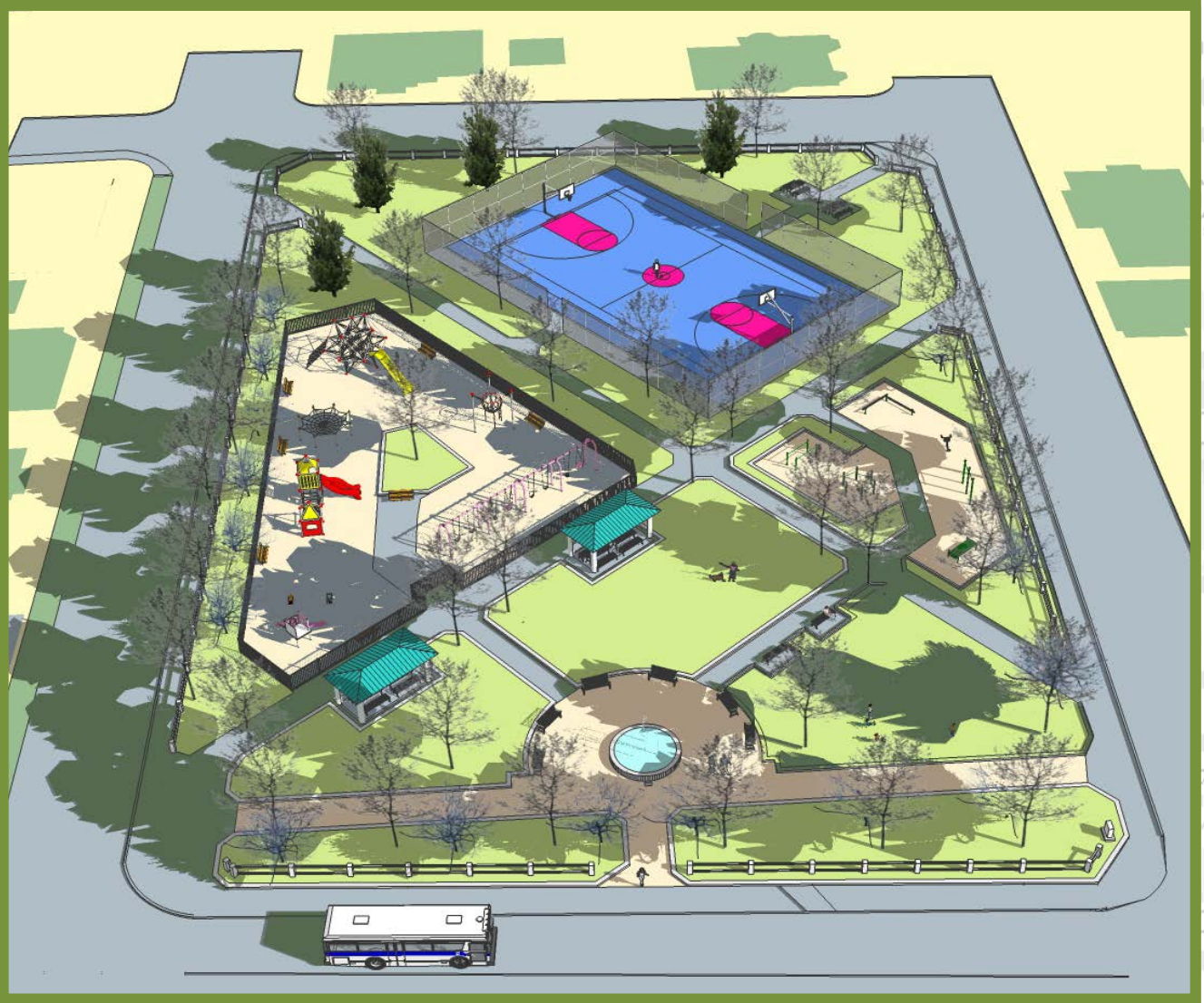


# CITY OF WALTHAM



## 2016 – 2017 Annual Action Plan

Prepared and submitted to HUD by the City of Waltham Planning

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## **Executive Summary**

The City of Waltham, through a collaborative process with members of the community, established a viable community vision for the future in 2015 through the development of a 5 Year Consolidated Plan. 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 an Annual Action Plan identifying the goals and objectives for the program to carry out during the program year.

The Planning Department is responsible for preparing the Annual Action Plan on behalf of the City of Waltham and its partners. This plan is a question and answer format where the United States Department of Housing and Urban Development is asking the City of Waltham the questions. The City has supplied the answers in this format through HUD's online Integrated Disbursement and Information System (IDIS). Any questions regarding the plan or the format should be directed to Amanda Mason by phone 781-314-3372 or email [amason@city.waltham.ma.us](mailto:amason@city.waltham.ma.us)

The 2016-2017 Annual Action Plan was developed based on the needs identified in the City's 2016 – 2020 Consolidated Plan. This Action Plan outlines the goals, objectives and strategies for the next Community Development Block Grant Year (2016 – 2017) in order to address the community needs and housing market trends of Waltham. The investment of resources over the next year is based on the priority need categories identified in the 2016 – 2020 Consolidated Plan, those priorities are:

### **Affordable Housing**

- Rehabilitation of Existing Units for Renters
- Rehabilitation of Existing Units for Homeowners

### **Non – Housing Community Development**

- Public Facilities Accessibility Improvements
- Public Facilities Sustainable Capital Improvements
- Public Services Low Income Individuals and Families
- Economic Development Career Opportunities

The City is currently carrying out activities outlined in the Year 41 Annual Action Plan (July 1, 2015 - June 30, 2016). During the past year those activities have provided rehabilitation loans to 10 renters and 3 homeowners, 22 jobs have been created through the Downtown Waltham Partnership facade improvement program, the emergency assistance program administered through the Housing Division provided assistance to 10 households facing eviction and subsequent homelessness and the social service organizations have provided critical services to 1,065 individuals, all of which were either low or very low income.

The City of Waltham Planning Department held one public input meeting during the development of this Action Plan. The first public meeting was held on January 11th, 2016 in the Government Center Auditorium.

Two additional meetings will take place to discuss the draft plan, the first will be held on April 5, 2016 in the Government Center Auditorium, the second will be held on April 11, 2016 in the City Council Chambers.

### Lead & Responsible Agencies

The following are the agencies/entities responsible for preparing the Annual Action Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WALTHAM	Planning Department
HOME Administrator	City of Newton	Planning Department

**Table 1 – Responsible Agencies**

### Consolidated Plan Public Contact Information

The Planning Department is responsible for preparing and submitting this Plan to the Consortium Lead (City of Newton) and the U.S. Department of Housing and Urban Development (HUD) on behalf of the Mayor. The City of Waltham will consider all comments from citizens, public agencies, non-profit organizations, and other interested parties in preparing its final submission. Comments should be sent to Amanda Mason, Assistant Planning Director.

Amanda Mason, Assistant Director  
Waltham Planning Department  
119 School Street Suite 25  
Waltham, MA 02451

amason@city.waltham.ma.us  
781-314-3372

## **Consultation**

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies.**

Through participation in the Continuum of Care, the City of Waltham works closely with Brookline Mental Health Center and the Waltham Housing Authority to connect homeless and low income individuals with the resources available throughout the Brookline Newton Waltham and Watertown areas.

Waltham Committee Inc., also provides affordable housing in Waltham which provides support services for individuals with a wide range of intellectual disabilities, including physical, sensory, autism & acquired brain injury.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Newton is the lead entity in the Brookline-Newton-Waltham-Watertown Continuum of Care (BNWW CoC) and is responsible for submitting the CoC Consolidated Application for McKinney-Vento funds for homeless assistance programs each year. The City of Waltham supports Newton's application for funding and strives to coordinate CDBG funding goals with attainable goals laid out by the CoC.

Both Newton and Waltham allocate CDBG funds for homelessness prevention. Additionally, the Waltham Housing Authority has proposed a Community Preservation Act funded Tenant Based Rental Assistance project for 50 homeless or at-risk Waltham families at or below 60% AMI. The project is anticipated to last three years.

Brookline Community Mental Health Center (BCMC) in Brookline assigns clinical staff to conduct street outreach. In Brookline and Newton, BCMC does outreach several hours a week with police and go out upon request of school homeless liaisons, service agencies or local citizens who identify someone on the street.

The Boston Housing Authority has assisted residents in Waltham by making "Leading the Way" Housing Choice Vouchers available for homeless families originally from Boston who have had the longest stays in overflow motels in Waltham.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area.**

Waltham does not receive ESG funds however, Waltham is an active participant in the Brookline-Newton-Watertown Waltham Continuum of Care (the CoC) and supports the ESG grant activities, standards and consultation processes. The City of Newton, in coordination and collaboration with the Human Service Advisory Committee and the Brookline-Newton-Waltham-Watertown (BNWW) Continuum of Care (CoC), developed standards for providing Emergency Solutions Grant (ESG) assistance. The standards can be found on the City of Newton webpage.

**Table 2 – Agencies, groups, organizations who participated in the Consultation Process**

Agency	Agency Type	Consultation Areas
Brookline-Newton-Waltham-Watertown CoC	Other government - Local Regional organization	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
Chesterbrook Community Foundation	Housing Services-Children Services-Education Service-Fair Housing	Housing Need Assessment Public Housing Needs Anti-poverty Strategy
Community Day Center of Waltham, Inc.	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans
Downtown Waltham Partnership	Business Leaders Business and Civic Leaders	Economic Development
G.W.A.R.C	Services-Persons with Disabilities	Non-Homeless Special Needs
Latinos En Accion de Waltham	Services-Education Services-Employment	Non-Homeless Special Needs Economic Development Anti-Poverty Strategy
Middlesex Human Service Agency, Inc.	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth

REACH Beyond Domestic Violence	Services-Victims of Domestic Violence	Non-Homeless Special Needs
The Salvation Army	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
Waltham Alliance to Create Housing	Services-Employment	Economic Development
Waltham Boys and Girls Club	Services-Children	Non-Homeless Special Needs
Waltham Council on Aging	Services-Elderly Persons	Non-Homeless Special Needs
Waltham Daycare Center	Services-Children	Non-Homeless Special Needs
Waltham Housing Authority	Public Housing Authority	Housing Needs Assessment / Public Housing Needs
Waltham Partnership for Youth Inc.	Services-Children	Non-Homeless Special Needs
Waltham Police Department	Other government - Local	Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
Waltham YMCA	Services-Children	Non-Homeless Special Needs
Wayside Youth and Family Network	Health Agency	Non-Homeless Special Needs
Work, Community & Independence (WCI)	Services-Persons with Disabilities	Non-Homeless Special Needs

Other planning efforts and agencies considered when preparing the Plan

**Table 3 - Other local / regional / federal planning efforts**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Newton	Homeless Assessment
Analysis of Impediments	Waltham	Barriers to affordable and fair housing
Emergency Case Plan	DHCD	Homeless Assessment and Housing Needs
Waltham Housing Authority Plan	Waltham	Public Housing Needs Assessment
Open Space and Recreation Plan	Waltham	Public Needs Assessment



## Participation

### Summary of citizen participation process/Efforts made to broaden citizen participation

An important part of developing the Annual Action Plan each year is the input received directly from citizens and beneficiaries of the program. The Planning Department utilized the online survey tool to gather feedback from community members, business owners, residents and youth from around the community. The survey has yielded over one hundred fifty six (156) responses. Due to the volume of input the survey is open year round to gain continual feedback and input from the community. Individuals with limited computer access are able to use the library, the Waltham Community Cultural Center and the Farmer's Market to complete the survey. While members of the community enjoyed taking the survey online, the Planning Department also gathered community input by holding public meetings, posting newspaper ads and facilitating consultation meetings.

**Table 4 - Citizen Participation Outreach**

<b>Mode of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>
Public Meeting	Roughly 15 people in attendance. Response to the plan was positive. This mode of outreach included a Newspaper Ad and Internet Outreach.	Attendees were seeking updates to public facilities for ADA access. Also seeking more funding for elderly and youth programs.

## Expected Resources

The total allocation from HUD this year is \$939,904. The City anticipates receiving \$50,000 in 16-17 program income has applied the anticipated funding in order to increase the allocation to \$989,904. The public service category and administration category are both restricted to a funding cap per HUD regulations. The funding caps are as follows: Public Services \$148,485; Administration \$197,980.

Program	Expected Amount Available Year 1				Narrative Description
	Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	939,904	50,000	0	989,904	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services
Section 108	4,200,000	0	0	4,200,000	Redevelopment of the former Woerd Avenue Landfill
Other	300,000	0	0	300,000	HOME Investment Partnership Program

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funds are utilized in an effort to leverage state and local funds. Whenever possible the City seeks additional grants to leverage the CDBG funding. Nonprofit organizations funded with CDBG are required to provide a source of leveraged funds before being funded with CDBG.

The City of Waltham receives HOME funding from the consortium led by the City of Newton. The match requirement for HOME funding is 25%, this match must be provided by the entity receiving the HOME funding for the specific project. All participating jurisdictions must contribute or match no less than .25 cents for each dollar of HOME funds spent on affordable housing. The City of Waltham provides Match Waltham Housing Authority MVRP Voucher's.

With respect to affordable housing projects, federal HOME and CDBG funds will be complemented with City Community Preservation Act (CPA) funding. The Community Preservation Committee sets 10% of the annual revenue aside for housing projects.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The following publically owned land and property may be used during this CDBG year to address needs identified in this Plan.

- Former Dog Pound; 92 Felton Street – Potential site for emergency homeless shelter; currently vacant
- Closed: Banks Elementary School; South & Main Street – condos for ownership; affordable units; RFP out to public
- Woerd Avenue Landfill; - Future expansion of Koutoujian Playground; Environmental testing underway

**Annual Goals and Objectives**

<b>Goal Name</b>	<b>Category</b>	<b>Needs Addressed</b>	<b>Funding</b>	<b>Goal Outcome Indicator</b>
Preserve Affordable Housing - Homeowners	Affordable Housing	Affordable Housing - Homeowners Affordable Housing - Renters	CDBG: \$50,258	Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Rehabilitated: 6 Household Housing Unit
Accessible Public Facility Improvements	Non-Homeless Special Needs	Non-Housing - Accessibility	CDBG: \$220,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted
Provide Sustainable Building Improvements	Non-Housing Community Development	Affordable Housing - Renters Non-Housing - Sustainable Improvements	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 45 Households Assisted
Create Career Opportunities	Non-Housing Community Development	Non-Housing - Career Opportunities	CDBG: \$85,000	Jobs created/retained: 10 Jobs
Provide Increased Public Services	Homeless Non-Homeless Special Needs	Non-Housing - Public Services	CDBG: \$148,485	Public service activities other than Low/Moderate Income Housing Benefit: 4639 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 361 Beds
Administration	Administration		CDBG: \$186,161	Other: 0 Other

**Table 6 - Goals Summary**

## Projects

Beginning in July 2014, the City gathered information from residents and stakeholders in the community to determine and prioritize the resident's most important needs. Coupled with the information gathered, members of the Planning Department analyzed census data and market trends to determine which populations and income brackets required the most attention from the CDBG program. The data analyzed and the information gathered indicated it is necessary for the City to focus on achieving six goals over the next five years:

- Preserve Affordable Housing for Homeowners - Decrease costs for homeowners through providing housing rehabilitation loans.
- Preserve Affordable Housing for Renters - Increase the quality supply of affordable rental housing provided by the Housing Authority and other affordable housing partners.
- Provide Accessible Public Facility Improvements - Create equal access and eliminate environmental justice barriers in city wide public facilities, open spaces and infrastructure.
- Create Career Opportunities - Increase economic opportunities through wage regulated construction projects, employment training and economic development activities.
- Provide Increased Quality Public Services – Including programs for the elderly, disabled, youth, homeless, unemployed and non-English speaking populations of Waltham.
- Provide Sustainable Building Improvements – Assist building owners decrease costs through sustainable improvements

Staying consistent with the goals of the five year plan, the City has proposed funding five areas with the 2016 – 2017 Block Grant fund, those areas are:

- **Social Services:** nonprofit organizations providing social services to underserved populations of Waltham.
- **Public Facilities:** to provide upgrades and sustainable improvements to public facilities requiring rehabilitation
- **Housing Rehabilitation:** to provide interest free loans to homeowners and nonprofit organizations for rehabilitation of housing.
- **Economic Development:** to the Downtown Waltham Partnership to provide grants for business owners seeking façade improvements.

**2016-2017 CDBG Budget**

<b>Organization</b>	<b>Program</b>	<b>Program Description</b>	<b>2017 Awarded</b>
<b>Public Services (148,485 Cap)</b>			
Latinos En Accion	ESL for Adults in Waltham	English Language classes for adults	\$6,000
Greater Waltham Arc	Inclusive Supports	Programs for individuals with disabilities.	\$22,432
Healthy Waltham Inc.	Keep Fit for Seniors	Healthy food and lifestyle education for Seniors	\$5,000
Healthy Waltham Inc.	Let's Move Waltham	Healthy food and lifestyle education for families and youth	\$5,000
Chesterbrook Comm. Foundation	Chesterbrook Learning Center	Homework help and educational enrichment activities for youth	\$5,000
Chesterbrook Comm. Foundation	Dana Court Learning Center	Homework help and educational enrichment activities for youth	\$5,000
John Mazie Memorial Foundation	Mazie Mentoring Program	Waltham high school mentoring program for low income students	\$10,000
MHSA	Bristol Lodge Soup Kitchen	Soup kitchen serves hot, nutritious meals to homeless populations	\$25,555
MHSA	Bristol Lodge Shelters	Provides shelter for men and women every night	
MHSA	Mary's House Family Shelter	Provides safe, temporary housing for families who are homeless	
Prospect Hill Community Center	Prospect Hill Comm Center	Homework help and educational enrichment activities for youth	\$5,000
YMCA of Greater Boston	Whittemore After School Program	Afterschool & dual language program (Whittemore School)	\$4,682
The Salvation Army	Hope Kitchen	Meals for Homeless	\$3,067
The Salvation Army	Kids FEAST	After-school recreation, tutoring & mentoring for children	\$2,502
The Salvation Army	Emergency Assistance	Emergency Fuel assistance program	\$6,051
Waltham Day Care Center	Teacher Support Program	Training for teachers on how to deal with at risk children	\$900
Friends of the Family School	Waltham Family School	Providing education for families seeking to learn English.	\$6,260
Partnership for Youth	Out of School Learning	Academic support for additional programs at WPS	\$6,000
Partnership for Youth	Staffing + Operations	Staffing and operational costs for the Partnership for Youth	
WATCH Inc.	Breaking Barriers	English language, HiSET preparation and life skills classes	\$3,632
Community Day Center	Supportive Services	Case management, counseling, medical initiatives for homeless	\$13,202
Housing Division	Emergency Assistance	Emergency payments for Waltham residents facing homelessness	\$13,202
<b>Total</b>			<b>\$148,485</b>
<b>Capital Improvements</b>			
Waltham Housing Authority	Chesterbrook Center	Architect and Environmental Consultant	\$60,000
City Recreation Department	South Community Center	ADA Parking & HVAC Design	\$285,000
Energy Action Committee	Waltham Public Library	Energy Audit & Design	\$75,000
Waltham Boys and Girls Club	20 Exchange Street	Upgrades to current electrical system and distribution panels.	\$100,000
<b>Total</b>			<b>\$520,000</b>
<b>Economic Development</b>			
Downtown Waltham Partnership	Storefront Improvement	Storefront improvement grants to 10 businesses Downtown	\$85,000
<b>Total</b>			<b>\$85,000</b>
<b>Housing Division</b>			
Housing Division	Housing Rehab Loan Fund	Provides loans to homeowners for repairs	\$50,258
Housing Division	Administrative Costs	Salary for Housing Rehab Staff	\$59,751
<b>Total</b>			<b>\$110,009</b>
<b>Administration</b>			
Planning Department	Administrative Costs	Salary for Planning Department CDBG Staff Members	\$126,410
<b>Total Budget (\$939,904 HUD Allocation + \$50,000 Program Income)</b>			<b>\$989,904</b>

## **Other Actions**

### **Actions planned to address obstacles to meeting underserved needs**

13% of Waltham's lowest income census tract is Non-English speaking creating a barrier between service providers, potential employers, potential landlords and the Waltham residents. Housing cost burden, foreclosure and a lack of tenant rights knowledge put families at imminent risk of losing their home. The language barrier in Waltham is significant; miscommunications between tenants and landlords have the ability to lead to eviction or tenants leaving out of fear.

This year, Latinos En Accion, and WATCH Inc., are committed to providing critical self-sufficiency classes for Adults in Waltham. The Waltham Family School, a nonprofit with offices within the Waltham Community Cultural Center provides comprehensive family literacy to families, adults and children with very little English literacy or formal education.

### **Actions planned to foster and maintain affordable housing**

Housing cost burden is the largest issue Waltham residents face related to housing. The cost of owning a home and renting a home are both high in Waltham which in turn makes it more difficult for low income households to afford housing. In 2013, the median sale price of a single-family home in Waltham was \$464,900, up \$65,400 from 2013 and close to 3 times higher than the national average of \$188,900.

In 2015 Waltham had 25,675 total housing units, 48.8% owner occupied and 51.2% renter occupied. Of those households, 6,680 are low income households experience a housing cost burden, deeming their current living standards unaffordable.

In order to foster and maintain the existing affordable housing stock in Waltham the CDBG program will commit no less than \$50,000 in CDBG funding to affordable housing preservation and production. The City will also utilize HOME Investment Partnership Funding to support affordable housing rehabilitation in Waltham in an effort to preserve and maintain the existing affordable housing stock.

### **Actions planned to reduce lead-based paint hazards**

\$50,000 of homeowner rehabilitation funds will be set aside, homeowners are able to use this funding for the abatement of lead paint hazards.

### **Actions planned to reduce the number of poverty-level families**

Healthy Waltham serves families through outreach and engagement in the Waltham motels. Healthy Waltham conducts cooking classes and demonstrations geared towards children and senior citizens in an effort to curb obesity and educate families on fresh foods. The Salvation Army HOPE Kitchen will also assist Waltham in reducing the number of poverty-level families through food access in their food pantry.

### **Actions planned to develop institutional structure**

The Housing Division was able to hire a part time housing specialist to assist with the CDBG and HOME programs focusing on homeless individuals in Waltham. The hiring of the housing specialist allows the Housing Division to further develop the services available for low and moderate income individuals in the City.

**Actions planned to enhance coordination between public and private agencies**

Affordable housing providers in the City of Waltham are scarce and through collaboration with the Housing Authority and Waltham Committee Inc., a non-profit providing services to disabled populations, the City will expand affordable housing options and collaboration with social service providers. The Housing Authority will also continue to work with the Middlesex Human Service Agency to focus on homeless individuals and increasing accessibility of affordable housing options.

**Community Development Block Grant Program (CDBG)**

**Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

**Other CDBG Requirements**

- 1. The amount of urgent need activities 0
  
- 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 90.00%