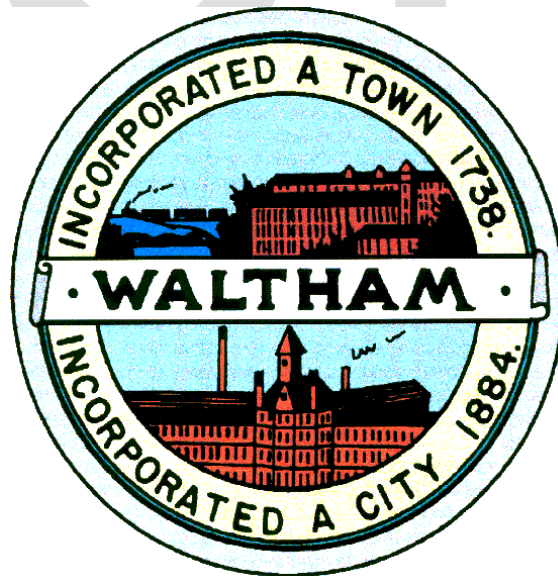


CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT  
2014 - 2015



Photo: Hardy Senior Residences | 51 Lake Street



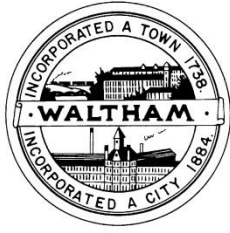
Waltham Massachusetts

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# Fifth Program Year Consolidated Annual Performance and Evaluation Report (CAPER)

## Executive Summary

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The City of Waltham, through a collaborative process with members of the community, established a viable vision for the future five years ago through the development of a 5 Year Consolidated Plan for the Community Development Block Grant Program. The Consolidated Plan was developed under specific guidelines established by the United States Department of Housing and Urban Development (HUD) and the most recent update was published by the Planning Department in March 2014. The updated unveiled the City's priorities for a one year period (July 1, 2014 – June 20, 2015).

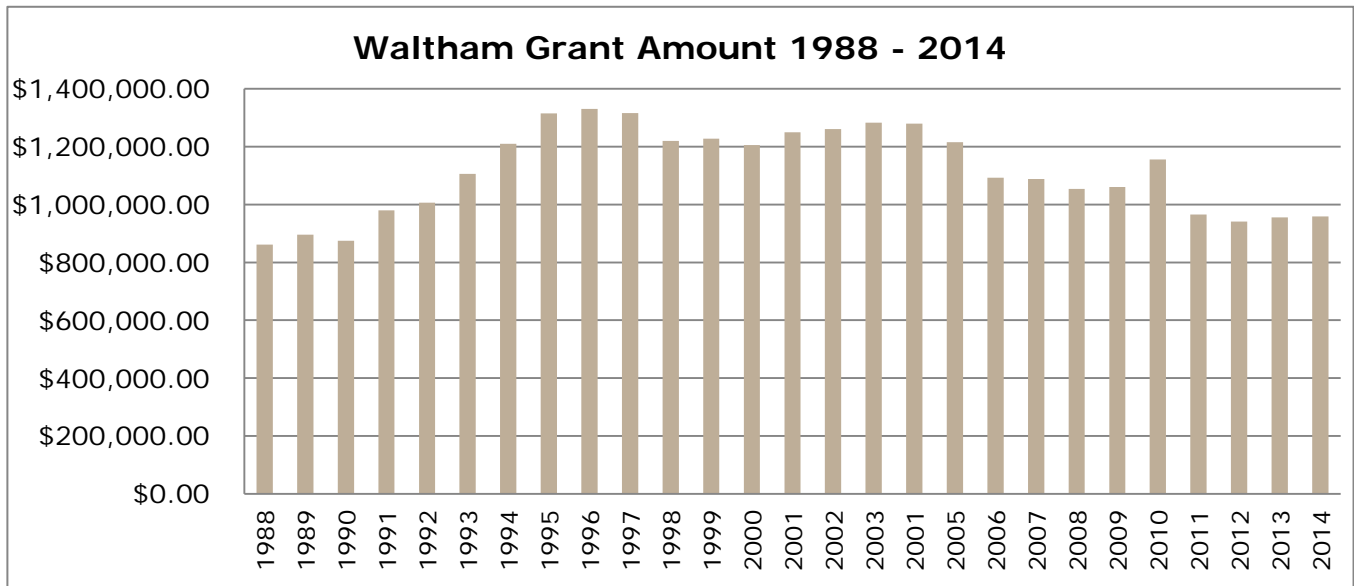
In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, each community in receipt of the Community Development Block Grant (CDBG) must complete a Consolidated Annual Performance Evaluation Report (CAPER) within 90 Days from the close of the community's program year. Waltham's program year ended June 30<sup>th</sup>, 2015. The CAPER details accomplishments and efforts to attain meet the goals outlined in the March 2014 Annual Action Plan. The Planning Department is responsible for preparing the CAPER on behalf of the City of Waltham and its partners.

Five categories received funding from the Community Development Block Grant during the Program Year, a total of \$1,235,499 CDBG funds were committed to the following categories:

1. **Social Services:** \$128,606 allocated to nonprofit organizations providing social services to underserved populations of Waltham.
2. **Public Facilities:** \$511,235 allocated to provide upgrades and sustainable improvements to public facilities requiring rehabilitation
3. **Housing Rehabilitation:** \$246,440 to provide interest free loans to homeowners and nonprofit organizations for rehabilitation of housing.
4. **Economic Development:** \$77,400 awarded to the Downtown Waltham Partnership to provide grants for business owners seeking façade improvements.
5. **Program Administration:** \$271,818; general administration costs for staff administering the CDBG and HOME Investment Partnership Program.

## Financial Resources

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. The City received \$959,093 in entitlement for eligible projects this program year. The funding amount was slightly higher than that received in 2013.



Additionally, throughout the year, 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. To date the Planning Department has received \$137,578 in program income.

In the event projects from prior years do not expend their allocated funding or the Planning Department receives a surplus of program income, the funds are transferred from the prior year into the current year for use on current projects. During the 2014 – 2015 year the Planning Department transferred \$241,227 from inactive projects and surplus program income.

Resource	Amount
Entitlement Funds Year 40	\$959,093
Program Income Received	\$143,578
2013 Transferred Funds to 2014	\$241,227
<b>Total Financial Resources</b>	<b>\$1,343,898</b>
<b>Total Commitments</b>	<b>\$1,235,499</b>
<b>Total Disbursements</b>	<b>\$1,079,069</b>
<b>Total Slated for Rollover</b>	<b>\$156,430</b>

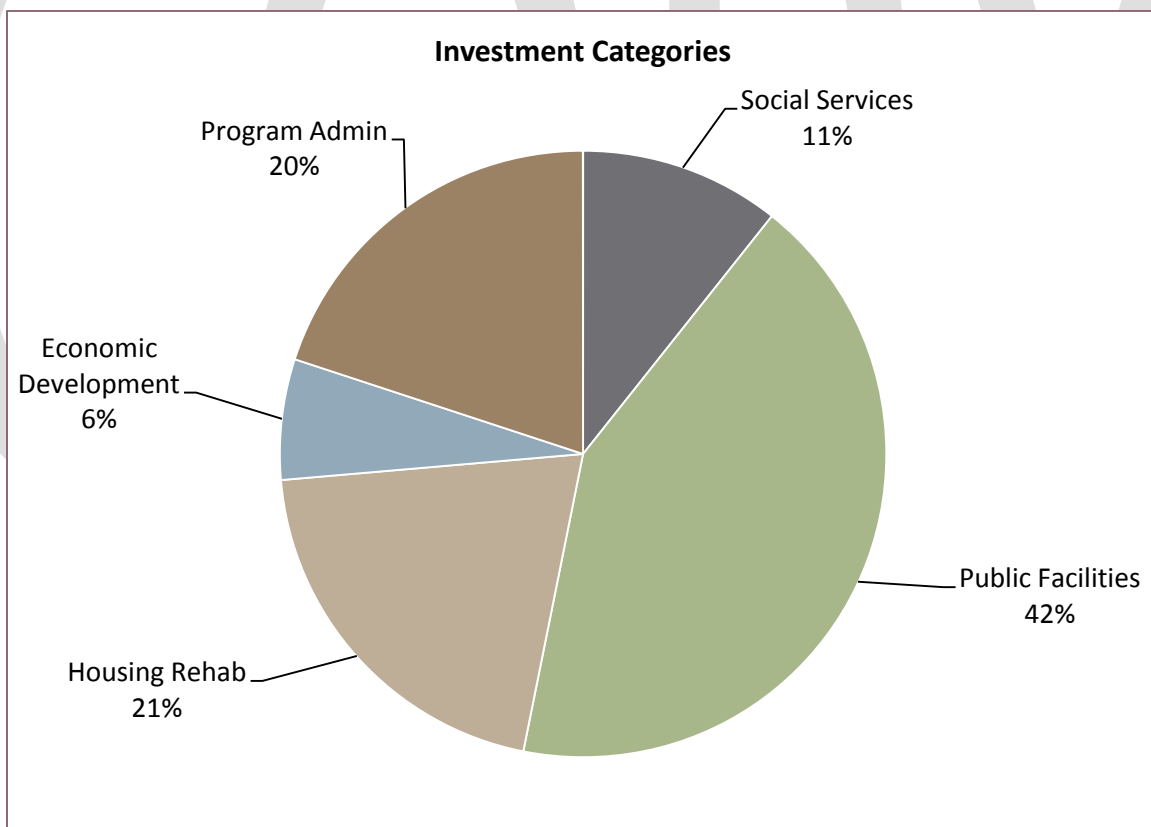
## Investment Categories

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Each year in the Annual Action Plan the needs of residents are prioritized and funded through CDBG investments. The needs are determined through analyzing census data, prior year programs and community wide surveys.

Various investment categories are eligible for CDBG funding. The largest investment category for Waltham is the public facility capital improvement fund. This fund allows the City to rehabilitate and upgrade public facilities owned by the City or non-profit organizations. CDBG funding supplements the City wide budget in the program administration and public facilities categories. HUD regulations restrict the program administration category to no more than 20% of the year's funds.

The social service category is also restricted through HUD regulations, allowing no more than 15% to be spent on social service activities in one year. A majority of the programs funded provide a wide variety of necessary services to low income families, seniors, youth and children which overlap with each other allowing for a more cost effective and efficient service delivery method.



## Leveraged Resources

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

The Waltham Community Cultural Center is a re-used publically owned building, once a middle school serving the Southern Neighborhood District of Waltham, the building is now a multipurpose community center. The Center is home to multiple social service agencies working each day to overcome obstacles low income individuals and families face. Organizations occupying space in the building include Healthy Waltham, the Waltham Family School 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.

The former Hardy School, also once a school, is a re-used publically owned historic structure. The school was closed and renovated in 2010 to provide senior citizen housing. The building is 95% leased and includes a community room and patio off the back of the structure for use of the residents. The building is owned by the Waltham Affordable Housing Municipal Trust and rents to persons 62 years and older.

The former Bright School was used as a temporary emergency shelter during the winter months. The Police Department staffed the shelter overnight at minimal cost to the City. The ability to utilize surplus publically owned property allowed 304 homeless individuals to take shelter in subzero temperatures.

The Bristol Lodge homeless shelter utilizes a surplus publically 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.

With limited CDBG funding, The HOME Investment Partnership Grant awarded to Waltham through the MetroWest Consortium provides additional monetary leverage and assists in increasing the number of affordable housing units in Waltham.

Geographic Distribution

This following map provides a visual of the geographic distribution and location of CDBG investments.





## **Progress Made**

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Throughout the program year progress was made towards carrying out goals and objectives from the Strategic Plan and Annual Action Plan. Year 40 was the last year of the 5 Year Strategic Plan, notable progress for the year includes:

### **Beginning Phases of Peter Gilmore Playground Restoration**

With Program Year 40 entitlement funding, the City hired a contractor to demolish the blighted south branch library in Peter Gilmore Park. The demolition of the dilapidated building marks the beginning of the Master Plan implementation slated for construction in Fall of 2015 and completion by Summer 2016. This project furthers the City's goal of providing viable and sustainable open space in the City's low income neighborhoods.

### **Opening of the Prospect Hill Learning Center**

The Waltham Housing Authority completed renovations of the once vacant Prospect Hill Learning Center with the assistance of CDBG Public Facilities funding (\$210,000 during 2013 - 2014). The center provides a safe and secure place for afterschool activities, public forums and educational opportunities within the Housing Authority Prospect Terrace Housing Development.

### **Creation of the Emergency Assistance Program**

The Emergency Assistance Program was funded with \$5,000 of the CDBG program income received during Year 40. The program provides assistance to homeowners or renters at imminent risk of losing their home due to a circumstance outside of their control. The program is available to individuals and families meeting the income limit criteria. The Housing Division administers the program and oversees the process. The full \$5,000 was not spent, \$4,430 remains in the program.

### **The Launch of Tenant Based Rental Assistance**

The City of Waltham Housing Division now offers 1st month and security deposit payments for individuals seeking permanent housing in Waltham through the HOME Investment Partnership grant. The program launched in April of 2015 and is aimed towards individuals currently residing in transitional housing, persons becoming employed in Waltham and/or new residents of the community. The program is funded with federal HOME Investment Partnership dollars and assists the City's CDBG goal in reaching the goal of increasing the amount of affordable rental housing available.

### **Affordable Housing**

During the program year the Housing Division made strides in progressing the number of affordable housing units available to families and individuals of extremely low-income and low income households. For the first time in Waltham's CDBG program, the Emergency Assistance funds were provided to two households of extremely low income and allowed the individuals to avoid homelessness, this is progress from the previous years when no such assistance existed.

The Housing Division provided five more loans than were provided in the previous program year and provided the first non-profit rehab loans ever in the program this year. The Housing Division surpassed the goal of providing five rehabilitation loans this year by providing eight. This may be due in part to increased exposure of the program through social media outreach on Twitter and Facebook.

## Goals & Outcomes

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Each year during the proposal process, grant applicants are required to estimate the number of persons the program being proposed will serve based on the amount of funding allocated. Reimbursements to the organization are directly correlated with the number of persons served quarterly.

Each activity funded addressed priorities and objectives outlined in the 2014 – 2015 Annual Action Plan. Increasing the affordability of owner occupied housing was the largest priority and was addressed through the Housing Rehab Loan Program. Increased access to social service programming was also identified as a priority and achieved through providing services to 4% more people low/mod income persons than the 2013 – 2014 program year.

### Public Facility Improvements

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#### **Boys and Girls Club East Wing Dehumidifier (Complete)**

The Waltham Boys and Girls Club was awarded CDBG entitlement funding to replace the existing oil heating system with a new high efficiency HVAC system. The club also plans to discontinue oil usage and install on-demand hot water system utilizing natural gas with 95% efficiency. The project has increased the sustainability of the club and decreasing energy costs. (\$65,000.00)

#### **Peter Gilmore Playground (Complete)**

A demolition contractor was hired by the City of Waltham to demolish the former South Branch Library building located within Peter Gilmore Park (80 Hall Street) which is a small neighborhood park with a children's play area including two play structures with swings and three (3) lighted basketball courts. The demolition is the first step to implementing the master renovation plan, unanimously approved by the Waltham Recreation Board on February 25, 2015. The blighted structure was demolished with CDBG entitlement funds and the site has been temporarily loomed and seeded in anticipation of mater plan construction beginning in late fall 2015. (\$66,570.00)

#### **Woerd Avenue Landfill Closure /Koutoujian Park (In Progress)**

The City has hired a professional engineering company with a background and experience in conducting landfill assessments related to closure of municipal solid waste landfills. The company is currently performing preliminary testing and providing the City with options to close the landfill and reuse the area as an extension of Koutoujian Park. (\$37,060)

#### **ADA Parking Lot / South Middle (In Progress)**

A contractor has been hired by the City to update the rear parking lot at the former South Middle School to bring it into compliance with current ADA standards. Improvements include detectable warning panels on the curbing, handicapped parking signage, a van turn around space and additional handicapped parking. Construction will be completed in the summer of 2015. (\$15,800)

#### **Prospect Hill Community Center (In Progress)**

The Waltham Housing Authority received (\$90,000) for construction on the 2<sup>nd</sup> floor of the Prospect Terrace Community Center within the Prospect Terrace family housing development. The funds were unable to be expended on the 2<sup>nd</sup> floor due to the lack of handicapped accessibility. In June 2015 the Housing Authority requested a change in the use of the funding; the funds are now being used for improvements to the tot lot behind the community center. The Housing Authority will procure a contractor and intends to be finished with the improvements by November 2015.

### **Hardy ADA Bathroom (Complete)**

The Hardy Senior Residences are located at 51 Lake Street, formally known as the Hardy Elementary School. The building was renovated and converted into student housing for Bentley University Students in 2005 and was then updated and renovated to provide elderly housing in 2010. The residents have a community room used for gathering and social events however; the space was lacking an ADA accessible restroom facility. The Housing Division utilized CDBG program income to update the existing bathroom for ADA compliance. (\$32,623.15)

Under the Public Facilities category a small amount of funding was also allocated to the Pond End Tot Lot City funded park reconstruction for environmental cleanup (\$6,705.55). Additionally, the Boy Scouts received \$3,896.20 to construct an ADA Access ramp at Lowell Playground.

### Economic Development

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The Downtown Waltham Partnership offers \$5,000 facade improvement grants to Waltham businesses hiring and training low-moderate income individuals. Jobs are only considered to be available to low- or moderate-income persons when special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training.

The Downtown Waltham Partnership set a goal of providing 10 businesses with grants during the 2014 – 2015 program year. As of July 2015, 7 businesses have completed their façade improvements (\$5,000 each), these businesses include:

- **\*NEW\*** Bistro781
- **\*NEW\*** Paris Eye Care
- The Evolving Closet
- Franco's Pizza
- More than Words Café & Bookstore
- Raj Collections
- **\*NEW\*** Nonna's Bar & Grill

The Downtown Waltham Partnership anticipates providing 10 additional grants in the 2015 – 2016 program year, as well as expending the remaining funds from 2014 – 2015 on three more storefronts. Storefronts currently in the works include:

- Leos Place Diner
- Jocos Bar & Kitchen
- **\*NEW\*** Amuleto Mexican Table
- Gustazo Cuban Restaurant and Cafe
- Happy Feet Reflexology

## Housing Rehab Loan Program

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The Housing Rehab Loan program, administered through the Housing Division, is a loan program providing interest free loans to eligible applicants up to \$10,000. The loan is payable on sale or transfer of the property. The loan program addresses Lead Paint abatement and weatherization type repairs. Examples include roofing, siding, windows, furnace replacements, and accessibility improvements. The Housing Division accepts applications year round for the program and is able to provide assistance to homeowners quickly and efficiently.

During the 2014 – 2015 program year, the Housing Division provided 5 homeowners with a rehabilitation loan, and 2 nonprofit affordable housing providers (Waltham Housing Authority & Waltham Committee Inc.) with a loan.

## Composition of Persons Assisted

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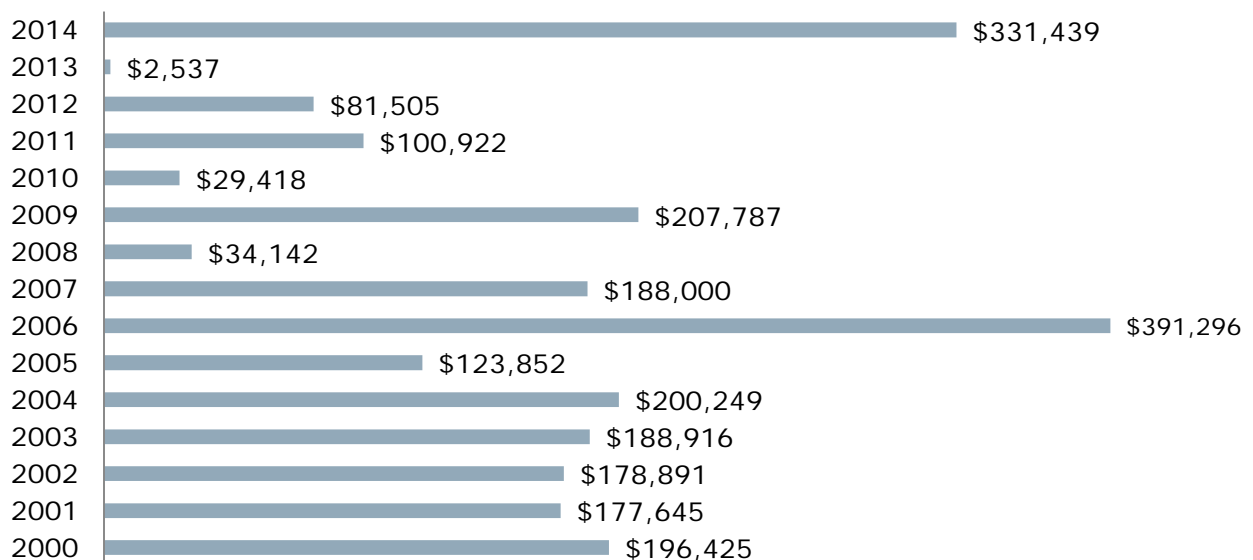
The five areas funded provided assistance to various groups of people both directly and indirectly. This report breaks down the total persons assisted with CDBG funding by housing versus non-housing activities. Non-housing activity beneficiaries include persons directly benefiting from a service provide or indirectly benefiting due to the location of the project, such as the park restoration and Prospect Hill Terrace Learning Center. Housing activity beneficiaries are directly assisted through the Housing Rehabilitation Loan Program.

### Housing Activities

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Through the seven Housing Rehabilitation Loans issued during Program Year 40, fourteen household units were direct beneficiaries. Two of the loans issued were to the Waltham Housing Authority and Waltham Committee Inc., both non-profit housing partners of the City. The property owned by Waltham Committee Inc. contained four housing units, allowing one loan to benefit four different households. Only one household receiving a loan identified as Hispanic, every household identified as white and low income. Program Year 40 committed just shy of the most funding committed to housing activities since 2006.

### Housing Activity Funding 2000 - 2014



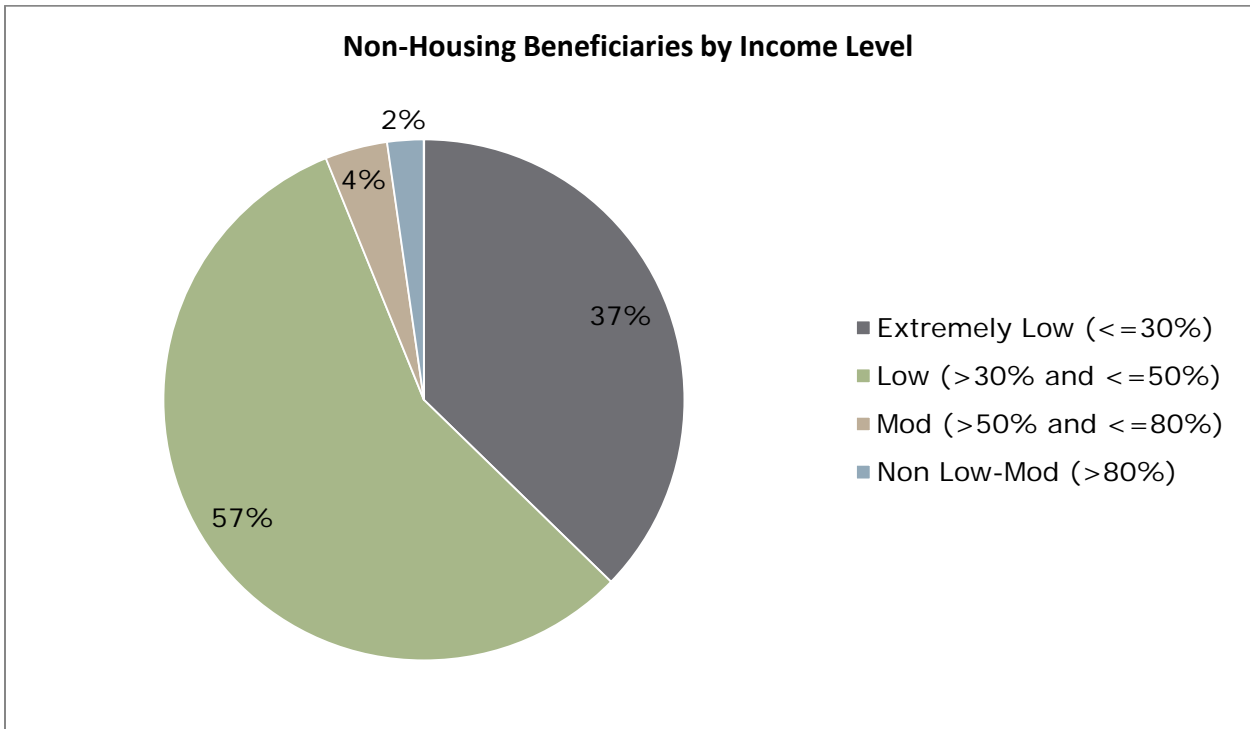
Non-Housing

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 table below compares the proposed versus actual outcomes for each social service offered:

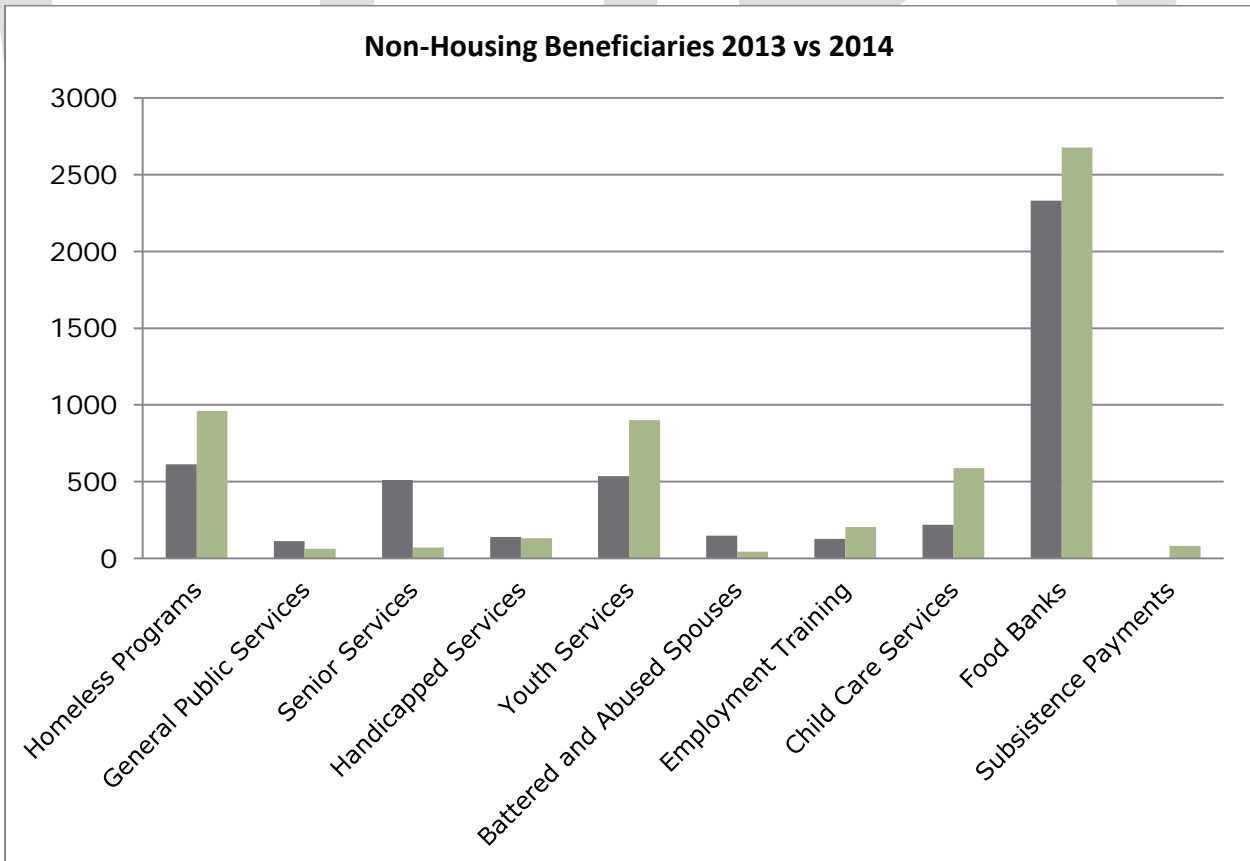
Grant Recipient & Program	Proposed Count	Actual Persons Served
MHSA Bristol Lodge Homeless Shelter & Soup Kitchen	135	383
MHSA Mary's House Family Shelter	8	46
Waltham Council on Aging Senior Center	404	22
Waltham YMCA	30	36
Greater Waltham Arc. Inclusive Supports Programs	110	174
Partnership for Youth Out of School Time Program	120	158
Partnership for Youth Family School	35	52
Healthy Waltham	65	109
Salvation Army Emergency Assistance & Food Pantry	158	2677
Salvation Army Kid's FEAST Program	30	35
REACH Support Committee for Battered Women	90	44
Communities United Head Start Program	178	244
Newton Community Service Center Family Access	20	27
Waltham Committee, Inc.	25	17
Neighbors Who Care Elder Outreach	30	32
Chesterbrook Foundation Learning Centers	41	49
Wayside Youth & Family Network	10	10
Waltham Daycare Center Teacher Training	30	46
Edinburg Center Opportunities Program	7	20
WATCH, Inc. Breaking Barriers Program	90	110
Latinos En Accion de Waltham ESL Courses for Adults	15	38
<b>Total People Served</b>		<b>4,329</b>

**Non-Housing Beneficiaries by Racial / Ethnic Category**

Race	Total Persons	Identified as Hispanic
White	6,289	3,068
Black/African American	1,619	273
Asian	497	5
American Indian/Alaskan Native	34	17
Native Hawaiian/Other Pacific Islander	331	0
American Indian/Alaskan Native & White	648	0
Asian & White	1	0
Black/African American & White	399	127
Amer. Indian/Alaskan Native & Black/African Amer.	2	0
Other multi-racial	1,185	294
<b>Total Non-Housing</b>	<b>11,005</b>	<b>3,784</b>



\*Total income beneficiaries number does not include the 1,465 people served indirectly through location based projects.



## **Affirmatively Furthering Fair Housing**

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The Housing Division held a fair housing training for all members of the staff and members of various housing partner groups during the program year. The training focuses on fair housing options for all individuals and how to process a claim if a resident feels discriminated against. The training generated a lot of questions regarding disabilities, ADA requirements and service animals.

The City of Waltham also took part in preparing and submitting to HUD a regional Fair Housing Plan in conjunction with the WestMetro HOME Consortium. At the July 16, 2015 Consortium meeting it was decided two Waltham employees would serve on the newly created Fair Housing Committee through the Consortium.

A summary of the Impediments to Fair Housing identified in the Fair Housing Plan are as follows:

### **Category: Public and Private Sector Education and Outreach**

Findings: Many municipalities do not have a designated Fair Housing Committee or Fair Housing Officer. This contributes to a lack of local knowledge about fair housing rights and responsibilities by parties in the public and private sectors.

### **Category: Private Sector Compliance**

Findings: Complaint data provided by the Massachusetts Commission Against Discrimination indicates that the bases most frequently cited by parties filing fair housing complaints are, in order of prevalence: disability, familial status, race, color, source of income, and national origin. A program to educate property owners, realtors, and brokers is needed to build knowledge about fair housing law and responsibilities.

### **Category: Oversight, Monitoring, and Reporting**

Findings: A majority of Consortium municipalities do not have an established protocol for intake, assessment, and referral of fair housing complaints. Individuals who have experienced discrimination do not always know about the right to file a complaint. Increasing awareness of and access to municipal fair housing contacts and creating a Consortium-endorsed standard procedure for logging and referring fair housing complaints to ensure consistent documentation of fair housing complaints and other instances of discrimination faced by individuals in protected classes is a priority action for the Consortium.

### **Category: Local Policies and Practices**

Findings: Many municipalities have adopted some local policies and practices that contribute to an integrated and diverse housing stock. However, some existing policies -- and the lack of certain policies -- serve to limit and/or restrict the integration and development of housing of different types in municipalities. In addition, few municipalities have adopted Language Assistance Plans (LAPs), and ADA Compliance and Transition and Section 504 Self-Evaluation Plans.

## **Homeless and Other Special Needs Beneficiaries**

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During the winter months, the City opened the former Bright School gymnasium as an emergency shelter when temperatures dropped into the single digits and below zero. The shelter was open on various dates from January 7<sup>th</sup> to March 15<sup>th</sup> for a total of 21 nights due to extreme weather. Opening the shelter allowed the City to identify and reach out to a total of 304 individuals. Since the winter months, the City of Waltham Police Homeless Taskforce has identified 198 of those individuals to still be homeless.

Many of the individuals staying in the Bright shelter were categorized chronically homeless, coming back each night the shelter was open. Based on the number of chronically homeless, the City is exploring the idea of a case worker position to assist in triaging homeless individuals and putting them in touch with necessary services if funding permits within the next five years.

The Mary's House Family Shelter provides safe, temporary housing for eight families who are homeless. Families in the shelter move rapidly into sustainable housing. The average length of stay for families moving into placement is between 6-18 months.

Piloted in 2014, the City of Waltham Housing Division began the Emergency Assistance Program, a grant program for homeless individuals or those in transitional housing, seeking permanent housing. The program is available for those individuals either homeless or in immediate danger of becoming homeless due to a natural disaster. The program assisted two families in Program Year 40 and will continue to be offered through the Housing Division.

The Waltham Community Day Center for the homeless gained a new location during Program Year 40. The Day center renovated the second floor of a former pizza shop on Felton Street with 2013 – 2014 CDBG funding and now offers day programs for homeless individuals. Through providing the homeless population with a place to gather and receive necessary services such as computer access, healthcare enrollment and referrals, the Day center is assisting Waltham in decreasing the number of homeless individuals.

The City Housing Division also applied for Emergency Solutions Grant (ESG) funding through the Brookline – Newton-Waltham – Watertown Continuum of Care. If awarded to the City, the ESG funds will be used to subsidize the position of a Street Outreach Case Worker. The case worker would assist in identifying the unsheltered homeless individuals living in Waltham which is currently performed by the City of Waltham Police Department Homeless Taskforce. The grant also seeks funding for security costs as the Bright Shelter for the winter months, due to the nature of the shelter.



## **Public Housing**

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The Waltham Housing Authority received 1 rehabilitation loan in Program Year 40 to replace the boilers at 15 Townsend Street.

The Prospect Hill Terrace Housing Development, Waltham's largest public housing development, accommodating 140 low-income families, rehabilitated an existing structure on their property into a Community Center. The center offers programming for adults, such as financial literacy, English as a second language and computer training. The renovation enhances the opportunities available to residents of Prospect Hill Terrace.

The Tenant Based Rental Assistance program is designed to provide Federal HOME funding to assist households in obtaining permanent housing. The definition of a qualified resident is one who has resided in Waltham for at least one year, or works in Waltham. The Waltham Housing Authority provides information to current tenants on the TBRA program and how they could benefit from obtaining permanent housing on their own.

Eligible participants will receive a security deposit and first month rent payment that will be paid directly to the landlord on approval of the rental housing by the Housing Division of the City. Federal Housing Quality Standards will apply to all units. The majority of households who receive HOME TBRA assistance must be very low-income. This means that they have a gross annual household income of 60 percent or less of the median income for their area (AMI), as determined by HUD. Ninety percent of funds will be reserved for households at or below 60% of the AMI.

## **Removing Barriers to Affordable Housing**

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The Waltham City Council began conducting a comprehensive review of the Zoning Ordinances of the City of Waltham during the latter half of Program Year 40. The City has hired Community Preservation Associates to work with the Ordinances & Rules Committee of the City Council on the review. The review will allow the City to determine if current policies surrounding zoning are barriers to affordable housing.

The Waltham Housing Authority issued seventeen new Section 8 vouchers to Waltham individuals and families during the program year, generating an increase in affordable housing options for low income individuals. One of the greatest barriers to affordable housing is the lack of Section 8 vouchers available.

Fortunately, there were not any home owners or renters requiring lead paint abatement during the program year. All renovations were done to newer homes or homes not containing lead paint. The Housing Division anticipates providing CDBG funding to the Housing Authority in order to abate lead paint at a four unit resident early next program year.

## Poverty Reduction Activities

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The Middlesex Human Service Agency Bristol Lodge Soup Kitchen serves 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 Salvation Army H.O.P.E. Kitchen also provides 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 in 2014 with five days' supply of food (three meals per day) for the month and is open Monday through Friday.

Healthy Waltham, a Waltham based non-profit organization is the lead for the Healthy Food Access Coalition and works to build a healthier Waltham through community-based prevention planning and health promotion. The group focuses on healthy food access and provides cooking tutorials to homeless families living in Waltham hotels with microwaves as their only cooking appliance. The Waltham Healthy Food Access Coalition envisions local organizations and residents working together to assess and share resources and tools to create a City of Waltham where the entire community has education about healthy food in order to make the healthy choice the easiest choice.

## Developing Institutional Structure

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During the 2014 – 2015 program year the City of Waltham hired a CDBG administrator to further develop the existing instructional structure. The CDBG administrator focuses on developing the CDBG program and ensuring funding is utilized in accordance with the regulations. The Planning Department had been without an administrator of the program for nearly a year. The hiring of a new administrator allowed employees working on CDBG interim to return to their duties.

The City also hired a Social Media Coordinator during the year which assists both the Planning Department and the Housing Division post important notices to social media about the CDBG program. The Social Media Coordinator posts updates on Twitter, Facebook and Instagram which is seen by many members of the Waltham community and has increased the visibility of programs available with CDBG funding.

Amendments to the Citizen Participation Plan also increased and further developed the instructional structure between the Planning Department, Information Technology and Waltham's citizens. Amending the plan to include social media outreach and publishing of documents online through the City's Social Media Coordinator gives greater access to the public and other City departments as well.

The City also instituted new guidelines for Section 3 compliance, reflecting a more realistic approach to meeting goals and objectives, allowing the City to deliver successful outcomes more efficiently each year.

## Monitoring

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Funded agencies and projects were monitored on site during Program Year 40 based on a risk assessment. Deficiencies found during monitoring were corrected within 30 days of the monitoring visit. At the end of the program year there were not any agencies with outstanding monitoring findings.

Davis Bacon was also monitored for 3 construction projects (1) Peter Gilmore South Branch Library Demolition (2) Prospect Terrace Community Center (3) Hardy ADA Restroom. There were not any discrepancies in the pay rates for labor and no restitution needed to be paid.

CDBG designated staff members monitor to ensure program compliance with the federal regulations. The City of Waltham Planning Department is required to monitor all entities receiving Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding. Monitoring is used:

- 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 provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by Subrecipient, 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.

## Section 3

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Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities. Section 3 is intended to ensure that when contracting opportunities are generated with HUD funding, preference is to be given to low- and very low-income persons or Section 3 certified businesses.

Section 3 is both race and gender neutral. The preferences provided under this regulation are based on income-level and location. The Section 3 regulations were designed to encourage recipients of HUD funding to direct new employment and contracting opportunities to low-income residents, and the businesses that employ these persons, within their community regardless of race and/or gender.

The City of Waltham is committed to ensuring all contracts awarded for Community Development Block Grant (CDBG) projects are awarded to a Section 3 business provided the business is in compliance with all applicable federal regulations. Compliance with Section 3 shall be achieved to the greatest extent feasible, and consistent with local laws and regulations.

During the 2015 – 2016 program year the City awarded one contract under the Section 3 provision. Greenwood industries were hired to replace the roof at the Former South Middle School located at 510 Moody Street. Construction is due to begin at the end of July.

Businesses wishing to be added to the City of Waltham's Section 3 Business Designation list should contact Amanda Mason Assistant Director, Planning 119 School Street Suite 25 Waltham, MA 02451 781-314-3372 [amason@city.waltham.ma.us](mailto:amason@city.waltham.ma.us)

All applications will be reviewed at the time of submission. The Planning Department will send a designation letter to the applicant as soon as eligibility has been confirmed. The review and certification process may take up to ten (10) business days.

## Citizen Participation

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The CAPER was made available for a 15-day public comment period beginning Wednesday July 15th, 2015. A public input meeting was held on August 5th, 2015 in the auditorium of the Arthur J. Clark Government Center, 119 School Street Waltham.

The City of Waltham followed a detailed Citizen Participation Plan in order to ensure members of the community had the ability to discuss and ask questions about the Community Development Block Grant program. The Citizen Participation Plan:

- 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.

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](mailto:amason@city.waltham.ma.us) or phone 781-314-3372.