



Community Development Block Grant Entitlement Communities Program

Consolidated Annual Performance Evaluation Report Program Year 2019

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

Draft – September 4, 2020

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 2019 was the sixth 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 fourth year of our 5-year Consolidated Plan that covers Program Years 2016-2020. Staff made significant accomplishments this year in carrying out the Strategic Plan and Annual Action Plan as a large number of projects were completed this year. Environmental reviews for all Program Year (PY) 2019 projects have been completed as well.

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

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

Staff made significant accomplishments in carrying out our Strategic Plan and Annual Action Plan. The sidewalk program continued to progress as the City was able to complete Phase 4 of the Near East and East Target Area Sidewalk Construction Project on Huntington Street. The City also completed the Rutland Street North Sidewalk Construction Project and nearly completed the Academy Street Playground Project. Additionally, the Point-In-Time Count Outreach and Education Initiative and Watertown City School District Food for Families programs were both completed for another year, helping low income families with homelessness prevention and access to food. Significant progress continues to be made on the owner-occupied and renter occupied rehabilitation programs, as well as the first time homebuyer program, addressing the City's goal of providing decent affordable housing for low income residents. Further discussion on the City's progress in each of the programmatic areas is below. Projects and accomplishments are listed by program year.

Goal 1. Neighborhood Stabilization and Revitalization

To accomplish the goal of Neighborhood Stabilization and Revitalization, the City identified several projects in our 2016 -2019 Annual Action Plans, many of which have been completed in previous program years.

In Program Year 2019, the City completed the 2017 Bus Shelter Project which was the last of several projects from our **PY 2017 Annual Action Plan** aimed at accomplishing the goal of Neighborhood

Stabilization and Revitalization. The project involved the construction of a new bus shelter adjacent to the Watertown Salvation Army on State Street. The bus shelter installation followed up a previous year's project that removed three blighted structures from the same location. The demolition project was an effort to not only remove blight and prevent it from spreading to adjacent areas, but to aid in the redevelopment of the neighborhood. The Watertown Salvation Army has future plans to improve and stabilize the neighborhood through the expansion of its existing community programs and this project served to assist in the redevelopment of the neighborhood.

During PY 2019, the City completed one project and nearly completed work on one other that was identified in our **PY 2018 Annual Action Plan**. The City completed the Near East (Huntington St.) Sidewalk Project Phase 4. The overall project consisted of sidewalk reconstruction on the south side of the 800-1100 blocks of Huntington Street between Rutland St. North and McClelland St. and on the north side of the 1000-1100 blocks of Huntington St. between Hamilton St. North and California Ave. North. In PY 2018, the City was able to complete the work on the south side of the street. The final portion of the project, the replacement of sidewalks on the north side of the 1000-1100 blocks of Huntington St. between Hamilton St. North and California Ave. North was completed in PY 2019.

The City hired a contractor to complete the installation of approximately 800 linear feet of sidewalks in this area. With the entire project now complete, including all of the previous phases, there is a continuous pedestrian connection in place along the length of Huntington St. from Waterworks Park to Factory St. This segment of sidewalks and trails is approximately 5,200 feet in length and serves to connect the various neighborhoods through which the corridor passes through Factory Square Park and Waterworks Park, both riverfront parks located on each end of the project limits. Additionally, this connection has enhanced a peripheral project that now connects pedestrian trail users to over five miles of multi-modal trails from the City of Watertown to the village of Black River.

The City also made significant progress on the Academy Street Playground Improvements Project. Contractors were hired for the installation of the playground equipment and the replacement of approximately 340 linear feet of sidewalks along the property's street frontage. In addition, approximately 40 linear feet of new sidewalk was constructed to create a direct connection to the playground. This connection provided an accessible route from the City's sidewalk network directly to the playground equipment. Previously, the sidewalk stopped short of the playground structure making it difficult to access for users with disabilities. The project was substantially finished in PY 2019 and is expected to be completed in fall of 2020 with the installation of landscaping and a few site amenities.

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

During PY 2019, the City completed one project that was identified in our **PY 2019 Annual Action Plan** aimed at accomplishing the goal of Neighborhood Stabilization and Revitalization. The North Rutland Street Sidewalk Project consisted of the reconstruction of approximately 2,600 linear feet along the 100-300 blocks of Rutland Street North between New York State Route 12 (State Street) and Huntington Street. The project also included tree removal due to the nature of reconstruction work for trees identified as being in poor condition. The planting of 30 trees was also included as a follow up to the project. This project is located in Census Tract 621, Block Group 2 and characterized as having a low to moderate income population of 65.5 percent. This project directly connects to sidewalks recently reconstructed as part of Phase 4 of the Near East (Huntington Street) Sidewalk Project discussed above, as well as additional sidewalks constructed on Huntington Street in Phases 1-3 of the project funded over multiple years. The various sidewalk segments in this area serve to improve the immediate neighborhood in which they are located but also to connect the various neighborhoods with two nearby riverfront parks, Factory Square Park and Waterworks Park, which improves access to recreational opportunities for the residents.

Goal 2. Affordable Housing Rehabilitation

To accomplish the goal of Affordable Housing Rehabilitation, the City identified several projects in our 2015 through 2019 Annual Action Plans, including Owner-Occupied and Rental Housing Rehabilitation Programs.

The City included two projects in its **PY 2015 Annual Action Plan** to address the Affordable Housing Rehabilitation goal. The 2015 Owner-Occupied Housing Rehabilitation Program was initiated in PY 2016 and since then, a total of 16 projects have been completed, with one project left to be complete before the funds have been expended. The City expects to close this project by the fall of 2020.

The City continued to make progress on the PY 2015 Rental Housing Rehabilitation Program. Neighbors of Watertown (NOW), the City's subrecipient for this program has been working to identify property owners who are interested in participating in the program. However, there has been a delay in getting projects started because landlords have not wanted to commit to paying 50% of the cost of the project, as required by the program guidelines. NOW is currently working with an applicant that will expend the remainder of the funds and expects to complete the project by the spring of 2021.

The **PY 2017 Annual Action Plan** also included two projects aimed at accomplishing the goal of Affordable Housing Rehabilitation. The first, a 2017 Owner-Occupied Rehabilitation Project was completed during PY 2019. A total of ten owner occupied properties were rehabilitated at locations throughout the City, three of the properties were two-unit properties, totaling fourteen units that were rehabilitated. Work on the 2017 Rental Rehabilitation is currently underway. Three properties, each with two units are being rehabilitated for low to moderate income renters. One property is now complete with the other two expected to be completed before the end of 2020.

The **PY 2018 Annual Action Plan** included two projects to address Affordable Housing Rehabilitation. The first, a 2018 Owner-Occupied Rehabilitation Project has helped to rehabilitate eight properties, with

five of them complete and three still underway. The 2018 Rental Rehabilitation Project is currently underway with one property consisting of two units currently being rehabilitated, with completion expected this fall. Other properties are still being identified for the project which is expected to be complete before the end of the 2020 program year.

The **PY 2019 Annual Action Plan** also included a project to address Affordable Housing Rehabilitation. The 2019 Owner-Occupied Rehabilitation Project is currently underway with three approved projects and a waiting list of others that will be sent applications to be included in the program. It is expected that this project will be complete prior to the end of the 2020 program year.

During PY 2019, the City completed the rehabilitation of total of seven owner occupied properties that consisted of seven units using project funds from various program years. Work is currently underway at twelve other properties, however due to the shutdown as a result of the COVID-19 pandemic, rehabilitation work was halted for a number of months. It is expected that all of those properties will be completed before the end of the summer 2020.

During PY 2019, the City completed the rehabilitation of one rental property that consisted of two units using project funds from PY 2017. The various funding sources and programs allowed the City to make significant progress towards accomplishing our goal of Affordable Housing Rehabilitation.

Goal 3. Homeownership Assistance

In **PY 2016, PY 2017** and **PY2019**, A Homebuyer Program project was planned for each year to accomplish the City's goal of providing homeownership assistance. The grants are used to assist 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. During PY 2019, seven first time homeowners were assisted from the 2016 and 2017 Homebuyer Programs, with funds used to help with down-payment assistance and minor rehabilitation, totaling \$182,853. Additional projects are underway for the PY 2019 program which is expected to be complete in the fall of 2020.

Goal 4. Fair Housing Education

In late October 2019, CNY Fair Housing conducted training sessions at the Watertown Urban Mission. The Urban Mission promoted the sessions among those people they assist on a regular basis, in an effort to draw tenants to attend the sessions. As with previous sessions, landlords and service providers made up the bulk of attendees.

The City also entered into a Memorandum of Understanding (MOU) with CNY Fair Housing to prepare an Analysis of Impediments to Fair Housing Choice (AI) for the City of Watertown in advance of the City's 2021 Consolidated Plan. This contract and all of its associated activities represent the implementation of the Analysis of Impediments to Fair Housing that the City included in its **PY 2019 Annual Action Plan**.

In the upcoming program year, Planning and GIS Staff will assist with American Community Survey (ACS) data collection and mapping for CNY Fair Housing's use in the analysis. CNY Fair Housing is responsible

for analyzing the data supplied by the City, collecting additional data as necessary for the analysis and performing all public outreach needed to complete a thorough analysis. CNY Fair Housing is responsible for delivering a finished AI document to the City, which the City anticipates receiving prior to the end of September 2020.

Goal 5. Homeless Assistance

Another goal of the City's Strategic Plan was to provide homeless assistance to the Points North Housing Coalition (PNHC), the local Continuum of Care. The City utilized CDBG funding to assist the PNHC with its annual Point-In-Time (PIT) study of the homelessness in Jefferson, Lewis and St. Lawrence Counties, New York. 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 five "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Home of Your Own events as successful as possible, the PNHC and the City of Watertown implemented the 2020 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 1 to 23, 2020 preceding the PIT Count on January 23, 2020. 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 four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The commercials ran for three weeks, beginning on January 1, and aired a total of 453 times.

A sixty second radio ad was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 115 spots that were on the air between January 13 and January 23, 2020.

The two Homeless No More open houses held in Jefferson County helped a total of 40 people. Twenty-seven of them identified themselves as couch surfers with no permanent place to live while the other thirteen were unsheltered, with four of them identifying as chronically homeless. While it is difficult to track attendees' movements once they leave the open house and therefore difficult to determine those who were provided Continuing Access to a Service or Benefit or Improved Access to a Service, this report assumes that the attendees who filled out a PIT Count survey were able to access new or existing services as they were provided information on how to do so.

Goal 6. Public Services Support

A project that was identified in the City's **PY 2019 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 2019 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 \$6,000 in CDBG funding to purchase food from the Central New York (CNY) Food Bank, which provided enough to fill approximately 800 backpacks and feed 22 families per week for approximately 40 weeks.

The program is carried out at all school buildings within the District, with the numbers of backpacks per school being divided evenly based on school population and need. For school year 16-17, the school district reported 68 percent of its students as economically disadvantaged. The program is currently run entirely on donations made to a backpack fund set up at the United Way, which allows for the purchase of food through the CNY Foodbank. Volunteers from the community raise funds for the purchase of food, which is packed into bags each Wednesday by students and volunteers. The program provides approximately 120 backpacks each week during the school year, but there is greater need in the District than the program can provide. Beyond the CDBG funding provided by the City, the program received numerous community donations, fundraisers, as well as funding through payroll donations made to the United Way.

Goal 7. Economic Development

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

Goal 8. Planning and Administration

As one can conclude from the various project descriptions noted above, the City has been actively implementing a variety of programs and projects during the last program year from our PY 2015 through PY 2019 Annual Action Plans. The City expended a total of \$97,280.21 on Planning and Administration during the Program Year. In addition to the project management for the various initiatives described above, Staff developed the City's 2020 Annual Action Plan during the program year.

The City also completed work on its first ever Comprehensive Plan, which the City Council adopted on December 2, 2019. This completed the Comprehensive Plan project, which the City included in its **PY 2018 Annual Action Plan**. The Comprehensive Plan will guide the City's development over the next 10-to-15 years, sets a vision for the future of the community and outlines the policies and projects required

to achieve the vision. It helps guide decision-making on infrastructure spending, policies, land use regulations, and economic development strategies. The Comprehensive Plan builds on public input and previous planning efforts to produce a shared vision for Watertown's future, and will aid in developing future Annual Action Plans as well as help to guide the City's next five-year Consolidated Plan.

In its **PY 2017 Annual Action Plan**, the City programmed \$30,700 towards the ADA Transition Plan – Existing Conditions Data Collection and Analysis, of which it only spent approximately half. In 2019, the City amended the project scope to spend the remaining budget. The original scope of activities was limited to hiring student interns to perform data collection on sidewalk ramps located throughout the City during the summer months of 2017. The amendment expanded the scope of the data collection to include hiring new interns to perform examinations of City buildings and facilities for ADA compliance.

Once completed, the ADA Transition Plan will allow the City to develop priorities and properly plan future CDBG-funded ADA ramp reconstruction, as well as perform the same prioritization of ADA-mandated upgrades to City buildings and facilities.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$0	Rental units rehabilitated	Household Housing Unit	129	89	68.99%	0	2	200.00%
Affordable Housing Rehabilitation	Affordable Housing	CDBG: \$290,000	Homeowner Housing Rehabilitated	Household Housing Unit	46	44	95.65%	10	7	70.00%
Economic Development	Economic Development	CDBG: \$	Other	Other	1	0	0.0%	0	0	0.0%
Fair Housing Education	Fair Housing	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	107	85.6%	25	57	228%
Homeless Assistance	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	178	356.00%	10	82	820.00%
Homeless Assistance	Homeless	CDBG: \$9,000	Homelessness Prevention	Persons Assisted	50	218	436.00%	10	40	400.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Homeownership Assistance	Affordable Housing	CDBG: \$88,077	Direct Financial Assistance to Homebuyers	Households Assisted	25	9	36.00%	3	7	233.33%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$330,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,700	13,575	238.16%	1,568	5,352	341.33%
Neighborhood Stabilization and Revitalization	Non-Housing Community Development	CDBG: \$4,000	Buildings Demolished	Buildings	2	7	350.00%	1	1	100.00%
Planning and Administration	Planning and Administration	CDBG: \$135,000	Other	Other	1	1	100.00%	1	1	100.00%
Public Services Support	Non-Homeless Special Needs	CDBG: \$6,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	225	1,533	681.33%	800	800	100%

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

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	1,056
Black or African American	89
Asian	10
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	43
Total	1,200
Hispanic	92
Not Hispanic	1,108

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

Narrative

The total families assisted during the 2019 Program Year was 1,200. These families were mainly assisted as a result of our two sidewalk projects, as well as our playground improvement, bus shelter and housing projects. 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	CDBG	913,077	740,558
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

The resources made available to the City of Watertown for Program Year 2019 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 and 2018 grants.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown	10%	5.1%	Franklin Street Bus Shelter and Academy Street Playground service areas
East	10%	0.0%	
Near East	36%	46.2%	Franklin Street Bus Shelter and Academy Street Playground service areas, Huntington and Rutland Street Sidewalks, Rental Rehab, Owner-occupied rehab.
Near West	10%	0.0%	
Northeast	10%	12.3%	
Northwest	24%	12.3%	
West	0%	n/a (no longer exists)	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City spent a collective \$292,835.75 in the Near East Target Area in PY 2019. This sum includes expenditures on the Near East (Huntington Street) Sidewalk Project Phase 4, Rutland Street North Sidewalk Project, Bus Shelter Installation and Replacement 2017, as well as various Owner-Occupied Rehab and Rental Rehab locations. The above sum also includes funds spent on the Academy Street Playground Improvements Project and the Bus Shelter Installation 2018 Project, both of which have

service areas that span both the Near East and Downtown Target Areas. In the case of these projects, the City divided the money spent on the projects proportionally across the target areas in order to avoid double counting dollars spent and report accurate percentages in the CAPER. The Near East was the City's Focus Area for PY 2017, and some of the projects implemented in the Near East during PY 2019 were from the PY 2017 Annual Action Plan, including a bus shelter, the Huntington Street sidewalks and two Rental Rehab locations.

The City spent a collective \$77,507.36 in the Northwest Target Area and a collective \$76,953.00 in the Northeast Target Area, all on various Owner-Occupied Rehab and Homebuyer locations.

The City spent a collective \$32,539.08 in the Downtown Target Area. This sum includes funds spent on the Academy Street Playground Improvement Project and the Bus Shelter Installation 2018 Project, both of which have service areas that span both the Downtown and Near East Target Areas. In the case of these projects, the City divided the money spent on the projects proportionally across the target areas in order to avoid double counting dollars spent and report accurate percentages in the CAPER.

The City spent a total \$148,243.00 on projects outside of target areas, the entirety of which were Owner-Occupied Rehab and Homebuyer project locations.

Finally, the City spent a collective \$55,029.68 on the following projects that had a citywide impact: Comprehensive Plan, Zoning Ordinance Rewrite, 2019 Food 4 Families, the 2019 Point-In-Time Outreach and Education Initiative, Fair Housing Education Project 2018 and the ADA Transition Plan – Existing Conditions Data Collection and Analysis Phase One.

MBE/WBE Outreach/Activities:

The City of Watertown is an Equal Employment Opportunity and Affirmative Action employer and requires that all contractors working on its behalf be the same. During PY 2019, the City completed several projects that went through the bidding process including the Near East Target Area (Huntington St.) Sidewalk Project Phase 4, the Rutland Street North Sidewalk Project and others. The specifications and Bid Documents for all of these projects included language regarding Civil Rights, Affirmative Action and Equal Employment Opportunity. The specifications require the contractor to use their best efforts to afford small businesses, minority business enterprises and women's business enterprises the maximum practicable opportunity to participate in the performance of the projects.

Leveraging

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

The City completed work on the Comprehensive Plan Project, which was included as a project in our **PY 2018 Annual Action Plan**. CDBG funds helped to leverage \$90,000 in grant funding for the project from New York State's Economic Development agency, Empire State Development. The Comprehensive Plan will guide the City's development over the next 10-15 years and will help inform the development of future annual action plans as well as help to guide the City's next five-year Consolidated Plan. CDBG funding was instrumental in financing the project and helped leverage the State funding as well as an additional \$18,000 in local funding.

The Watertown City School District Backpack program leveraged nearly \$20,000 in local funding during the 2019-2020 school year. While the CDBG funding for the project was \$6,000, the total cost of the program for the year was approximately \$25,000. Additional funds were provided through community donations and fundraisers.

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	3	7
Number of Special-Needs households to be provided affordable housing units	0	0
Total	3	7

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	10	9
Number of households supported through Acquisition of Existing Units	0	0
Total	10	9

Table 6 – Number of Households Supported

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

Program Year 2019 was the sixth year that the City participated as an Entitlement Community in the CDBG Program administered by HUD. After spending the first few years learning the requirements of the program and writing the guidelines, this year the City continued to make significant progress on its housing programs. The City assisted seven qualified low-to-moderate income individuals in purchasing a home and completing minor rehabilitation work after the purchase of the property. In addition, the City assisted two other individuals in purchasing a home. However, since the minor rehabilitation work has not yet been completed, neither of the two projects had been completed, which delayed the reporting of accomplishments. These projects will be completed during PY 2020 and the accomplishments will be reported at that time.

Although only two units of rental housing were completed, there were a number of other projects underway at the time of the report that will be completed at the beginning of the new program year.

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	3
Low-income	12	5
Moderate-income	13	8
Total	30	16

Table 7 – Number of Households Served

Narrative Information

The City completed the rehabilitation of seven 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. 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 five "Homeless No More" Open Houses in the three counties on the date of the PIT Count. The open houses were an opportunity for those struggling with homelessness to share food and conversation with volunteers who helped them connect with resources to secure housing and other needs, as well as participate in the PIT survey.

To make the Home of Your Own events as successful as possible, the PNHC and the City of Watertown implemented the 2020 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 1 to 23, 2020 preceding the PIT Count on January 23, 2020. 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 four TV stations throughout the region. (WWNY, WNYF, METV and NBC). The commercials ran for three weeks, beginning on January 1, and aired a total of 453 times.

A sixty second radio ad was produced using the audio from the television commercials. The commercials were aired on the radio stations owned by Stephens Media group, and Community Broadcasters. There were a total of 115 spots that were on the air between January 13 and January 23, 2020.

The two Homeless No More open houses held in Jefferson County helped a total of 40 people. Twenty-seven of them identified themselves as couch surfers with no permanent place to live while the other thirteen were unsheltered, with four of them identifying as chronically homeless. 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 PNHC, the local Continuum of Care who work with the Department of Social Services as well as area non-profits. City Staff attends quarterly meetings of PNHC and attends monthly PNHC Point-In-Time Committee conference calls to continue to stay engaged on the strategies being used to combat homelessness in the City and surrounding areas.

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

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

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

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

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

Actions taken to address the needs of public housing

Staff from the City Planning and Community Development Department have been meeting regularly for the last three years with the Executive Director of the Watertown Housing Authority (WHA) in addition to representatives from other local agencies such as the Development Authority of the North Country, Neighbors of Watertown and the Thousand Islands Area Habitat for Humanity to discuss housing issues within the City and potential ways to collaborate in the future to address substandard housing in the City.

In addition, the City has collaborated with the WHA during past program years during the development of our Annual Action Plans to discuss how the City could help address the needs of public housing. A result of one of the meetings was a proposal for a project to be included in the City's 2016 Annual Action Plan to assist the WHA with a sidewalk reconstruction project at the WHA's Meadowbrook Apartment Complex. The WHA Meadowbrook Apartments Sidewalk Reconstruction Project was completed in PY 2017 and resulted in the replacement of substandard sidewalk sections and created accessible routes of travel along the streets and from the parking areas to the various buildings and apartment units.

While no specific projects were completed this year, Staff has developed an ongoing dialogue and relationship with the WHA so that we can be in a good position as new project ideas arise in the future.

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

As was noted above, the City meets regularly with the Executive Director of the WHA to discuss housing issues facing the City. One of the projects that the City has been working on collaboratively with the WHA (and others) is the implementation of the Empire State Poverty Reduction Initiative (ESPRI) Housing Program. The program aims 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 this 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 2019, no actions were taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

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

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

During PY 2019, 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 2019, 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 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 Near East Target Area (Huntington St.) Sidewalk Project, the North Rutland Street Sidewalk Project and the Academy Playground Project. In an effort to encourage and provide employment and training opportunities for the low, 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 six years. During that time, Staff has worked tirelessly to learn about the program and continues to gain expertise and experience which makes the implementation of projects much more efficient. We expect to continue to implement and complete projects in a timely fashion during the coming year.

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

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

In an effort to enhance coordination between public and private housing and social service agencies, Planning Staff regularly attends quarterly meetings of the Points North Housing Coalition (PNHC), the local Continuum of Care. In addition, Staff participates in monthly conference calls of PNHC's Point-In-Time Committee.

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

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

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

In PY 2019, the City addressed Impediment No. 4 by continuing our partnership with CNY Fair Housing. As part of the scope of services provided in an agreement with CNY Fair Housing, the organization conducted fair housing training sessions geared toward landlords and service providers Late October 2019 at the Watertown Urban Mission, drawing 57 attendees, 32 more than the previous training in October 2018. CNY Fair Housing also implemented a marketing component that consisted of billboards and other advertisements that CNY Fair Housing bought in the City of Watertown. Finally, CNY Fair Housing acted 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.

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

CR-40 - Monitoring 91.220 and 91.230

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

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

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

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

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

First, at its regular meeting held on August 17, 2020, the City Council scheduled a public hearing for September 21, 2020 at 7:15 p.m. The public hearing will take place both in-person in the City Council Chamber, Room 303, Watertown City Hall, 245 Washington St., Watertown, NY and virtually to allow for the widest range of public participation.

The public may join the virtual meeting through the use of “GoToMeeting” and must register ahead of time using the following link: <https://attendee.gotowebinar.com/rt/4371961006965692943> After a member of the public registers, a confirmation email will be sent containing information regarding how to join the webinar.

On September 4, 2020, a notice of the public hearing was published in the local newspaper, the *Watertown Daily Times*. In addition to advertising the date of the public hearing, the notice states that the City's draft CAPER is available for review and public comment from September 4, 2020 through September 20, 2020.

Full copies of the CAPER are also available for public viewing by making an appointment with the City's Planning and Community Development Department or the City Clerk's Office located at 245 Washington St. A copy can also be viewed at the City's website, www.watertown-ny.gov. Any interested person may also request that a free copy of the report be mailed to them.

Also, on September 4, 2020, 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.

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 2019, 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