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## 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 Program. The most recent update was published by the Planning Department in March 2015. The update unveiled the City's priorities for a one-year period (July 1, 2015 – June 20, 2016)

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 30th, 2016. This CAPER details accomplishments and efforts taken throughout the year to meet the goals outlined in the March 2015 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 CDBG during the Program Year, a total of \$1,013,522 was committed to the following categories:

1. **Social Services:** \$152,028 allocated to nonprofits providing social services to underserved populations;
2. **Public Facilities:** \$467,266 allocated to provide upgrades and sustainable improvements to public facilities requiring rehabilitation;
3. **Housing Rehabilitation:** \$50,000 to provide interest free loans to homeowners and nonprofit organizations for rehabilitation of housing;
4. **Economic Development:** \$80,000 awarded to the Downtown Waltham Partnership to provide grants for business owners seeking façade improvements;
5. **Program Administration:** \$264,228; general administration costs for staff administering the CDBG program.

The social service organizations surpassed the goal and progress set out to be made by the City in the 2015-2016 Annual Action Plan. In the Plan the City had proposed 2,102 persons would be assisted through an increase in public services and 4,611 persons actually benefitted from the services provided. This was more than double the amount of people the Annual Action Plan anticipated.

Two goal categories did not meet the proposed goal and objective anticipated for the year. The first goal, “accessible public facility improvements” was projected to benefit 2,260 people in Waltham’s Southern Neighborhood District. This goal was anticipated to be accomplished through the Peter Gilmore Playground renovation project. The project was stalled for additional public input and securing CPA funding. The playground renovation was funded for \$392,226 and would have provided an area benefit to 2,260 persons through handicapped accessible curb cuts on all four corners of the playground’s property. The curb cuts will provide detectable warning panels and ADA compliant slopes for equal access to the playground. The project is intended to move forward during the 2016 – 2017 construction season, at that time the 2,260 benefit will be reported in the 2016 – 2017 year end CAPER.

The second goal, “provide sustainable building improvements” is not yet able to be reported as benefitting 900 people, the project is still underway and accomplishments are unable to be reported until the project has completed. The Waltham Boys and Girls Club was awarded \$50,000 for sustainable updates to the electrical system servicing the Club. Due to the winter restriction for street opening permits, Eversource was unable to open the street in November as anticipated, which pushed a crucial part of the project start out to March of 2016.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)** Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Accessible Public Facility Improvements	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7500	0	0.00%	2260	0	0.00%
Administration	Administration	CDBG: \$	Other	Other	0	0				
Create Career Opportunities	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	25	0	0.00%			
Create Career Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	16		10	16	160.00%
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	11		0	11	
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	9		0	9	

Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	35	4	11.43%	5	4	80.00%
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Homelessness Prevention	Persons Assisted	0	11		0	11	
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Preserve Affordable Housing - Renters	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	25	0	0.00%			
Provide Increased Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12500	4439	35.51%	2102	4439	211.18%
Provide Increased Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	172		0	172	
Provide Increased Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

Provide Sustainable Building Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	0	0.00%	900	0	0.00%
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**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.**

The highest priority activities identified in the Annual Action Plan covering this report were to provide an increase in public services and to preserve existing affordable housing.

The social service activities are difficult to fund at an increased funding level due to HUD’s restriction that only 15% of the funding can be earmarked for social services. The agencies providing these critical services are aware of the funding cap and understand the City’s position, which in turn incentivizes agencies to seek additional funding in order to provide the increase in services necessary for the Waltham population. Due to this restriction the City is working with the social service organizations to apply for Community Based Development Organization (CBDO) designation in subsequent years. The designation will assist the City in targeting resources in the lowest income areas and allow organizations serving those areas to provide services exempt from the 15% funding cap. Although there were challenges in funding during this program year, the social service organizations nearly doubled the number of participants proposed to be served.

One of the largest priorities in the community is to address the issues facing homeless populations in Waltham. In order to make strides towards providing the services necessary, the City was able to collaborate with the Middlesex Human Service Agency (MHSA) to hire a homeless outreach specialist, which assisted the City in reaching the goal of providing increased public services to Waltham’s homeless population. The homeless outreach specialist worked with the Police Department’s homeless taskforce to identify homeless persons and provide helpful resources in a triage fashion.

Preserving affordable housing in Waltham was the second highest priority in the 2015 Annual Action Plan. The preservation of affordable housing is important and with the assistance of the Housing Division, the CDBG program was able to prevent 11 people from becoming homeless due to eviction. The Division was also able to provide 13 housing rehabilitation loans to affordable units in Waltham (4 homeowners, 9 rental). The emergency assistance program was also able to assist 11 additional people with utility payments and rent arrears in order to avoid eviction and subsequent homelessness.

## 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
<b>Race:</b>	
White	3798
Black or African American	1040
Asian	273
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	4
<b>Total</b>	<b>5117</b>
<b>Ethnicity:</b>	
Hispanic	1541
Not Hispanic	3576

**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 and did not indicate one racial or ethnic group seeking services at a disproportional rate than the others. Waltham has a very large population identifying as Hispanic, which also identify as either White or African American. Waltham offers multiple ESOL programs for this reason, each year the City sees a large amount of Hispanic citizens taking advantage of CDBG programs, mainly literacy and youth homework help. The numbers in the table above are also indicative to the makeup of the Southern Neighborhood District, where a large majority of the social services take place.

## 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	1,013,522	472,821

**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. The City received \$963,522 in entitlement for eligible projects this program year. The funding amount was approximately \$4,000 higher than that received in 2014.

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. During the 2015 – 2016 program year, the Housing Division received \$167,099 in program income.

In the event projects from prior years do not expend their allocated funding or the Housing Division 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 \$392,122.74 from inactive projects and surplus program income into active projects.

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.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Southern Neighborhood District	95	95	

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

Based on the data presented above, it is important that the City provide critical public services and affordable housing to the residents of the Southern Neighborhood District. 95% of the funds expended during program year 41 were in 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.

The boundaries of the Southern Neighborhood District were determined based on the percentage of low-to-moderate income individuals per the Census tract and block group, 55% of the total population in the area is considered low-moderate income, an overwhelming majority of residents also living below the poverty line. 59,125 people live in the City of Waltham, 10,648 of those people live within the neighborhood boundaries. 67% of the population within the boundaries is white, with a Hispanic population of 24%. Spanish is the most non-English language spoken in Waltham with 6,507 individuals throughout the City identifying Spanish or Spanish Creole as their primary language; 806, of those individuals within the boundaries.

## 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 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. During the 2015-2016 program year, the two-year roof replacement project at the former school was completed and HVAC upgrades will begin during the 2016-2017 program year.

The former Hardy 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 100% 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. Updates to the former school continued this year with HVAC upgrades and replacements. Many tenants of the Hardy also receive utility assistance through the emergency assistance program the City offers as well as through the Salvation Army.

The former dog pound at 92 Felton Street was used during the 2015-2016 program year as a temporary emergency shelter, open during the winter months. The Waltham Police and Building Departments 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. These beds would not have been available if the former dog pound was not owned by the City.

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 Metro West Consortium provides additional monetary leverage and assists in preserving the number of affordable housing units in Waltham. The HOME funding is used for tenant based rental assistance, a service the CDBG program is unable to provide due to the 15% social service funding cap.

Although not utilized this program year, the Community Preservation Committee 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.

**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.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of homeless households to be provided affordable housing units	<b>0</b>	<b>0</b>
Number of non-homeless households to be provided affordable housing units	<b>0</b>	<b>0</b>
Number of special-needs households to be provided affordable housing units	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 5- Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through rental assistance	<b>0</b>	<b>0</b>
Number of households supported through the production of new units	<b>0</b>	<b>0</b>
Number of households supported through the rehab of existing units	<b>0</b>	<b>13</b>
Number of households supported through the acquisition of existing units	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>13</b>

**Table 6 - Number of Households Supported**

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

One of Waltham’s goals outlined in the 5 Year Consolidated Plan was to preserve existing affordable housing stock. During Year 41 the City anticipated serving 5 households through rehabilitation of existing affordable housing. The actual outcome was 13, more than double what the City had anticipated. The City did not allocate funding towards creating new affordable housing due to the funding constraints and the expensive nature of creating affordable housing options. If greater funding levels were available, the City would be able to incorporate the creation of affordable housing into the goals of the 5 Year Consolidated Plan. Through the assistance received during Year 41, 13 families were able to continue living affordably in Waltham, which achieved a large goal set out for the CDBG program.

**Discuss how these outcomes will impact future annual action plans.**

The goal of preservation is to preserve every affordable housing option available in Waltham. Low funding levels hinder the City’s ability to create new affordable housing options for the growing low-income population in Waltham. In future annual action plans, the City will continue to preserve affordable housing options in order to keep residents in their homes and prevent them from leaving jobs, families and schools. Future action plans will also focus on preserving structures that house a large number of low income tenants, assisting the Housing Authority with leverage funding for rehabilitation projects allows for preserve of a large number of units at a low cost to the City. The use of HOME funds in future action plans will also continue to focus on tenant based rental assistance, creating new affordable housing units in Waltham without high acquisition costs.

**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.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	9	0
Low-income	4	0
Moderate-income	0	0
<b>Total</b>	<b>13</b>	<b>0</b>

**Table 7 – Number of Persons Served**

## **Narrative Information**

Close to 70% 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.

Unfortunately, under HUD guidelines, emergency assistance payments are subject to the 15% funding cap of the social service category. This is a challenge for the Housing Division since the emergency assistance program is the last to receive funding after the eligible social service agencies have received their funding allocation. This program year, the Housing Division was left with roughly \$9,000 to assist low income families facing eviction.

## **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**

In the summer and fall of 2015, a 131-item survey was administered to individual guests of the Community Day Center of Waltham (CDCW), a homeless day shelter for men and women experiencing homelessness. The survey was administered by trained interviewers with the intent to assess the health condition and needs of the homeless population in Waltham. In total, 101 guests participated in the interviews. The results of this survey will provide the Community Day Center and the City with information on the needs of the homeless population. This survey is much different than the Community Vision survey the Waltham Planning Department administers each year. The Community Day Center survey was able to receive information from the homeless population directly, which is very difficult for the Planning Department to facilitate. The Day center will use the information presented in the survey to tailor their services and collaborate with organizations throughout the Metro West area. This survey was not funded with CDBG program funds.

Through the CDBG program, the Middlesex Human Service Agency hired a Homeless Outreach Specialist funded at \$4,180, responsible for reaching out specifically to the unsheltered homeless population. The goal of the specialist position was to triage individuals she encountered and provide information on the services available at the Community Day Center, Brookline Mental Health Center and Middlesex Human Service Agency. The specialist assisted with the annual point in time count and was able to gain information from the homeless individuals much easier than other outreach volunteers based on the relationships she had built over the course of the year.

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.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The homeless population in Waltham is over 130 individuals and there are not enough overnight shelters to house each person. This year, the Mayor took the necessary steps to transform the former dog pound at 92 Felton Street into an overnight emergency winter shelter. The shelter was open when the temperature reached below freezing and was open to any homeless person without shelter. The shelter was staffed by the Waltham Police and Building Departments at minimal cost to the City. The ability to utilize surplus publically owned property allowed 304 homeless individuals to take shelter in subzero temperatures, costing the City \$13,032 in CDBG funds.

The Middlesex Human Service Agency was funded \$25,555 during Year 41, the agency operates the Bristol Lodge men's shelter and the Mary's House family shelter. This year the Bristol Lodge shelter provided overnight shelter for 312 homeless men. Additionally, the shelter identified permanent housing for 23 men. The Mary's House family shelter provided shelter to 20 families this year and permanent housing for 12 families.

### **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's Emergency Assistance Program was funded \$9,358 during Year 41. The program provides assistance to Waltham residents 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 established through HUD's income levels. The individuals and families receiving assistance through this program are often on a fixed income and relying on government financial assistance. With the cost of housing increasing, these families are unable to afford the homes they live in. The Emergency Assistance Program provides a one-time payment in order to supplement the family in a hardship.

The Emergency Assistance program is only able to address families and individuals at imminent risk of homelessness, the program does not assist already homeless individuals or individuals existing health institutions, incarceration or mental health facilities. In order to assist these individuals as well, the Housing Division has earmarked a portion of the HOME funding received through the City of Newton, to provide tenant based rental assistance. The Housing Division works with Middlesex Human Service Agency, the Community Day Center, the Brookline Mental Health Center and the Hurley Transitional House to provide rental payments for individuals and families in need.

**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**

Aside from the tenant based rental assistance provided with HOME funding, Middlesex Human Service Agency specializes 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.

Although not funded with CDBG, the Housing Division and Planning Department both work very closely with the Waltham Housing Authority on a daily basis to ensure homeless persons seeking permanent housing are added to the Housing Authority waitlist and fill out any necessary paperwork to secure housing quickly. Homeless individuals entering the Housing Division seeking permanent housing are referred to the Housing Authority.

The Community Day Center also works directly with unsheltered and sheltered homeless populations to secure transitional and permanent housing. The Day center was not previously funded with CDBG however, received funding during the open 2016 – 2017 funding cycle. The services funded with CDBG began July 1, 2016.

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

### **Actions taken to address the needs of public housing**

The Chesterbrook Community Foundation operates three afterschool programs in Waltham Housing Authority developments. The Dana Court, Chestebrook 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 equip 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 and served 149 children during the 2015-2016 year.

The Waltham Housing Authority received two housing rehabilitation loans through the Housing Division for single family homes rented to low income tenants (37 Banks Street; \$33,150; 115 Bright Street \$50,000). These loans allowed the Housing Authority to address the needs of their tenants housing. Both properties installed new energy efficient boilers decreasing the cost of heating for the Housing Authority and addressing the needs of inefficient heating for the tenants.

### **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.

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 greatest obstacle overcome to address the needs of underserved Waltham populations has been the increase in ESOL and self-sufficiency courses offered by the funded social service agencies. Latinos En Accion provides three levels of English language courses with 20 students per course, which is always full. The WATCH Breaking Barriers courses are also always full with attendance of 75 students each session receiving ESOL and tutoring.

Over the past 11 years the Waltham Family School has expanded to meet the growing need for English literacy programs in Waltham and currently serves 40 families and has over 30 families on its waiting list. WFS is the only family literacy program in Waltham. WFS families attend school four mornings per week. The children attend a language and literacy rich preschool class which helps them learn the pre-reading and prosocial skills they will need to succeed in school. At the same time, in the same building, their parents attend classes that include speaking, reading and writing English, parenting education, and basic computer and job readiness skills.

## **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. Seven loans totaling \$123,827.00 were completed in FY16. 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)**

Healthy Waltham (\$10,000 CDBG funding) provides programs for parents and children focused on the growing, selection, preparation, and presentation of healthy food. The program is offered at four locations: Home Suites Hotel (temporary homeless housing), public Housing Development Learning Centers, Madres Latinas, and the Waltham Family School. The program includes cooking demonstrations and hands-on food preparation, nutrition information, food safety, creative ways of increasing healthy eating practices, and eating together. At the Home Suites Hotel, the program will interact with homeless moms with children who have only microwaves for cooking. At the Learning Centers (Prospect Hill, Chesterbrook, Dana Court) children will plant learning gardens and be exposed to the whole cycle of food production, from seed to harvest to table. Madres Latinas (low-income, single moms, with young children) offers Spanish classes in cooking healthy foods, including introduction of local food. At the Waltham Family School, a six-week nutrition program will be offered.

Healthy Waltham also provides Healthy Living workshops for senior citizens at the Stanley Senior Center. The workshops promote healthy lifestyle behaviors to improve the health of older adults, including regular physical activity and eating a healthy diet.

The Salvation Army HOPE Kitchen is a daily meal program that serves breakfast and lunch from Monday to Friday. The Food Pantry is open from Monday to Friday from 9 am to 1 pm. One of the benefits of the pantry is the opportunity people have to choose what they need instead of receiving a pre-packed bag with items they do not need. Anyone who is eligible per the federal guidelines is able to come once a month and shop for food worth 3 meals for 3 days.

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

The Housing Division was able to hire a part time housing specialist during the program year to assist with the HOME Tenant Based Rental Assistance program as well as the homeless outreach component of the CDBG program. The designation of a point person to be available for homeless individuals walking in and/or making appointments to secure supportive services and housing options has been very positive for the City. The City is able to assist more individuals and put greater resources and time into providing the services Waltham residents are seeking. The addition of the housing specialist has also freed up time in the Housing Division to focus more on the housing rehabilitation loan program and assisting homebuyers and non-profit organizations secure rehabilitation loans.

### **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 this year 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.

Additionally, the Waltham Alliance to Create Housing, a non-profit housing provider in Waltham, and the Waltham Housing Authority, worked with the City and the Community Preservation Committee to fund a tenant based rental assistance program for Waltham residents. Waltham residents will be able to use the TBRA program to secure housing in Waltham from private housing owners and the Housing Authority, when available. WATCH offers an array of social services as well as housing, those services include financial literacy programs, ESOL courses and self-sufficiency training.

### **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 following actions were taken during FY16 to address those impediments:

- The former Hardy School, a 19-unit elderly housing development, owned and managed by the City, is the first elderly housing complex in North Waltham. The entire complex is rented and a waiting list has been generated for elderly residents seeking housing.
- The continued application of the City's Inclusionary Zoning Ordinance and the adaptive reuse of surplus property facilitate the creation of affordable housing. The renovation of the surplus Banks Elementary School building is complete. The property has been developed into loft-style condominiums. Three of the 26 one bedroom units were marketed as affordable to 2 person households at 80% of the area median income. The property was put out to bid and 2 of the 3 affordable units were sold in the first and second phases with one being bid on in the current phase. The three units are affordable in perpetuity.
- The continued use of CDBG funds provides deferred de-leading loans and grants to owner-occupiers of multifamily properties. Seven loans totaling \$123,827.00 were completed in FY16.

- Implementation of the HOME TBRA Security Deposit Program to assist renters with funding that will pay a security deposit and first month's rent payment enabling access to permanent housing for low income households.
- The Municipal Affordable Housing Trust Committee members voted the award of \$150,000 to the Housing Department for a Downpayment Assistance Lottery to be conducted. The Lottery was completed on May 12, 2016. The funds will provide two households at or below 80% of the AMI with an 18 ½ percent, interest-free, deferred down payment loan on a home in Waltham. The low to moderate first time homebuyers are required to provide 1.5% of their own funds for eligibility.

## **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**

Funded agencies and projects were monitored on site during Program Year 41 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. CDBG designated staff members monitor to ensure program compliance with the federal regulations. 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.

Davis Bacon was also monitored for 4 construction projects (1) The roof replacement at South Community Cultural Center (2) Prospect Terrace Community Center (3) The Dana Court community room improvements (4) Accessibility improvements at Prospect Hill Park. There was one discrepancy found in the pay rates for labor and \$51.00 in restitution was paid to the underpaid laborer.

The City has taken steps to ensure the inclusion of WMBE contractors in the CDBG program as well. Any contractor registered with the Massachusetts State Office of Diversity and Equal Opportunity are contacted at the time of bids and urged to submit responses in order to include more WMBE contractors on public infrastructure and construction projects. During this program year there were not any WMBE prime contractors hired however, multiple minority owned businesses were hired as sub contractors by the prime contractor. In the coming years, the City will take larger efforts to involve WMBE contractors and businesses into the CDBG program through greater outreach on social media, through diverse newspaper publications and access to information through public forms and meeting outreach.

### **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.**

All public meetings held by the City of Waltham for the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Report and Assessment of Fair Housing are advertised no less than 10 days prior to each public meeting 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 July 21, 2016 and a public meeting was held in the Government Center Auditorium on August 30, 2016. Comments were accepted through email and paperbased through September 21, 2016.

Any citizen, public agency, non-profit organization, or other interested party will have no less than thirty (30) days from the date of each public meeting to comment on the document or plan prior to its submission to HUD. The City of Waltham will consider all comments from citizens, public agencies, non-profit organizations, and other interested parties in preparing its final submission. A summary of any comments made during the comment period will be attached to the final submission. The summary will include an explanation of any comments not accepted and the reasons these comments were not accepted. The Waltham Planning Department will give written answers to written complaints and grievances within 15 business days.

**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.**

There were not any changes in the jurisdiction's program objectives this year. Each program was funded based on the priorities outlined in the five year plan and continued making progress towards the goals in that plan. As a result of this year's experiences, the jurisdiction would benefit from gaining more CBDO organizations, in an effort to secure an increased amount of funding under the public service cap.

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

No

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