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The contents within this document are not to be considered FINAL until notice of approval is received from the United States Department of Housing and Urban Development.

Comments will be accepted through September 26, 2020 via the Planning Department CDBG webpage.

www.city.waltham.ma.us/planning-department/pages/community-development-block-grant-program

Paper based comments can be sent to:

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*Tables 5 – 10 can be found in the City of Newton CAPER and reference HOME Investment Partnership accomplishments for the Consortium

CR-05 – Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Waltham, through a collaborative process with members of the community, established a viable vision for the future, through the development of a 5-Year Consolidated Plan for the Community Development Block Grant (CDBG) Program. The most recent update was approved by HUD and published by the Planning Department in April 2019. The update unveiled the City's priorities, goals and expectations for a one-year period (July 1, 2019 – June 30, 2020)

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, each community in receipt of CDBG must complete a Consolidated Annual Performance Evaluation Report (CAPER) within 90 days from the close of the community's program year. Waltham's program year ended June 30, 2020. This CAPER details the specific accomplishments and goals achieved through the year to meet the objectives outlined in the April 2019 Annual Action Plan. The Planning Department is responsible for preparing the CAPER on behalf of the City of Waltham and its community partners.

Priority categories, determined during the development of the five-year plan, received funding from CDBG during Program Year 2019. The total funding amount was \$971,492.00, broken down into the following categories:

Social Services: This category is for nonprofits providing social services to underserved populations in Waltham.

Public Facilities: As identified as a priority during public meetings and community needs surveys, this category provides ADA upgrades and sustainable improvements to public facilities throughout Waltham. These facilities include the Nahum Hardy Residences, South Community Center and local parks/playgrounds.

Housing Rehabilitation: This category provides interest free loans to homeowners and nonprofit organizations for rehabilitation of housing.

Program Administration: This category is inclusive of the administration costs for staff administering the CDBG program.

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	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Actual – Program Year
Accessible Public Facility Improvements	Non-Homeless Special Needs	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7500	3722	49.63%	3722
Administration	Administration	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0
Administration	Administration	Other	Other	0	0		
Create Career Opportunities	Non-Housing Community Development	Facade treatment/business building rehabilitation	Business	25	2	8.00%	2
Create Career Opportunities	Non-Housing Community Development	Businesses assisted	Businesses Assisted	0	2		2
Preserve Affordable Housing - Homeowners	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	35	0	0.00%	0
Preserve Affordable Housing - Renters	Affordable Housing	Rental units rehabilitated	Household Housing Unit	25	0	0.00%	

Provide Increased Public Services	Homeless Non-Homeless Special Needs	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12500	2	0.02%	2
Provide Increased Public Services	Homeless Non-Homeless Special Needs	Homelessness Prevention	Persons Assisted	0	2		2
Provide Sustainable Building Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	3564	142.56%	3564
Provide Sustainable Building Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		0

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

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.

Social Services: As with prior years, one of the highest priorities are the social service programs. The population taking advantage of these services continues to grow each year. During the 2019 – 2020 program year, The Planning Department established the goal of service to 2,850 individuals. The social services were able to serve 7,529 (PR-23), roughly 4,600 over the goal.

Economic Development: A large amount of funding over the last four years has been committed to economic development programs. These programs run similar to capital projects and take longer to complete. Last program year, the City reported that the Downtown Waltham Partnership was able to complete 1 façade project and create/retain 12 jobs. The Partnership (as seen in the above chart) was able to complete 1 façade project and assist 1 business with 0 jobs created/retained. Due to the length of time it takes to complete each project and the limited amount of time to complete these projects each year, the economic development projects were not funded in the 2019 - 2020 action plan.

Parks and Open Space: The Dana Court Spray Park, one of the higher priority items for the public facilities and was behind scheduled for the ending of YR44 (2018-2019) has been completed in the early part of YR45. The delayed completion was due to extensive bidding and logistics. The project successfully completed the implementation of new splash pad, ADA upgrades (through improved concrete walkways and ramps), security fencing, lighting and landscaping. The project will serve those living within the 32 units of the Waltham Housing Authority.

Public Services: The project focused at the Hardly Residence which is for residents 62 and older included upgrades to the building's façade, addition of ADA railings to the backside patio and front access area, reconstruction of the front stairwells, replacement of the entire roof and re-securing of the roof equipment. The project was completed in the early part of this year, however final payment was delayed and not reflected till recently due to the COVID-19 shutdown.

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	5,885
Black or African American	1,304
Asian	89
American Indian /Alaskan Native	6
Black/African American & White	4
Asian & White	9
American Indian / Alaskan Native & Black	130
American Indian / Alaskan Native & White	1
Other Multi Racial	14
Total	7,442
Hispanic	5,803
Not Hispanic	1,639

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

Narrative: The racial and ethnic composition of the CDBG program beneficiaries was comparable to prior years, however the number of beneficiaries is very high since a majority of the participants were calculated in the social service category. The composition provided is consistent with the anticipated beneficiaries, based on the programs provided. Although many beneficiaries are white, many of the programs offered are tailored toward Spanish speaking families, contributing to the large number of individuals identifying as Hispanic. Waltham offers multiple ESOL programs for this reason each year.

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	971,492.00	859,526.86

Table 3 - Resources Made Available

Narrative: The CDBG program utilizes various forms of financial resources to fund projects each year. The City receives funding directly from the US Department of Housing and Urban Development (HUD) known as an entitlement fund. Entitlement funds are the first to be committed in the funding cycle and are based on a formula grant.

Additionally, throughout the years, the Housing Division receives program income in the form of housing rehabilitation loan payoffs. Home improvement loans are made to homeowners throughout the year and paid back into the program at the time of property sale or transfer. During the 2019 -2020 program year, the Housing Division received \$63,605.00 in program income.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Southern Neighborhood District	90	96	96% of the projects funded in the 2019-2020 program year were located in the locally identified target area

Table 4 – Identify the geographic distribution and location of investments

Narrative: The data above is consistent with the research the Planning Department has conducted in order to strategically fund and deploy social services to the most vulnerable populations. It is important that the City continue to provide critical public services and affordable housing to the residents of the Southern Neighborhood District. Each social service organization providing services to this population are conveniently located within the district in order for easy access. Many of the organizations are located within the South Community Cultural Center, a non-profit incubator building providing ESOL courses, financial management, health services and recreational opportunities. This year is the first year, every social service agency funded was located in the Southern Neighborhood District, based on the number of persons reportedly served, this geographic targeting of services was successful.

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.

Federal funds are leveraged with additional resources including publicly owned land and property located within the jurisdiction in order to meet the needs of Waltham residents.

The former Hardy School, is a re-used publicly owned historic structure. The school was closed and renovated in 2010 to provide senior citizen housing. The building is 100% leased and is owned by the Waltham Affordable Housing Municipal Trust, renting to persons 62 years or older at or below 80% of the AMI. Updates to the former school continued this year with upgrades to the building's façade, addition of ADA railings to the backside patio and front access area, reconstruction to the front stairwells, and replacement of the facilities roof.

One thing utilized this program year, was assistance through the Community Preservation Committee, which earmarks 10% of their annual revenue for affordable housing preservation and production. CPC funding is applied for through an open application process and is available to all non-profit organizations in Waltham. CDBG funded agencies are able to apply to the CPC for additional funds. This funding source was supplemented with the CDBG funding to construct the Spray Park located within the Waltham Housing Authority situated in the Southside of Waltham. The improvements to the courtyard included; a new splashpad, ADA upgrades, fencing, security lighting, landscaping and a large shade shelter. The project will serve all those residing within the 32 units situated in this facility. The Housing Division was granted an \$1,000,000 CPA award in April of 2020 for Emergency Rental Assistance to households affected by COVID-19 with \$931,328 expended by June 30, 2020. The program assisted 244 low to moderate income households with up to three months of rent payments

An allocation of \$270,000 was provided through City funds towards the COVID Rental Assistance program on March 23, 2020 and expended \$214,927 by June 30, 2020 assisting and additional 125 households.

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	0	0
Number of special-needs households to be provided affordable housing units	0	0
Total	0	0

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 the rehab of existing units	3	6
Number of households supported through the acquisition of existing units	0	0
Total	0	0

Table 6 – Number of Households Supported

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

Over the last year the Housing Division has seen a decrease in the number of individuals seeking assistance for the existing affordable housing. In future action plans and the upcoming 5 Year Consolidated Plan, the City will continue to fund the Housing Rehab program and will continue to support the goal of preserving existing affordable housing. The City committed to 3 housing rehab projects under the 2019-2020 Annual Action Plan and of those 3 we were able to complete 4 loans consisting of 6 units. Additionally, in partnership with the Waltham Housing Authority, future action plans will also attempt to allocate funding to multi-unit low incoming housing for preservation of these units. Assisting the Housing Authority with leverage funding for rehabilitation projects also allows for preservation of a large number of units at a low cost to the CDBG program and the Housing Authority.

Discuss how these outcomes will impact future annual action plans

The city remains committed to addressing the dual challenge of increased housing demand and rising property values in Waltham. The city has been diligently exploring every avenue and resource available. The city has taken initial steps in implementing amendments to the Inclusionary Zoning Ordinance by increasing the number of affordable units a developer has to provide from 10 to 15% and by adding a portion of the affordable units be set-aside to households at 50-60% of the AMI as well as those at 80% of AMI. The city continues to support affordable housing production both through subsidized development and private development through the City's Inclusionary Zoning Ordinance. The City of Waltham Municipal affordable Housing Trust has been used to produce the 19 affordable elderly rental units at the Hardy School and three affordable homebuyer condominiums at the former Banks School balance is currently \$1,500,00 for future development of affordable housing in the city.

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	6,690	0
Low-income	982	0
		0
Total	7,675	0

Table 7 – Number of Households Served

Narrative Information: As indicated in the table above, 87% of the households served through the preservation of affordable housing activities were Extremely low income, meaning their household income is less than 30% of the median income in Waltham. This also means these households are more than likely expending more than 30% of their income on housing, which is considered a housing cost burden. When a household experiences housing cost burden, they are less likely to rehabilitate their home without assistance. The Housing Rehabilitation Loan program, run by the Housing Division, allows low income families to rehabilitate their homes, which in turn avoids health and safety housing issues. The low and extremely low-income families in Waltham are in need of the most assistance and are at a greater risk of losing their homes and facing subsequent homelessness. These individuals are also less likely to apply for rehabilitation assistance and more likely to apply for emergency assistance to avoid becoming homeless. Waltham is also fortunate enough to extend the housing rehabilitation program to non-profit organizations that own affordable housing in Waltham, this includes the Housing Authority and Waltham Committee Inc., a private housing partner providing units for disabled individuals. Since the five-year action plan was written, the City has made great progress towards meeting the priority goal of preserving affordable housing for existing units.

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

The City, the Community Day Center, Middlesex Human Service Agency in partnership with the Waltham Police Homeless Task Force perform outreach to reach out to the homeless population in Waltham. The Brookline, Newton, Waltham, Watertown Continuum of Care work closely with the State and local agencies to develop the CoC's Coordinated Entry model which includes a strong outreach and assessment component to sheltered and unsheltered homeless individuals and households with children. The Continuum of Care along with local homeless service providers practice the housing first strategies which include proactive outreach and engagement efforts, rapid and efficient entry into permanent housing, voluntary supportive services and a focus on housing stability. Homeless services for the City are delivered via a community-based network of organizations that work together to assist homeless families and individuals moving toward self-sufficiency. The City's Housing Division also conducts the annual Point in Time Count with the Waltham Police Homeless Task Force facilitated by the Brookline, Newton, Waltham, Watertown CoC. This information provides locations of unsheltered homeless individuals and increases the effectiveness of outreach to homeless persons and assesses their needs.

The Waltham Police Department Homeless Task Force is not funded with CDBG however, Planning Department and Housing Division staff members attend each meeting in order to gain a better understanding of the homeless individuals in need of supportive services and housing. Each meeting provides an overview of the homeless individuals the task force encountered in the field and what the needs of those individuals were. This provides the City with a better understanding of where to refer the individuals seeking assistance and/or housing. Many of the Waltham homeless providers attend these meetings as well and provide information on the services these individuals are seeking from public institutions and non-privates. The round table discussions are a good exchange of information to help the homeless community.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Bristol Lodge homeless shelter and transitional housing programs utilize a surplus publicly owned building in order to serve Waltham's homeless population. The shelter is located on Lexington Street and provides overnight shelter to 60 individuals year round on the second floor of the building. The first floor is utilized by the City as a garage bay for retired historic fire engines.

The City works very closely with the CoC which, has discharge policies in place mandated by the state for individuals leaving foster care, health care, mental health care and correctional facilities. The CoC is aware of Waltham's programs, shelters and housing services and are able to refer individuals meeting the criteria for both the emergency assistance program and the rental assistance program.

The Middlesex Human Service Agency was funded \$25,555 during Year 44, the agency operates the Bristol Lodge men's shelter and the Mary's House family shelter.

The City provides a winter warming Triage Center during the months of December through March for homeless individuals who are not eligible to stay in the MHSA Shelter System due to a current addiction issue. The Community Day Center provides staffing and each guest is Triaged to ensure that the individual has access to health care, permanent housing applications, food and assistance to complete applications for any state services they would be eligible for.

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

The Housing Division Rental Assistance program is able to assist the transitional needs of homeless persons by providing rental assistance, especially to those individuals being referred from publicly funded institutions and systems of care. The Community Day Center refers individuals to the Housing Division throughout the year to take advantage of this program. The Waltham Housing Authority also refers individuals to the Emergency Assistance Program that are receiving public assistance in order to supplement their assistance to avoid becoming homeless and loss of a public assistance voucher. Multiple agencies in the city, private and public, offer homeless prevention services to include rental assistance, fair housing services, utility assistance and budgeting skills.

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

A variety of efforts have been undertaken by the City and agencies that serve the homeless to prevent homelessness. There is a combination of preventive services offered by different provider organizations available to Waltham homeless including emergency fuel assistance, food and meals programs, emergency rental assistance, financial assistance, utility assistance, counseling/advocacy and legal assistance. Waltham provides CDBG Public Service funding for ESOL Classes and workshops focused on understanding housing policies which has helped individuals and families obtain and retain housing and avoid becoming homeless. Waltham provides CDBG Public Service funding Middlesex Human Service Agency specializing in finding permanent housing for men, women and families entering their shelters. MHSA provides trained staff and clinicians to assist in the search for permanent housing. This service is part of the \$25,555 in CDBG funding MHSA receives each year. The Community Day Center and CDBG funding (\$14,202) has enabled additional case management for homeless individuals seen by the Center. The Salvation Army received \$11,602 in CDBG funding to provide utility assistance to low to moderate income individuals and families to avoid shut off.

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

Actions taken to address the needs of public housing

One of the largest priorities is to preserve existing affordable housing in Waltham. This requires coordination with the Waltham Housing Authority – the largest affordable housing provider in Waltham. Each year the Housing Authority receives CDBG funding for various projects including rehabilitation to existing affordable units and funding to update community areas and greenspace around Housing Authority properties. This year the Housing Authority received continued funding for environmental resting and envelope repairs to the Chesterbrook Housing Development as well as a rehabilitation loan for two properties with two units each.

Additionally, the Housing Authority tenants have the Chesterbrook Community Foundation on site which, operates three afterschool programs in Waltham Housing Authority developments. The Dana Court, Chesterbrook and Prospect Terrace Community Centers are located within the developments and foster the needs of the children living in each development. The afterschool programs provide homework help and enrichment activities for the children and youth populations. Each program is tailored to the needs of the children in each development and offer different programs. All three centers are equipped with computers which are accessible for the children and parents living in the development. The adults are able to use the computer stations for resume building, job searching and general communication. The centers provide a sense of community within the developments and also provide a safe environment for the children. Each center is funded with \$5,000 in CDBG funding.

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

Residents may participate in the management and operations of the WHA. The WHA is required to have one of its residents sit on its Board of Governors. That person has one of five votes to determine policy and procedures for the WHA and presumably represents residents' interests in the decision-making process. Additionally, the WHA maintains a Resident Advisory Board, comprised of Federal Public Housing residents and Section Eight participants. This Board meets twice a year to discuss proposed capital improvement projects and the application of federal funds. At these meetings, the residents have an opportunity to make proposals regarding the use of funds for the needs of the residents. Finally, the Board of Governors provides an opportunity for residents to address the Board at monthly meetings by setting aside some time on the agenda for discussion of resident issues. Our resident associations are encouraged to attend the meetings and bring forward any residential community issues.

Actions taken to provide assistance to troubled PHAs

The Waltham Housing Authority is not a troubled PHA. The City of Waltham has not assisted any troubled PHA's during this program year.

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)

With MGL Chapter 40B in Massachusetts, residents do not experience many negative effects of public policies that serve as barriers to affordable housing. The largest barrier to affordable housing Waltham residents experience is the constant increase in housing costs. While there are public policies to create affordable housing and public policies to incentivize affordable housing, a majority of Waltham residents are unable to afford the housing they are already living in. Funding constraints hinder the City's ability to keep up with subsidizing housing in order to keep families in their homes and avoid homelessness.

Waltham works to increase production of affordable housing through approval of both special permit and comprehensive permit projects. Cooper street, a special permit development of 300 rental units in downtown Waltham will provide 30 affordable rental units upon completion in 2019. In 2018, the City Council began the process of amending the Inclusionary Zoning Ordinance to provide a percentage of housing developed through the ordinance to households earning 50% of the area median income. This amendment increased the percentage of affordable units from 10% to 15%. The additional 5% of units are made available to households at 50% of the AMI.

Public comments received through general meetings and forums also indicate a lack of ability to grow. Many lots have been built-out throughout Waltham and congestion has increased. One of the Community Housing Development Organizations (CHDO) serving the Metro West HOME Consortium has indicated the largest barrier is competing for an affordable unit on the open real estate market.

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

The City works with local social service agencies to reduce the number of families and individuals living in poverty. Staff focused primarily on supporting programs that raised household incomes and stabilize housing situations. Public Service programs to assist those emerging from poverty. These include family stabilization services and information and referral including affordable child care, teen job readiness program, etc. Examples include: The Waltham Housing Authority Learning Centers provide afterschool tutoring and mentoring to low income children living in public housing. The Salvation Army Kids Feast provides food, support educational help and encouragement to children with insecurities due to the long hours their parents are working to try and support their family and cannot afford private after school care. Friends of Family School are providing English classes for minority families and their children so when they enter school, they are able to speak and understand English and keep up with the mainstream classroom activities.

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

During this program year, the City of Waltham continued to make lead paint abatement and the removal of asbestos and other such health hazards a priority in our Housing Rehabilitation program. The use of CDBG funds allows deferred de-leading loans and grants to owner-occupiers of multifamily properties.

Additionally, the City of Waltham is a member of the HOME Consortium, which requires the abatement of lead paint in all new construction and rehabilitation of low-moderate income housing.

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

Planning Department and Housing Division staff administer the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. The funds from these federal programs are used locally for programs and projects that target and provide the maximum benefit to extremely low- and moderate-income persons. These resources provide rental assistance, housing stabilization and relocation services, access to emergency shelter and support for the creation and preservation of affordable housing. Funding for food, after school care programs, educational programs also provide additional resources to households facing poverty in the City.

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

Waltham has continued the focus on trainings and webinars for this current program year as a conscious effort to remain up to date and in compliance with HUD regulations along with other state/local requirements. The City also focused on cross-training employees in order to maximize continued efforts provided by the CDBG subrecipients. The intake forms collected from all our organizations was found to be extremely helpful by our CDBG subrecipients as we monitored their forms for both compliance issues and any necessary amendments.

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

The focus to enhance coordination between public housing and social service agencies was put on the development of the Prospect Hill Community Center. The Prospect Hill Community Center began operation at the Housing Authority owned Prospect Hill Housing Development. The Community Center is an independent 501(c)3 staffed by volunteers from Brandeis and Bentley Universities, located on the housing authority grounds in an effort to provide services to residents living within the development. Student leaders from Brandeis and Bentley worked with the Prospect Hill Tenants Association to develop programs for the center, which currently include after school activities, tutoring, and classes in computer programming and English as a second language. Upcoming programming will include fitness and health education, arts programming and resumé writing and job skill training.

The Housing Division has focused on developing and managing strong partnerships and relationships in order to enhance coordination between service providers. Strengthened collaboration with organizations like the Waltham Housing Authority, human service providers, housing providers and regional entities, play a critical role in ensuring the cost-effective, efficient delivery of services to the public. Since a number of housing rehabilitation applicants are economically disadvantaged, elderly, and/or in need of social services, Division staff work in close consultation with the Waltham Senior Center, the Health Departments social worker.

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 high cost of housing, high costs of development and land acquisition, and lack of available land for new development limits opportunities for diverse siting of affordable housing and housing choice. Housing options are limited as a result of the overall shortage of affordable and accessible rental units and extremely low vacancy rates of such units throughout the City. The age of housing stock, combined with the existence of lead paint hazards and limited financial resources for lead paint abatement reduces housing choices for families with young children.

The Waltham Housing Division provides portability in the TBRA rental assistances programs it administers. Applicants are free to search for housing within Waltham, the HOME Consortium and or within the Balance of State if the eligible household cannot find housing of their choice in Waltham. Waltham's Council on Aging/Senior Center provided an informational workshop in May of 2019 for seniors on housing options, home modification, subsidized apartments, assisted living facilities and nursing homes. CPA funds have been allocated to the Waltham Housing Division to provide administration of a 3-million-dollar lottery fund that will assist very low-income seniors with a voucher payment for assisted living care at the Leland Home in Waltham.

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

Each year the CDBG subrecipients are monitored for progress and compliance with applicable laws and regulations. This monitoring is done on site at the location where the subrecipient operates. This year the Planning Department focused on the anti-discrimination and equal access policies. It was found that many organizations did not have these policies in place and were required to implement these policies before any CDBG funds would be disbursed. This ensures long term compliance with the requirements of the program. Additionally, the Planning Department works with the Massachusetts Office of Diversity in order to include minority and women owned businesses in the procurement of capital projects and future planning of capital projects.

The City of Waltham is following a detailed Citizen Participation Plan which:

Provides for and encourages citizen participation, with emphasis on participation by residents of low, very low, and extremely low income, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments in all stages of the process;

Provides citizens with reasonable and timely access to local meetings, information, and records relating to the City of Waltham's proposed and actual use of federal funds, as required by the regulations;

Provides for conveniently timed and located public meetings in the Arthur J. Clark Government Center to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, such hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for people with disabilities;

Provides for a non-English speaking interpreter, should one be requested, for public meetings with non-English speaking participants;

Provides for participation with the Waltham Housing Authority to encourage the participation of public and assisted housing residents;

Provides for a timely written answer to written complaints and grievances, within 15 working days.

Additionally, each construction project was monitored for Davis Bacon compliance and payrolls were checked prior to any payment being made. These payrolls can be accessed by the public at any time in either the Planning Department or the Purchasing Agents office.

The strategies mentioned above assist in future plans by setting the standard for what the city expects when disbursing CDBG funding. Organizations and subrecipients unable to adhere to the compliance standards enforced for our CDBG program and/or the City of Waltham policies will not be considered for funding.

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.

Each quarter subrecipients submit a performance report with accomplishments noted. These reports are available for comment and review at any time in the Planning Department. During each public meeting held throughout the year the reports are also available for review. The Planning Department is working with the Information Technology Department to develop a portal where these reports can be posted each quarter and reviewed for comment. The Planning Department also publishes the monitoring guidebook, subrecipient guidebook and monitoring reports for all subrecipients and the public's review.

Additionally, all public meetings are advertised in the Waltham News Tribune, and on the City of Waltham Planning Department CDBG website. All Public meetings are held in handicapped accessible locations. This CAPER was published in the Waltham News Tribune on August 27th, 2020 and a public Zoom meeting was held on August 27th, 2020. Comments were accepted via email and paper based through September 26, 2020.

The City of Waltham considered all comments from citizens, public agencies, non-profit organizations, and other interested parties in preparing its final submission. The Planning Department did not receive any comments on the CAPER however, during the public meeting questions surrounding spending and the number of beneficiaries were answered.

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.

N/A

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

No

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

DRAFT

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.

N/A

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

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