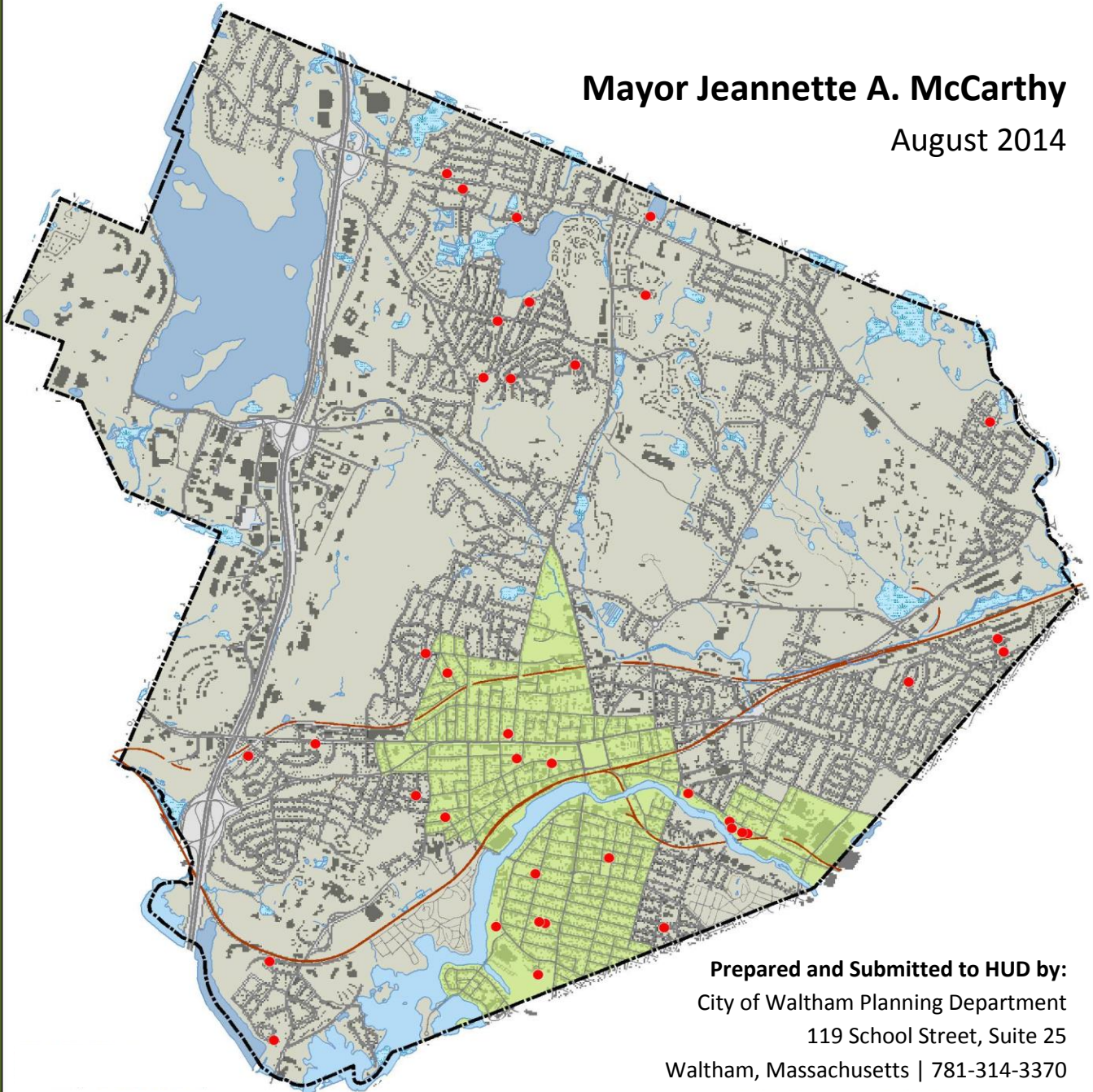


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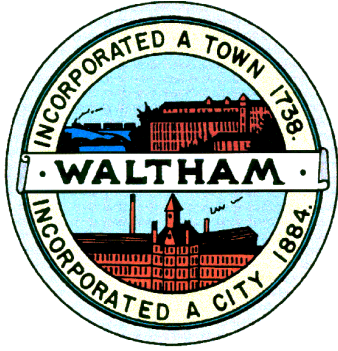
Consolidated Annual Performance Evaluation Report Program Year 39 (2013 – 2014)

Mayor Jeannette A. McCarthy

August 2014



Prepared and Submitted to HUD by:
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Program Year 39 Consolidated Annual Performance Evaluation Report (CAPER)

August 2014

Executive Summary

The City of Waltham, through a collaborative process with members of the community, established a viable community vision for the future five years ago. The Consolidated Plan was developed under specific guidelines established by the United States Department of Housing and Urban Development (HUD) and serves as an application for administering the Community Development Block Grant and HOME Investment Partnership Grant. The update to the Consolidated Plan, also known as the Annual Action Plan was released in March 2013 and unveiled the City's most important needs for the year in both the area of housing and human services.

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, each entitlement community receiving the Community Development Block Grant (CDBG) or HOME Investment Partnership Grant must complete a Consolidated Annual Performance Evaluation Report (CAPER) within 90 Days from the close of the entitlement communities program year. In the specific case of Waltham, the program year ends June 30th, 2014. The CAPER describes each community partner's accomplishments and efforts to attain the goals and needs of the City and its residents outlined in the Annual Action Plan. This CAPER specifically covers the 39th program year beginning July 1st 2013 and ending June 30th 2014. The Planning Department is responsible for preparing the CAPER on behalf of the City of Waltham and its partners.

Acknowledgements

The Planning Department would like to thank Mayor Jeannette A. McCarthy and the Ward Councilors for their ongoing support throughout the CDBG planning and administration process. A thank you is also owed to the many City departments collaborating with the Planning Department to break ground on CDBG projects effectively and efficiently. The last thank you but certainly not the least is owed to our community partners for their determination to improve the quality of life and housing for the residents of Waltham.

Goals and Objectives

HUD has outlined three main objectives of the CDBG program. Each year the City strives to meet specific goals under those objectives.

HUD's Objective	City's Goal
<p>Promote a Sustainable Living Environment</p>	<p>The City's Strategy: Support through CDBG funding the rehabilitation of Public Housing Developments, Community Centers, Non-Profit facilities and Public Facilities throughout the City of Waltham.</p> <p>City of Waltham achieved this goal by funding:</p> <ul style="list-style-type: none"> ✓ The Waltham Housing Authority Prospect Hill Terrace Renovation ✓ Continued renovation of the South Community and Cultural Center ✓ Renovation of the new Waltham Community Day Center facility
<p>Make Available Decent Affordable Housing</p>	<p>The City's Strategy: Continue to offer a City wide homeowner rehabilitation loan interest free to eligible applicants up to \$10,000 that is payable on sale or transfer of the property.</p> <p>The City of Waltham achieved this goal through marketing, processing and approving rehab loans for income eligible homeowners.</p>
<p>Promote Economic Opportunity</p>	<p>The City's Strategy: Offer economic opportunities through Section 3 construction contracts, Davis Bacon construction contracts and technical assistance to business owners in the Waltham area.</p> <p>The City of Waltham achieved this goal in year 39 through 2 Davis Bacon contracts and technical assistance to businesses in the downtown area through the local Downtown Waltham Partnership.</p>

Community Development Block Grant Resources and Investments

In order to achieve the goals outlined above, the City invested resources into each program. Every year the City receives a CDBG from the US Department of Housing and Urban Development (HUD) based on a population and demographic calculation. Additionally, the City receives program income generated from the Housing Division's CDBG Housing Rehab Loan program. Program income is estimated at the beginning of the year then applied to various programs and projects as the funds are received. Additionally unspent funds may be allocated to various programs and projects within the current year. **Table 1.1** below outlines the resources available to the City during Program Year 39 (2013-2014).

Table 1.1

Community Development Block Grant Resources	
Entitlement Grant	\$954,972
Program Income	\$117,281.65
Surplus Entitlement from Prior Years	\$66,892.13
Total Resources (July 1, 2013)	\$1,139,145.78

The entitlement grant combined with the anticipated program income (\$50,000) allows the City to strategically invest in multiple programs and projects throughout the program year. Investment decisions are made once a year, applicants submit a proposal for funding assistance which are accepted and reviewed for eligibility and feasibility through the Planning Department. Proposed projects are required to fall within the City's priorities (outlines in the Annual Action Plan) and HUD's strategic plan¹. **Table 1.2** outlines the five categories the City invested in during. See **Appendix A** for a full list of funded investments.

Table 1.2

Budgeted Investment Categories	
Social Service Programs ²	\$134,137
Public and Private Facility Improvements	\$550,000
Local Economic Development	\$54,000
Housing Rehabilitation Loans	\$177,263
Program Administration ³	\$188,850
Total Investment Budget	\$1,104,250

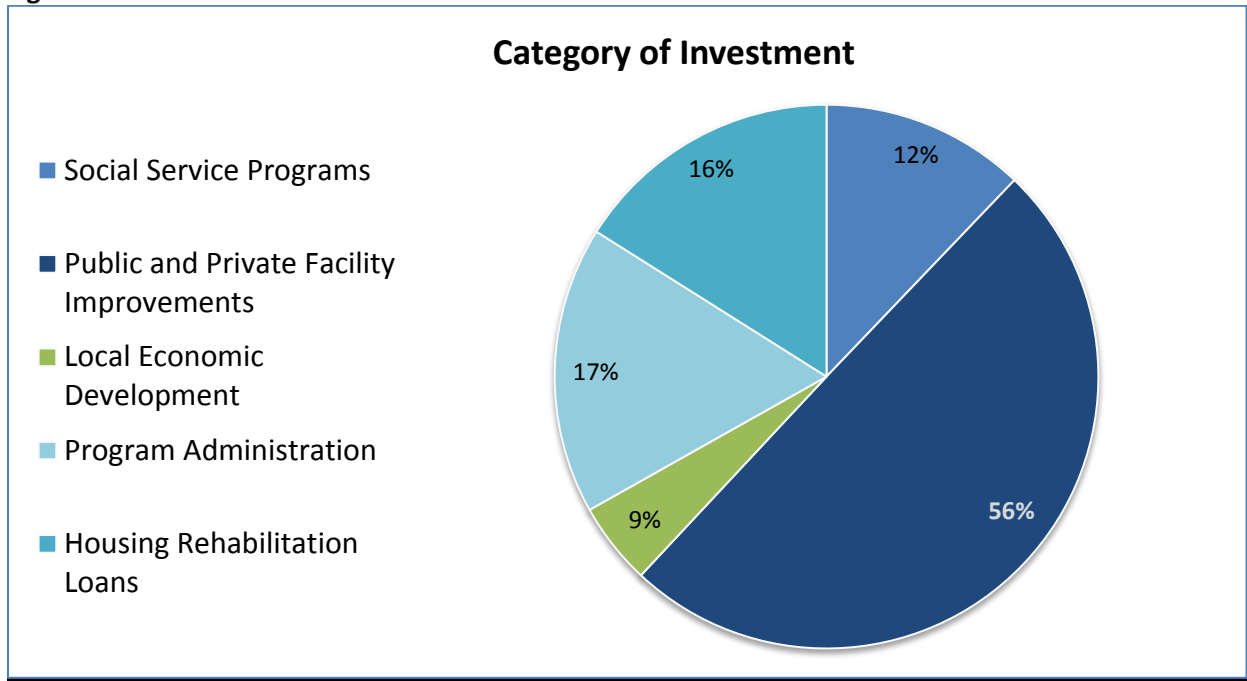
¹ More information on HUD's strategic plan can be found by visiting www.hud.gov

² The CDBG Regulations cap social service funding at 15% of the entitlement grant plus program income

³ The CDBG Regulations cap program administration at 20% of the entitlement grant plus program income

Only two of the City's five investment categories are capped by HUD regulations. These investment categories are program administration and social service programs. **Figure 2.1** illustrates the ratio of investment categories by percentage for Program Year 39.

Figure 2.1



Summary of Investment Accomplishments

During the program year there are projects which may not reach the state of full expenditure due to various reasons, most often this happens with construction projects working their way through design phases.

Due to many construction projects delayed this year, the City has elected to utilize program income towards creating an ADA accessible community restroom in the former Hardy School located at 51 Lake Street which is now elderly housing. The proposed renovations were discussed at the CAPER public meeting held August 6th, 2014 and no objections to the project were made. The project is currently being reviewed by the State Historic Preservation Office and the Planning Department will provide the community with updates as they become available. This project will have a great impact on the residents living in the Hardy building as well as their visitors.

Table 1.3 breaks down the investment categories by actual expenditures between July 1, 2013 and June 30, 2014 (program year 39).

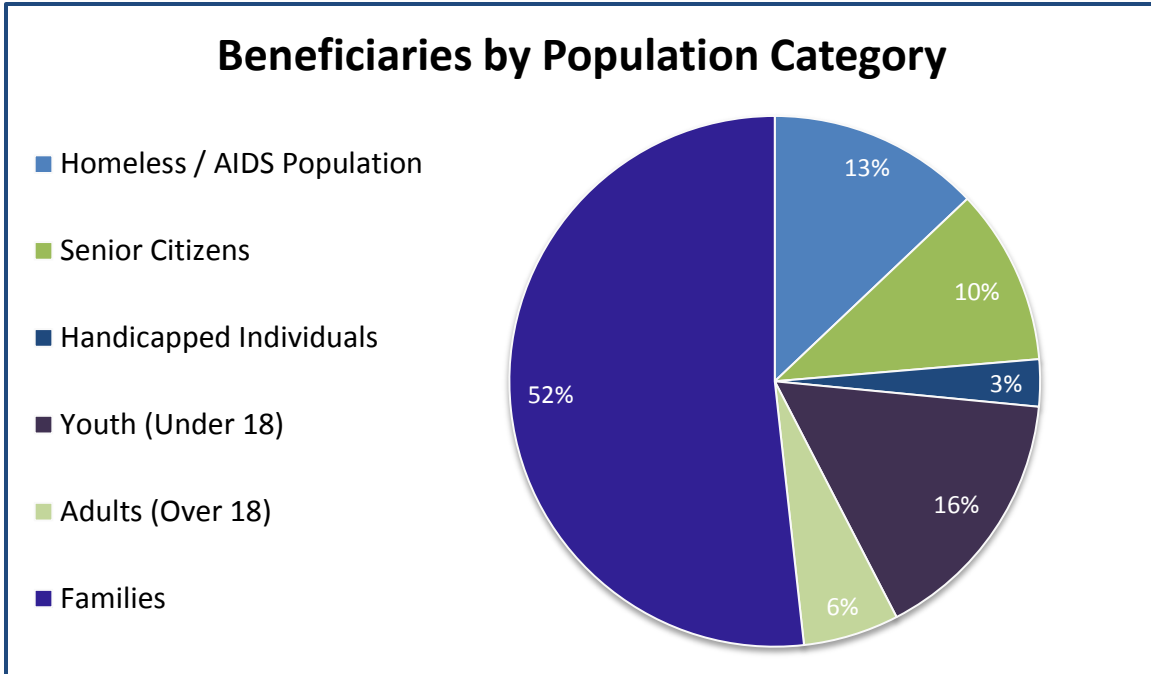
Table 1.3

Investment Expenditures July 1, 2013 – June 30, 2014	
Social Service Programs	\$98,755.85
Public and Private Facility Improvements	\$0
Local Economic Development	\$800
Housing Rehabilitation Loans	\$62,992.63
Program Administration	\$133,919.19
Resources Committed to Projects Underway	\$594,915.58
Total Resources Expended	\$360,056.42
Resources Committed to Projects Underway	\$594,915.58

Each investment category is broken down into specific beneficiary categories which directly benefit program participants. The beneficiaries for programs invested in during Year 39 are detailed within **Table 1.4** below.

Table 1.4

Investment Category	Specific Investment Area	Benefit Type	Total
Housing	Housing Division Rehab Loans	Homeowner	1
Public Services	Homeless/AIDS Patients Programs	Persons	614
	General Public Services	Persons	113
	Senior Services	Persons	510
	Handicapped Services	Persons	136
	Youth Services	Persons	535
	Battered and Abused Spouses	Persons	149
	Employment Training	Persons	128
	Child Care Services	Persons	219
	Health Services	Persons	14
	Food Banks	Persons	2331
Grand Total			4,749 People



Demographic information is collected from each program participant receiving a direct benefit from one of the CDBG investment categories. **Table 1.5** details the demographic information for each CDBG beneficiary and **Table 1.6** details the income levels for each participant.

Table 1.5

Race ⁴	Total Persons
White	3877
Black/African American	452
Asian	101
American Indian/Alaskan Native	18
Native Hawaiian/Other Pacific Islander	0
American Indian/Alaskan Native & White	5
Asian & White	9
Black/African American & White	58
Amer. Indian/Alaskan Native & Black/African Amer.	2
Other multi-racial	227
Total	4749

⁴ Race categories determined by HUD

Income Level ⁵	Total
Extremely Low	3399
Low Moderate	1153
Moderate	121
Over Income Participants	76
Total	4749

Accomplishment Summary

The CDBG program supports a diverse group of social service providers each year. Each service provider acts as a community partner and makes it possible for underserved needs to be met.

The Waltham Council on Aging provided services to **454 senior citizens** at the Stanley Center through providing fitness classes, craft classes, recreation and social events. The Council also provides fuel and utility payment assistance and emergency housing assistance.

The Waltham Family YMCA provided **28 children** with the ability to attend the “Voyagers”

camp program which includes adventure challenges, educational summer learning and theme days to show off camp spirit.

The Greater Waltham ARC served **106 developmentally disabled** clients throughout the year in the Waltham School system. The young adults were trained for employment in local businesses, provided transportation and attended field trips and day camp programs.

The Power Program offers ESOL classes and training in the South Community Cultural Center. This program year the Power Program served **23**

participants through tutoring and classes offered to non-English residents of Waltham in computer use, preparation for a GED, family literacy and workplace dialog.

The Waltham Partnership for Youth served a total of **382 clients** throughout the program year. Two programs were offered, the **Out of School Learning Time** which begins in October and serves youth during the academic school year in afterschool programs at four Waltham Public Schools. The second program offered is the **Family School**, this program provides

Seniors Gather at the Waltham Council on Aging



⁵ Reflective of the 2014 Federal Income Levels

comprehensive family literacy to families, adults and children with very little English literacy or formal education.

The Salvation Army also provides an afterschool program for children grades 1st through 8th, this program is known as the **KIDS FEAST** and served **39 children** this year exposing them to a variety of creative supervised play and recreational activities.

The Salvation Army fuel assistance program offers assistance to low income residents of Waltham to receive fuel and utilities payments. This year **62 people** took advantage of the fuel assistance program beginning in October 2013.

REACH Beyond Domestic Violence provides emergency support to battered families and provides necessary referrals to other services available for victims of domestic violence. This year REACH was able to provide services to **149 individuals** seeking safety and support from the community.

Communities United served **158** Waltham residents this year by providing toddler services and extended care programs in Waltham through their “Creative Start” program. Communities United provides half day and full day programs which include rich research-based curriculum, nutritious meals, music and movement as well as health screenings.

The Newton Community Service Center Parents Program partners with parents and their community to create individual services with an understanding of both the family strengths and unique challenges. The Parents Program’s key values include: the importance of healthy relationships, a commitment to be culturally sensitive and a commitment to build supportive networks for children and families. This year the parents program served **14 residents** of Waltham.

WCI provides homes, employment opportunities and community based day activities to people with a range of developmental and intellectual disabilities in the greater Waltham Area. WCI strives to meet its Mission by empowering and supporting people with disabilities to achieve rich, full lives at home, at work and in their communities. WCI was able to serve **25 individuals** through the CDBG funded program this year.

Neighbors Who Care provides outreach programs and services to isolated homebound senior citizens in the Waltham Community. Without the services Neighbors Who Care provides, many senior citizens would not have the ability to leave their home. This year Neighbors Who Care provided services to **37 senior citizens** in the Waltham community.

The Waltham Daycare Center provided employment training to **33 teachers** this year allowing teachers to further develop their early childhood education experience. Through the program the teachers receive support and continuing education.

WATCH provided 92 individuals with employment training and self-sufficiency skills throughout the year. WATCH helps low income immigrant families connect to community resources and help them gain experience within the Waltham Community.

The Edinburg Center provides programs for community education and partnership, this year **19 people** took part in the programs offered at the Edinburg Center. The Center also provides direct services for individuals who are experiencing issues due to mental illness, homelessness and hoarding.

Opportunities Expanded in Public Housing Developments

The Waltham Housing Authority (WHA) currently has one project underway and many completed during program year 39. Multiple public service programs are carried out within WHA developments. Through the **Chesterbrook Community Foundation**, The **Chesterbrook After-School Program** is a program dedicated to providing a safe and academically enriching environment for children 2nd through 7th grade residing in the Chesterbrook Gardens Housing Development. The children receive one on one attention with their specific academic needs. The program has a 2:1 ratio of children to mentors. This year the Chesterbrook After-School Program served **29 children**.

Much like the Chesterbrook After-School Program, the **Dana Court Learning Center Program** provides the children of Dana Court Housing Development a safe, positive environment to learn and grow – both academically and socially. The Dana Court program serves as an outlet for children in the low-income housing development, affording them a place to complete homework, do activities, and engage with other students. Academics are the primary focus of the Dana Court Program; all attendees are strongly encouraged to complete all homework as well as supplementary learning materials prior to spending the remainder of their time taking part in a wide range of activities designed by Bentley University volunteers. This year **24 youth** were able to benefit from the Dana Court Learning Center Program.

Aside from social service programs the **Prospect Hill Terrace** Housing Development, Waltham's largest public housing development, accommodating 140 low-income families, is in the process of rehabilitating an existing structure on their property into a Community Room. Upon completion the two story building will offer programming for adults, such as financial literacy, English as a second language and computer training. The facility will also be home to multiple preschool programs for children throughout the greater Waltham community. The project is currently underway and expected to finish in September 2014. The renovation of the building will enhance the opportunities available to residents of Prospect Hill Terrace. The Waltham

Housing Authority has been awarded \$100,000 in CDBG funding in Program Year 40 (2014 - 2015) in order to fully renovate the second floor of the facility as well.

Two additional social service agencies offer programs based out of WHA Developments, Healthy Waltham and the Wayside Youth Family Support Network. **Healthy Waltham, served 141 clients** this year through outreach and engagement. Healthy Waltham conducts cooking classes and demonstrations geared towards children and families in an effort to curb obesity and educate families on fresh foods. The **Wayside Youth and Family Support Network** has over 25 years of experience in providing innovative and quality services to meet the urgent needs of youth living in high-risk situations. **10 youth** participated in the program this year and were able to learn how to overcome high-risk situations and avoid violence.



Photo Courtesy of Healthy Waltham
www.healthy-waltham.org

Ending Poverty and Fighting Homelessness

The Middlesex Human Service Agency's Mary's House successfully served 33 people - This family shelter provides temporary housing in central Waltham for up to eight homeless families. During this time, families work on issues relevant to homelessness and securing permanent housing with the help of our staff and housing advocates. All residents are involved with the day to day activities in the shelter and the family life program. The family life program consists of helping families with such issues as parenting, nutrition, budgeting, substance abuse, vocational and educational goals. Referrals to other social services, legal and mental health programs are provided as needed. School age children attend local schools. When residents leave for permanent housing, we offer a one year follow-up support program to assist them with the transition to independent living.

The Middlesex Human Service Agency Bristol Lodge successfully served 372 people - Both the men's and women's shelters provide emergency shelter to a combined total of fifty seven homeless area residents each night. Staff at each location is trained to provide a variety of specialized and essential services. Support staff is trained to provide all guests with a safe and supportive environment. Case managers' help guests locate permanent housing, provide

supportive counseling, refer guests to other agencies as needed, organize in-house AA meetings, offer employment counseling groups, and assist clients with entitlement benefits such as SSI or SSDI. Each and every guest has an individualized goal plan.

The Middlesex Human Service Agency Bristol Lodge Soup Kitchen successfully served 209 people - Every night, rain or shine, workday or holiday, between 60 and 110 people come to the kitchen for a hot, nutritious meal prepared and served by volunteers. In addition to the hot meal program, 18,000 sandwiches are prepared annually for the homeless. Guests are allowed in daily at 3:30PM. Coffee and snacks are provided. Meal is served at 5:00PM. The kitchen relies heavily on volunteers, donated food and paper products from local businesses, churches, schools and individual residents of Waltham and the surrounding communities.

The Community Day Center of Waltham is a non-profit organization and currently the only day shelter in the metro-west area. Currently the Community Day Center is in the process of renovating their new location at 16 Felton Street. The facility will be much larger and able to accommodate more guests throughout the day. The Day Center provides a warm and welcoming place for the homeless and those who may feel alone and isolated. The Center is open Mondays through Fridays from 1:30pm to 4:30pm. In the winter months, the shelter is also open in the morning from 7:30am to 9:00am. Services provided throughout the day include Day-time drop-in center, Internet and Phone Access, Advocacy and Referral, Health Access, Legal Access, Housing Referrals and Job Search Assistance.

The Salvation Army H.O.P.E. Kitchen provided free meals during breakfast and lunch to **1,837** Waltham residents during the year. The kitchen serves meals during week days and allows guests the opportunity to drop in for meals between 10am and 12pm. **The Salvation Army Community Food Pantry** provided **455** Waltham residents with five days' supply of food (three meals per day) for the month and is open Monday through Friday.

The Planning Department and Housing Division also work very closely with the local homeless advocacy coalition, working towards their goal of ending homelessness in Waltham.

Meeting Underserved Needs

One of the largest obstacles to meeting underserved needs the City of Waltham overcame this year was through the renovation and restoration of the former **South Middle School** located at 510 Moody Street. Renovations have been taking place at the former middle school since 2010. This year's renovations included the gymnasium, auditorium, chillzone and other interior community spaces. The building has officially taken the name of the **Waltham Community Cultural Center** and is home to multiple agencies working each day to overcome obstacles low income individuals and families face.



The South Community Cultural Center houses many CDBG partners including **Healthy Waltham, Power Program and Waltham Partnership for Youth**. The non-profit incubator building, primarily serves a large population of low-income families and shares space with the City's Recreation Department for access to the gym, Skate 'n Scoot and the auditorium.

Above:

The new sign installed outside of the new Waltham Community and Cultural Center

Right:

The original auditorium in the school after restoration





Specifically, the Community Cultural Center serves the needs of low income families by connecting them to resources throughout the community. Many of the organizations provide English as a second language as well as employment training. Prior to rehabilitation of the former Middle School, there was not a single location where community members could gather information to better serve their needs. Now

that the Center is home to multiple non-profit organizations, members are able to benefit from a variety of programs in one single location.

The Center is viewed as a safe place for both children and families year round where members become part of a larger community. The CDBG program is moving forward with preserving the historic nature of the building while continually improving. Year 40 (2014-2015) CDBG funds have been dedicated to restoring the roof and adding handicapped accessibility to the rear parking lot.

Enhanced Coordination and Institutional Structure

In July 2013 a reorganization of City departments moved the **Historical Commission, Community Preservation Committee and Conservation Commission** under the Planning Department. Through this reorganization the Planning Department is able to better utilize resources and funding opportunities to leverage large CDBG projects.

The Historical Commission plays a large role in the CDBG process, the seven member board works to preserve, promote, and develop the historic assets of Waltham for present and future use. The commission reviews potential alterations and demolitions of historic properties, assessing their impact on the historic landscape of the city. Each CDBG project intended to alter historic properties is reviewed by the Historical Commission to ensure the alterations will preserve the historic nature of the property.

The Community Preservation Committee provides funding through the Community Preservation Act, unique to Massachusetts. CPA funds are provided by the State of

Massachusetts and matched by City funding. Funds are distributed in three categories (1) historical preservation (2) housing and community needs and (3) recreation improvements. These three areas are parallel to the CDBG Annual Action Plan and allow agencies to request funds for CDBG funded projects.

The Conservation Commission is an appointed board of 7 local residents whose primary charter is to protect the city's natural resources in a regulatory and advisory manner. The Commission is responsible for administering the Massachusetts Wetland Protection Act (Massachusetts General Law, Chapter 131, section 40). All projects in the city that are within 100 feet of wetlands (marshes, wet meadows, bogs, intermittent streams, vernal pools, etc.) or 200 feet from rivers and perennial streams must come before the Commission for formal review. The Conservation Commission plays a large role in CDBG projects concerning land alterations.

As always the Planning Department works hand in hand with the **City Housing Division** to improve the physical, social, economic and housing environments for Waltham's low income residents. The Housing Division also administers the HOME Consortium grant. Since 1992 the City of Waltham has been a member of the Westmetro HOME Consortium. Consisting of 14 contiguous communities, the Consortium provides grants and loans of HOME funds to for- and non-profit developers and directly to low income households to create over 550 units of affordable housing. Developers have leveraged over 12.5 million in other funds to produce this housing.

Through the year 39 technical assistance outreach program the **Downtown Waltham Partnership** was able to identify business owners within Waltham in need of further assistance. Downtown Waltham Partnership's goal is to assist the City in providing a downtown that is friendly, diverse, safe, sustainable, and thriving for residents and visitors. Next year the Downtown Waltham Partnership will offer a façade grant program for business owners in Waltham willing to hire low to moderate low income residents. The program will be full grant and aim to assist at least ten local businesses.

Lead-based Paint Hazards

The City of Waltham will continue to implement HUD and State requirements for identification and migration of lead-based paint hazards in housing. Lead inspections, testing, risk assessments, safe work practices; resident notification and clearance have all been integrated into the housing rehabilitation program. When necessary the City also provides technical assistance to nonprofit agencies that are performing housing activities with CDBG Home or other funds.

In June 2014 the City of Waltham Planning Department applied for a \$1,000,000 grant from the US Department of Housing and Urban Development Office of Healthy Homes and Lead Hazard Control. The lack of lead hazard control within the City of Waltham is the greatest challenge of every City department. In an effort to increase awareness and abatement of lead hazards, the Housing Division within the City of Waltham Planning Department intends to administer the Lead Based Paint Hazard Control (LBPHC) program if funded directly in conjunction with the Community Development Block Grant (CDBG).

Under the CDBG housing rehabilitation loan program, eligible expenses for rehabilitation include the replacement of old windows, doors, siding and walls. These replacements become a non-negotiable for the homeowner due to the presence of lead paint, leaving the homeowner with a scarce amount of funds to address hazardous code violations and safety issues, in the end, depriving Waltham residents of quality housing.

With the LBPHC program, the Housing Division will have the ability to present homeowners with the option to rehabilitate their homes and reduce lead paint hazards at the same time. Under this model of administration, the number of rehabilitation loans will increase substantially while reducing lead paint hazards in a cost-effective, collaborative manner.

Properties would be selected through referrals and direct resident inquiries into the Housing Division's Community Development Block Grant Rehabilitation loan program. Priority for abatement will be given to properties privately owned and occupied by low-mod income families with a child under the age of six with elevated blow levels. If a property seeking rehabilitation is currently vacant, the property must be occupied by a child under the age of six (6) years at time of project completion. Each property owner seeking a rehabilitation grant needing lead abatement assistance will receive no more than \$20,000

Key Partners would include the Building Department, School Department, Parks and Recreation Department, Council on Aging, the Health Department and Historic Commission. Also taking part would include our non-profit social service partners.

Increasing Affordable Housing Options

The need for housing in Waltham is very large and the Housing Division provides additional support to the CDBG program by administering the CDBG Homeowner Rehabilitation Program, ensuring compliance with Fair Housing Laws and administering the HOME Investment Partnership consortium grant. More recently the Housing Division completed the Analysis of Impediments report and has also applied for Community Preservation funding to pilot a tenant rental assistance program. If awarded the previously mentioned LEAD grant, the Housing Division would be the primary administrator.

The **CDBG Homeowner Rehabilitation Loan Program** provides an interest free loan to eligible applicants up to \$10,000 that is payable on sale or transfer of the property. The Loan program addresses Lead Paint Abatement and weatherization type repairs to your home. Examples include roofing, siding, windows, furnace replacements, and accessibility improvements.

The principal purpose of the City of Waltham's Housing Rehabilitation Program (the "Program") is to increase the supply of decent, safe and sanitary affordable housing in the City. The Program is funded with federal Community Development Block Grant (CDBG) and Housing Partnership Investment Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). Eligible applicants include income-eligible owners of 1-4 family residential structures in Waltham and nonprofit housing organizations.

CDBG funding assistance is in the form of a Deferred Payment Loan (DPL) at zero percent (0%) interest due upon sale or transfer of the property. HOME funding is in the form of a Grant and only applicable to properties purchased with the HOME Down payment Assistance program.

In April of 2014 the Housing Division applied for \$500,000 in Community Preservation funding to begin a Pilot **TBRA Rental Assistance** program that would assist households 50% or below the AMI. Currently in the public approval process the program would subsidize rents as per the Section 8 program, with tenants paying only 30% of income towards housing. If approved, the Housing Division will re-apply each year for additional funding. Rental assistance would be for one year leases with renewal as long as tenant remains income eligible.

Additionally, the Municipal Housing Trust has renovated the former **Hardy Elementary School** into 19 one and two bedroom units on the North side of Waltham. Five of the units will be leased to elderly households with incomes between 0 and 30% of the AMI in perpetuity.

The City will also continue to support the Waltham Housing Authority in its role of providing subsidized housing to very low income clients with CDBG and HOME funding for rehabilitation of existing units.

In the upcoming CDBG program year, the Housing Division will pilot an Emergency Assistance Program for victims of fires and other natural disasters. The primary purpose of the program will be to prevent homelessness immediately following a housing disaster. The program will offer two months of support for affordable housing to income eligible victims. The City will accept comments on this proposed program through the open comment period for this CAPER as well as open discussions during the CAPER public meeting August 6, 2014.

Actions to Affirmatively Further Fair Housing

The City conducts ongoing outreach efforts to affirmatively further fair housing, especially through the CDBG Homeowner Rehabilitation Loan Program. Not only is this program marketed to affirmatively further fair housing, the Divisions website also includes “Fair Housing 101” – a detailed synopsis of fair housing and the rights individuals have under the law.

Waltham has a large number of rental units with lead paint in older structures, which discourages families with children from finding housing. In addition housing staff has found that a housing affordability gap exists for young families that limit their homeownership opportunities. While housing prices have come down in the past twelve months, the amounts are not significant enough to increase the number of low to moderate income first time homebuyers. Lenders have also tightened their mortgage guidelines making it more difficult for homebuyers to obtain a first mortgage.

The City is committed to continued use of CDBG funds to provide deferred de-leading loans to income-eligible owner occupants of multi-family properties, creating affordable, de-leaded rental units using HOME funds to help local nonprofit developers, acquire multi-family properties to rent to low-income families. The City hopes to receive the Office of Healthy Homes Lead Based Paint grant to offer additional lead funding.

The City is also committed to working with the City Council and the Mayor to implement the re-use of surplus municipal buildings, especially those owned by the School Department, for housing low and moderate-income people. This year the Hardy school and South Middle were among the renovated municipal buildings.

Additionally this year the City of Waltham also offered fair housing training for employees within the City and invited local housing authority representatives and housing partners to participate. The materials from the training were then distributed to each Social Service agency and posted on the Planning Department website.

The most recent Analysis of Impediments prepared by the Housing Division stated “The greatest obstacle to meeting Waltham's underserved housing needs is the sheer size of the

need compared to the amount of vacant, developable land and money, available for developing housing affordable to low and moderate-income people.” It is clear that impediments to fair housing choice still exist in Waltham and increasing the knowledge of housing consumers on the laws and how to identify discriminatory practices will increase fair housing awareness.

Managing the Process

Each year a representative from the Planning Department monitors recipients of CDBG funding. This is an opportunity for both the recipient and the Planning Department to better understand the services being provided to each beneficiary. In July 2014 the Planning Department developed a monitoring guidebook for all CDBG recipients which can be found on the new CDBG website via the Planning Department website. This guide describes the monitoring process, outlines objectives and offers tips for a stress free monitoring visit. Excerpts from the guide can be found below:

Monitoring Objectives

- ✓ To determine if a subrecipient is carrying out its community development program, and its individual activities, as described in the contract.
- ✓ To determine if a subrecipient is carrying out its activities in a timely manner, in accordance with the schedule included in the Agreement.
- ✓ To determine if a subrecipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.
- ✓ To assess if the subrecipient has a continuing capacity to carry out the approved project, as well as future grants for which it may apply.
- ✓ To identify potential problem areas and to assist the subrecipient in complying with applicable laws and regulations.
- ✓ To assist subrecipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training.
- ✓ To provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by subrecipients, and not repeated.
- ✓ To comply with the Federal monitoring requirements of 24 CFR 570.501(b) and with 24 CFR 84.51 and 85.40, as applicable.
- ✓ To determine if any conflicts of interest exist in the operation of the CDBG program, per 24 CFR 570.611.

- ✓ To ensure that required records are maintained to demonstrate compliance with applicable regulations.

Stages of the Monitoring Process

1. Notice of Monitoring Visit Letter – Sent to the Executive Director with date and time of visit
2. Entrance Conference – Takes place the day of the monitoring visit with all appropriate staff
3. Monitoring – Documents are viewed and the monitoring checklist is completed
4. Exit Conference – Next steps are communicated and all questions or concerns can be answered
5. Follow Up (if applicable) – Findings are remedied and plans are put in place to avoid future issues

Helpful Hints for a Stress Free Monitoring Visit

Look through the required documents and checklist prior to the day of the monitoring visit – self check yourself, if there are any documents missing or questions that cannot be answered, communicate with your staff members to determine how to remedy the issue before the monitoring visit.

Create one central location for all CDBG related documents based on program year, stay organized and keep original documents in a safe space. **Confidentiality is key!** Keep intake forms and participant records in a locked file cabinet or office which locks and is only accessed by key staff.

Be sure you're keeping up to date with the most recent program changes. The OneCPD resource exchange (link on the Planning Dept. CDBG webpage) can be a great place for webinars and new federal requirements. Sign up to become a part of their list serve and receive the most recent information. (Sometimes before we do!)

Keep your employee manual and CDBG policies and procedures current. Both of these documents should be a work in progress with additions and subtractions being made regularly. If you are having trouble developing a CDBG handbook, reach out to some of the other funded agencies in your area and share ideas with each other.

Don't be afraid to raise a potential problem during the monitoring visit. The largest misconception is that we are monitoring because we want to catch a mistake or take your money back – this is **absolutely** not the case! We are here to help and to solve problems.

Think about how both of us can improve as a team in future funding cycles. Communicate possible changes that will help your staff run the program successfully.

Citizen Participation

The CAPER was made available for a 15-day public comment period beginning Wednesday August 6th, 2014. A public input meeting was held on August 6th, 2014 in the auditorium of the Arthur J. Clark Government Center, 119 School Street Waltham. Interested residents and community groups may request a copy of the CAPER at any time; the request should include the language the recipient wishes to receive the document. Questions or concerns regarding the CAPER or CDBG program in general should be directed to the Assistant Director of Planning, Amanda Mason via email amason@city.waltham.ma.us or phone 781-314-3372

The submission of this CAPER marks the end of the five year Consolidated Plan the Planning Department published in 2009. The City is currently seeking input from Waltham residents to shape goals and create a community vision for the next five years. If you are interested in participating please visit the City of Waltham Planning Department Website and click on the big graphic

