamonds, two basketball courts, two tennis courts, a playground area and a popular public swimming pool. The park is also in the vicinity of two elementary schools and the Starwood Apartment Complex.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified projects in several of our recent, as well as our current Annual Action Plan, including Owner-Occupied and Rental Housing Rehabilitation Programs. During **Program Year 2025**, the City completed a total of two (2) units of owner-occupied rehabilitation, working with Neighbors of Watertown (NOW), the City's sub-recipient for this program. The units completed were from projects identified in **PY 2023** (2 units).

The City has completed nearly all of the owner-occupied rehabilitation projects that were budgeted through Program Year 2023. The City expects to close out the owner-occupied grant funds from 2023 within the next year, prior to the end of the 2026 program year.

It should be noted that the City did not allocate funding to our Owner-Occupied Rehabilitation Program in 2024 or 2025. The City's housing partner and subrecipient, Neighbors of Watertown, was recently awarded a grant of \$5 million in Targeted Housing Improvement Program (THIP) funds for owner occupied rehabilitation throughout the City. In light of this infusion of grant funding, the City scaled back its owner-occupied rehab program and increased expenditures in the homebuyer program and in infrastructure projects. As the remaining THIP grant funds are expended in the future, the City will evaluate the allocation of additional funding in this program.

Since becoming an entitlement community in PY 2014, the City has used CDBG funding to rehabilitate 109 units, ninety (90) which have been owner-occupied units and nineteen (19) which have been rental units.

Goal 3. Homeownership Assistance

In PY 2025, the City was able to use CDBG grant funds to assist five (5) 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 six (6) housing units were included in those homes. A total of \$217,802.94 in CDBG funding was spent during PY 2025 for homeownership assistance.

With assistance being provided to five first-time homebuyers (six units) in PY 25, the City's total over the last five years is 28 units assisted. This enabled the City to exceed our 5-year goal by three units.

In addition, since becoming an entitlement community in PY 2014, the City has provided homeownership assistance for the purchase of forty (40) units.

At the time of this writing, several additional projects are underway for the homeownership assistance program and all funds allocated from PY 2023 through PY 2025 are expected to be expended by the end of 2026.

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 within our CDBG target areas by addressing environmental issues through the construction of physical improvements such as parks, playgrounds, trails, rain gardens and other improvements. The City included several projects in our 2021 through 2025 Annual Action Plans aimed at supporting this goal including the Seward Street Reconstruction Project, the Northeast Target Area Tree Planting Project, the Northeast and Near East Target Area Tree Planting Project, the North Hamilton Playground Basketball Court Project and the Northwest Target Area Tree Planting Project. The Seward Street Reconstruction Project was recently completed and included rain gardens (bioswales) and was followed up by a non CDBG-related tree planting project. Several other CDBG funded tree planting projects were also included in recent annual action plans to support this goal. The most recent tree planting project, the Northwest Target Area Tree Planting Project was completed in PY 2025. This project was included in the City's **PY 2024 Annual Action Plan** and involved the planting of 33 trees in November of 2025 in the City's Northwest Target Area. Trees were planted on several streets including Superior St., Mohawk St., Morrison Ave., Meriline Ave., and Snell St.

The largest project identified in our Consolidated Plan to accomplish this goal is the Black River Trail Western Extension Project. Funding for the design of this project was included in the **PY 2023 Annual Action Plan** and funding for the construction was included in the **PY 2025 Annual Action Plan**.

The Black River Trail Final Design Project began during PY 2025 and was substantially completed. The project involved the completion of final design documents for the construction of a new recreational trail in the City's Northeast Target Area that will extend the existing 5.4-mile trail further into the City, providing access for an LMI neighborhood. While the design was substantially completed during PY 2025, construction has not yet begun. Unanticipated delays with the design and design approval process postponed the City's ability to publish bid specifications for this project during the last program year.

The City now anticipates bidding for this project in late fall/early winter 2026, with a bid award in midwinter, allowing construction to commence in spring 2027.

Goal 5. Fair Housing Education

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

To address that impediment, the City included a Fair Housing Education goal in our Consolidated Plan that aimed to reduce barriers to fair housing by increasing knowledge in the community of fair housing rights through education, marketing, outreach, training and technical assistance. To address that goal, the City has included fair housing education projects in each subsequent Annual Action Plans in this consolidated planning cycle.

In March 2026, the City entered into a 16-month contract with CNY Fair Housing worth \$10,000 that included \$5,000 in CDBG Entitlement funding from both the 2024 and 2025 Program Years. The scope of services included education, community outreach and marketing components.

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.

As of June 30, 2026, CNY Fair Housing had yet to expend any money under this contract. The City anticipates reporting accomplishments in next year's CAPER.

Goals 6 Homeless Assistance.

Another goal of the City's Strategic Plan was to provide homeless assistance by supporting the Points North Housing Coalition (PNHC), the local Continuum of Care and other local agencies that are working to prevent homelessness in the community. For the first two years of the City's 2021-2025 Consolidated Plan, the City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. CDBG funding was used to support small advertising campaigns that were targeted toward the region's non-traditional homeless population. The outreach also provided an opportunity to raise awareness and educate the general North Country population, so they could inform family and friends about this opportunity.

For the PY 2023 Annual Action Plan, the City changed its focus from the educational campaign that it had completed previously to granting funds to North Country Transitional Living Services, Inc. (NCTLS) NCTLS partnered with the Jefferson County Department of Social Services (JCDSS) on the 518 Pine Street Transitional Housing Single Room Occupancy (SRO) Project. The 18-bed facility provided safe, supervised transitional housing for individuals experiencing homelessness. CDBG funding was provided to assist with case-management to assess individuals' needs and barriers relative to independent housing in the community and helped develop a plan of service to assist them to achieve it.

The City planned to assist North Country Transitional Living Services, Inc. (NCTLS) again with funding for case management services as part of our **PY 2024 Annual Action Plan**, but unfortunately the SRO facility closed on July 31, 2024, and the City's support for the project is no longer needed. The City therefore intends to terminate the project and reprogram the \$25,000 to another project.

Goal 7. Public Services Support.

To accomplish the goal of Public Services Support, the City identified projects in several of our recent, as well as our **PY 2025 Annual Action Plan**, including support for local food pantries. The PY 2025 Annual Action Plan included the Watertown City School District Food for Families Program and the Watertown Urban Mission Food Pantry Program. The City provided \$8,000 for each food pantry. Both projects were successfully completed during the program year.

The Watertown City School District (WCSD) partners with the United Way of Northern New York to carry out the Food for Families Program, or Backpack Program. The program is currently run entirely on grant funding and donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the Central New York Foodbank. During the 2025-2026 school year, the Food 4 Families Program was able to make a meaningful difference in the lives of hundreds of local families. Designed to combat food insecurity among students, this program ensures that children have access to healthy, nourishing food when school meals are not available, specifically over weekends and extended breaks.

For many students, the meals they receive at school may be the only consistent source of nutrition in their day. When the weekend arrives or schools close for holidays, this safety net disappears. The Food 4 Families program steps in to fill that gap. Each backpack, carefully packed with enough food to sustain a student through several days, costs approximately \$8.65 to assemble, with \$3.10 of that cost covered by funding from the City's CDBG Program. Over the course of the year, the district distributed an estimated 3,104 backpacks filled with nutritious, kid friendly, and easy-to-prepare food items. These bags helped to ensure that no student had to face a weekend or holiday break with an empty stomach. The reach of this initiative was substantial as 2,400 backpacks went to students from low-income households, qualifying for free or reduced-priced lunch programs.

The long-term goals of the program include improving scores, attendance, graduation rates, etc. The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need.

The Watertown Urban Mission (WUM) Food Pantry was a new CDBG activity created in the City 2025 Annual Action Plan. The grant funding helped to cover the costs for an increased demand for food and supplies that the WUM has been seeing over the course of the last year. The increased demand has put unexpected strain on funding resources for providing food packages to those in need. The funding allowed the WUM to purchase food items to assist many food insecure families and individuals in the City with nutritious and essential resources.

Goal 8. Economic Development

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

While no economic development projects were funded as part of our 2021 through 2025 annual action plans, the City did utilize Community Development Block Grant Coronavirus (CDBG-CV) funding to address the community wide impacts of COVID-19 during our Consolidated Planning cycle. The City Council decided to utilize a majority of the CDBG-CV funds for a 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 provided \$10,000 grants to 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.

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 \$83,972.81 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 2024 Consolidated Annual Performance Evaluation Report (CAPER), our 2026-2030 Consolidated Plan and the 2026 Annual Action Plan during the program year.

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

In response to the ongoing COVID-19 public health crisis, Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). As part of the CARES Act, the United States Department of Housing and Urban Development (HUD) received funds to allocate to Community Development Block Grant (CDBG) entitlement communities to prevent, prepare and respond to the COVID-19 health crisis. HUD allocated \$541,672 in Community Development Block Grant Coronavirus (CDBG-CV) funding to the City of Watertown in Round 1 and \$280,910 in Round 3 for a total of \$822,582.

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

A majority of the CARES Act programs were completed prior to this program year, however, there was approximately \$20,000 in unallocated funding that the City programmed during PY 2025.

The City decided to spend the remaining funds on food pantry activities, extending four programs with local nonprofits that the City already had in place. The City continued its partnership with the Watertown Urban Mission, Community Action Planning Council, the Salvation Army and the United Way of Northern New York for the Watertown City School District's Food 4 Families Program.

Providing additional support for these local food pantries was important as the cost of food has remained high, and food insecurity has remained a secondary impact from COVID and a significant issue for many families in the City. These local food pantries reported seeing record numbers, with needs at some locations doubling during the past year. Recognizing this need, the City Council allocated an additional \$5,000 each to the Community Action Planning Council of Jefferson County and the Salvation Army and \$4,750 each to the Watertown Urban Mission and the United Way of Northern New York. The remaining \$502.36 was reserved for program administration.

The United Way of Northern New York spent their funding prior to the end of the 2025 Program Year which is reflected on the CDBG-CV PR-26 report. The remaining funds will be spent in the 2026 Program Year, prior to the ending date of the grant agreement.

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)

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	4	4	100.00%	0	0	100%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$161,409	Homeowner Housing Rehabilitated	Household Housing Unit	37	35	94.59%	0	2	100%
Economic Development	Economic Development	CDBG: \$0	Jobs created/retained	Jobs	5	0	0.00%	0	0	0.00%
Environment and Quality of Life Enrichment	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4,250	4,293	101%	559	3,435	614%

Fair Housing Education	Fair Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	200	147%	25	0	0.00%
Fair Housing Education	Fair Housing	CDBG: \$	Other	Other	0	0	0%	0	0	0%
Homeless Assistance	Homeless	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	14	0	0	0	100%
Homeless Assistance	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0%	0	0	0%
Homeless Assistance	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	50	14	28.00%	60	0	0.00%
Homeownership Assistance	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0	0.00%	0	0	0.00%
Homeownership Assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	27	108%	5	5	100%

Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6250	4,067	65.07%	400	2,339	100%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	5	3	60.00%	0	1	100%
Planning and Administration	Planning and Administration	CDBG: \$	Other	Other	1	0	0.00%	1	1	100%
Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0.00%	0	0	0.00%
Public Services Support	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	850	3,970	467.06%	150	3,104	3,448.89%

Table 025 - 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	3,001
Black or African American	121
Asian	53
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	3,175
Hispanic	248
Not Hispanic	3,725

Table 1 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The data above reflects only the **persons** assisted from three large projects under the “Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit” indicator; specifically, the Burlington Street Reconstruction Project, the Division Street Sidewalk Project and the Northwest Target Area Tree Planting Project. It does not include data from the City’s various owner-occupied rehab and homebuyer activities, nor does it include data from the Food 4 Families and Food Pantry programs. The City will attempt to update this data prior to submitting the final version of this report to HUD.

The total persons assisted by the three projects identified was 3,973. The most direct assistance to families is through the various housing rehab programs and the two food pantry activities.

However, the largest number of families assisted come from projects with larger service area footprints, such as infrastructure projects. This year, numerous families were assisted as part of the three projects identified above, all of which took place on the City’s north side.

Because Table 1 does not include rows for “One Other Race Alone” or “Two or More Races” and there was no field in which to enter that data, the aggregate totals for race and ethnicity do not match in the table. The three projects assisted 3,973 people, and according to 2024 ACS data, an estimated 3,725 identify as non-Hispanic, while an estimated 248 identify as Hispanic. An estimated 136 people assisted identify as some other race alone while an estimated 662 people assisted identify as two or more races.

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	\$860,088	\$982,448.38

Table 2 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	1	0	
Near East	5	17	
East	5	6	
Northeast	72	59	
Northwest	5	5	
Near West	5	0	

Table 3 – Identify the geographic distribution and location of investments

Narrative

The City spent a collective \$541,604.86 in the Northeast Target Area in PY 2025, representing just under three fifths of its total non-Planning /Administration CDBG spending in that Program Year. This sum includes expenditures on the Burlington Street Reconstruction Project, Division Street East Sidewalk Construction Project, Black River Trail Final Design, as well as six locations across the Owner-Occupied Rehab and First-time Homebuyer programs. There were more locations in the Northeast Target Area for these programs than any other Target Area.

The City spent \$155,994.20 in the East Target Area in PY 2025, the entire sum going toward the Huntington Street Water Main Replacement Project. The City anticipates this sum will increase in PY 2026, as this project transitions from design to construction.

First-time Homebuyer locations made up the entirety of the spending in PY 2025 in the Near East Target Area, which received a cumulative \$56,824.29 in CDBG spending across two Homebuyer locations.

The City spent \$49,714.58 in the Northwest Target Area in PY 2025, with the 531 Bradley Street Demolition project accounting for most of that spending. The Northwest Area Target Area Tree Planting Project and one Owner Occupied Rehab accounted for the remainder.

There were no individual project or activity sites in the West, Near West or Downtown Target Areas.

The percentages in the table only sum to 87 percent, as the remaining spending was on projects outside of target areas and on projects that had a citywide impact.

The City spent \$92,980.29 on projects outside of target areas, which was spent on four Homebuyer locations and one Owner-Occupied Rehab location.

Finally, the City spent a collective \$16,000 on the WCSD Food for Families (Backpack) Program (2025) and the Watertown Urban Mission Food – Food Pantry, both of which had a Citywide impact.

The remainder of the City's spending in PY 2025 was on Planning and Administration.

PY 2025 marks the sixth consecutive year that the City has focused its CDBG spending on the Northeast Target Area, driven primarily by the highest concentration of infrastructure projects and housing rehab projects. The City anticipates that the Northeast Target Area and East Target Area will both receive significant spending, driven respectively by the Black River Trail Extension Project and Huntington Street Water Main Reconstruction Project, as both projects enter their construction phases.

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 2025 included other state and federal funding used as match on the housing rehabilitation programs and private funding on the homeownership programs. The Burlington Street Reconstruction Project, Huntington Street Water Main Replacement project and Black River Trail Extension project all leveraged other local, state and/or federal funding sources.

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	5	6
Number of Special-Needs households to be provided affordable housing units	0	0
Total	5	6

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	2
Number of households supported through Acquisition of Existing Units	0	0
Total	0	2

Table 6 – Number of Households Supported

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

Program Year 2025 was the twelfth year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. The City assisted six (6) qualified low-to-moderate income households in purchasing a home and completing minor rehabilitation work after the purchase of the property. This exceeded our goal for the year by one. During the same timeframe, two (2) units of owner-occupied housing were rehabilitated. The City has not allocated funding for the owner-occupied rehabilitation program for the last two years. These homes were rehabilitated using funding from previous program years. The City has surpassed its goal of providing more affordable and quality housing for its residents in PY 2025.

Discuss how these outcomes will impact future annual action plans.

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

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	0	0
Low-income	7	0
Moderate-income	1	0
Total	8	0

Table 7 – Number of Households Served

Narrative Information

The City completed the rehabilitation of two (2) units of owner-occupied rehabilitation and assisted six (6) units as part of the first-time homebuyer program. The majority (seven) of the income levels were low-income and one was considered moderate income.

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

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

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

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. For the first two years of the City's 2021-2025 Consolidated Plan, the City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. For the 2022 and 2023 Point-In-Time Counts, the Points North Housing Coalition (PNHC) worked with local providers and agencies in Jefferson, Lewis and St. Lawrence Counties to assist with the homelessness surveys. During those two years, PNHC organized fourteen "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness connect with resources to secure housing and other needs, as well as participate in the PIT survey.

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

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

Actions taken to address the needs of public housing

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

In addition, the City has collaborated with the WHA during past program years during the development of our Annual Action Plans to discuss how the City could help address the needs of public housing, such as a sidewalk project that was completed in PY 2017 at a WHA apartment complex. The City collaborated with the WHA again in PY 2023, providing \$30,000 in funding to assist with the WHA's planned Meadowbrook Apartment Complex Sidewalk Project, which was completed during the 2024 program year.

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

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

The City is in touch regularly with the Watertown Housing Authority, doing outreach for comments on the Annual Action Plan and to discuss housing issues facing the City. During the development of our 2026-2030 Consolidated Plan, the City held a public meeting at Hilltop Towers, a Watertown Housing Authority property, to obtain input from residents on the development of our plan.

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)

The City has included a Homebuyer Program in its Annual Action Plans for PY 2016, 2017, 2019, and 2020-2025, which aims at assisting qualified low-to-moderate income individuals or households with down payment assistance toward the purchase of a new home. During PY 2025, the City assisted five (six units) qualified low-to-moderate income individuals in purchasing a home and completing minor rehabilitation work.

In addition, the City maintained its status as a Pro-Housing Community for 2026 under New York State's Pro-Housing Community Program, which the NYS Department of Homes and Community Renewal (HCR) administers. The City of Watertown originally applied and attained Pro-Housing certification in 2024 and has maintained it every year since. The original certification required the City to pledge to streamline housing permitting, adopt policies that promote Fair Housing, consider housing needs when making decisions, increase development capacity for residential uses and enact policies that encourage a broad range of housing developments. The City is required to uphold that original pledge even though it is not repledged every year.

To achieve recertification, the City was required to submit Certificates of Occupancy issued by the City Bureau of Code Enforcement and a copy of the City's Zoning Map, which allow HCR to verify the City's commitment to its Pro-Housing pledge.

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

During PY 2025, the City continued work on our Owner-Occupied Rehabilitation and Homebuyer programs. Both programs help to address the primary goals of our Strategic Plan to provide decent affordable housing for the underserved population. Although the City did not include an Owner-Occupied program in its 2025 AAP, the City expended OOR funds from previous Program Years.

The City plans to continue the housing rehabilitation and homebuyer efforts in successive years as well in order to provide decent and affordable housing for the underserved populations.

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

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

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

During PY 2025, the City undertook several activities aimed at assisting poverty level families as noted above. In addition, the City completed the Burlington Street Reconstruction Project in an LMI neighborhood in the Northeast Target Area. In an effort to encourage and provide employment and training opportunities for very-low income residents, the specifications and bid documents for the projects included the City's Section 3 Plan as required by HUD. The City monitored its prime contractor on the project and all of its subcontractors to ensure Section 3 compliance.

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

The City of Watertown Planning and Community Development Department remains responsible for the administration of the CDBG Program. Effective delivery of the CDBG Program requires constant communication and coordination with numerous City departments and agencies. Within the Planning and Community Development Department, CDBG duties and program areas (housing, public improvements and public services) have been divided among our four staff members. This provides staff the ability to provide assistance in all program areas as the workload dictates. Additionally, an effort has been made to involve multiple staff members in each program area so that the Department is not left in a difficult position in the event of staff changes.

As is noted above, the City has been an entitlement community for the past twelve 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.

In addition, during the past twelve months, the City has designated one Planner and one Civil Engineer II as co-ADA Coordinators, responsible for monitoring changes in State and Federal ADA law and ensuring local compliance in public and private projects.

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

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

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

Four years ago, the city created a Vacant Homes Redevelopment Initiative to redevelop tax-foreclosed homes in the City of Watertown. The hope is that the homes will be redeveloped and potentially provide a safe and affordable place to live for families living in poverty. Additionally, a Jefferson County Homeless Task Force was formed three years ago 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. The City continues to participate in the task force.

Finally, Jefferson County has retained a consultant to prepare a housing needs assessment for the County and formed a local steering committee to inform the study. A member of City Planning Staff sits on the steering committee.

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 2025, the City continued to address Impediments Nos. 1 and 4 via progress on its owner-occupied and rental housing rehabilitation programs. During PY 2025, Neighbors of Watertown, as a subrecipient, rehabilitated two owner-occupied units using project funds from various program years. The homeownership program placed five first-time homebuyers in new homes.

CR-40 - Monitoring 91.220 and 91.230

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

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

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

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

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

First, at its regular meeting held on August 17, 2026, the City Council scheduled a public hearing for September 21, 2026, at 7:15 p.m.

On September 4, 2026, 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 5, 2026 through September 21, 2026.

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

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

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

Also, on September 4, 2026, 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 will hold the public hearing in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY on September 21, 2026, at 7:15 p.m.

CR-45 - CDBG 91.520(c)

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

During Program Year 2025, the City of Watertown did not make any changes to the program objectives of our CDBG Program.

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

No

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

N/A

CR-58 – Section 3

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

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	1	0	0	0	0
Total Labor Hours	5913				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 4 – 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	1				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	1				
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.	1				
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other: Advertising and researching in the HUD Opportunity Portal, WHA Apartment flyers and contractor media job postings, searching for Section 3 Businesses	1				

Table 5 – Qualitative Efforts - Number of Activities by Program

Narrative

There was only one CDBG-funded project that the City of Watertown has been working on during PY 2025 with expenditures in excess of \$300,000, which was the Burlington Street Reconstruction Project. The Burlington Street Reconstruction Project is part of the City's 2023 Annual Action Plan, which the City Council adopted on May 1, 2023.

For the Burlington Street Reconstruction Project, 5913 total labor hours represent the cumulative hours worked by all contractors on the project from July 1, 2025, through June 30, 2026. Additional work was performed on the project in July 2026, but that work will be reported for the 2026 CAPER.

The prime contractor for the project completed multiple qualitative efforts including posting a job position at the job site and on their social media pages calling out specifically for Section 3 workers, researched the Section 3 Business list and posted contracting opportunities at the job site and social media pages and posted job listings in Watertown Housing Authority Apartment building lobbies