

City of Waltham

Consolidated Plan

2016 - 2019

Prepared by: City of Waltham Planning Department | 119 School Street Suite 25 | Waltham MA

May 2015

**This document was sent to HUD by the
City of Newton for final approval on
Friday May 15, 2015.**

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

Questions or concerns can be directed to:

Amanda Mason, Assistant Director
Planning Department
119 School Street Rm. 25
Waltham MA 02451
781-314-3372
amason@city.waltham.ma.us



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

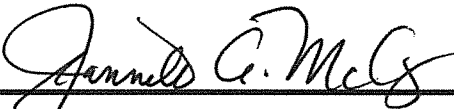
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

4/16/15

Date

Mayor Jeannette A. McCarthy

Name

Mayor City of Waltham

Title

610 Main Street

Address

Waltham, MA 02451

City/State/Zip

781-314-3100

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014, 2017, 2018, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

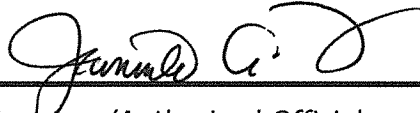
14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Jurisdiction

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.



Signature/Authorized Official

4/16/15

Date

Mayor Jeannette A. McCarthy

Name

Mayor City of Waltham

Title

610 Main Street

Address

Waltham MA 02541

City/State/Zip

781-314-3100

Telephone Number

<input type="checkbox"/> This certification does not apply. <input checked="" type="checkbox"/> This certification is applicable.
--

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

Jurisdiction

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

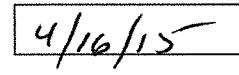
- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan



Signature/Authorized Official


Date

Mayor Jeannette A. McCarthy

Name

Mayor City of Waltham

Title

610 Main Street

Address

Waltham MA 02451

City/State/Zip

781-314-3100

Telephone Number

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

05/15/2015

4. Applicant Identifier:

City of Waltham, Massachusetts

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

B-13-MC25-0024

State Use Only:**6. Date Received by State:**

7. State Application Identifier:

8. APPLICANT INFORMATION:*** a. Legal Name:**

City of Waltham

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

04 6001416

*** c. Organizational DUNS:**

0766190140000

d. Address:*** Street1:**

610 Main Street

Street2:

*** City:**

Waltham

County/Parish:

*** State:**

MA: Massachusetts

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

02452

e. Organizational Unit:**Department Name:**

Planning Department

Division Name:

Community Development Program

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:**

Ms.

*** First Name:**

Amanda

Middle Name:

*** Last Name:**

Mason

Suffix:

Title:

Assistant Planning Director

Organizational Affiliation:

City of Waltham

*** Telephone Number:**

781-314-3372

Fax Number:

781-314-3375

*** Email:**

amazon@city.waltham.ma.us

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing and Community Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

CDBG Entitlement Grant

*** 12. Funding Opportunity Number:**

14.218

* Title:

CDBG Entitlement Grant

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

The City of Waltham Community Development Block Grant Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="963,522.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="50,000.00"/>
* g. TOTAL	<input type="text" value="1,013,522.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

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Executive Summary

1. Introduction

The City of Waltham is an active member of the WestMetro Consortium and receives HOME Investment Partnership funding through the City of Newton, acting as the consortium lead agency. Pursuant to 24 CFR Part 91, the City of Waltham partnered with the City of Newton to submit the WestMetro Consortium Consolidated Plan.

Additionally, the City of Waltham receives Community Development Block Grant funding. First created by Congress in 1974, CDBG funds are provided directly to the City of Waltham by the U.S. Department of Housing and Urban Development (HUD) rather than through the Consortium. The City of Waltham's Community Development Program has been receiving funding since 1985 which, addresses local housing and community development needs.

In order to continue receiving funding directly from HUD for the CDBG program the City of Waltham, is required to submit a Consolidated Plan for the CDBG program as a component of the WestMetro Consortium's Plan.

This CDBG Plan contains three Waltham specific parts:

- Part I discusses the needs of residents in the City of Waltham based upon comprehensive data, a market analysis and demographic information.
- Part II is the strategic plan, derived from the information in Part I, this section provides broad goals and objectives to be achieved through CDBG funded programs and actions over the next five years (2016– 2019).
- Part III is the 1st Year Annual Action Plan; this portion presents details on specific actions, goals and outcomes for Waltham's 2015 – 2016 CDBG Program Year 41. Each year the City of Waltham will publish an updated Action Plan reflecting goals and objectives consistent with Part I and II of this Plan and the WestMetro Consortium's Consolidated Plan.

*For the purpose of clarity, The City of Waltham will be referred to as "The City" and the City of Newton will be referred to as "The Consortium Lead"

The City of Waltham has also prepared a 5 Year Community Development Plan which serves as the official planning document for the Community Development Block Grant Program. The plan can be found on the City of Waltham Planning Department Website ([Link](#))

2. Summary of the objectives and outcomes identified in the Plan

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

3. Evaluation of past performance

The City of Waltham has forty (40) years of success with the CDBG program, providing low income families and individuals with affordable housing, accessibility and the necessary social service programs to enhance quality of life.

While the CDBG program has been successful, the information provided throughout the years has allowed the City to revisit and re-evaluate past projects. By revisiting past projects, the City is able to determine which programs struggled to meet the needs of the community.

It was revealed that portions of existing policies created unintended barriers for programs over the years. The City's institution of new guidelines for citizen participation and Section 3 compliance reflect a more realistic approach to meeting goals and objectives, allowing the City to deliver successful outcomes more efficiently each year.

Every day the City becomes more aware of issues impacting residents, these issues change and are not the same today as they will be tomorrow or as they were yesterday. Each year the City must reevaluate what has been done in the past and determine what amendments are necessary to aid in the future.

4. Summary of citizen participation process and consultation process

An important part of developing the Consolidated Plan was the input received directly from citizens and beneficiaries of the program. This year was the first year the Planning Department launched an online community input portal to gather feedback. Using the CDBG objectives, a survey was generated and posted to the Planning Department website. Community members, business owners, residents and youth were able to log on and share their opinion of how CDBG funds should be used by ranking which activities were most important to them. By the end of the first day the survey yielded fifty six (56) responses. Due to the volume of input the City has decided to leave the survey 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.

5. Summary of public comments

A majority of public comments addressed accessibility deficiencies within public facilities and a lack of affordable housing options. Additionally, public input indicated a greater need for youth and elderly public service programming. Included in this Consolidated Plan is a revised version of the original Citizen Participation Plan adopted by the City of Waltham in 2004. The revisions include updates to media outlets such as social media and webpages. See attached **Appendix** for the full revised participation plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted and taken into consideration during development of this Plan.

7. Summary

Though the collaborative community process, the City of Waltham presents this plan as a viable community vision for the future. This Consolidated Plan was developed under specific guidelines established by the United States Department of Housing and Urban Development (HUD) and serves as an application for administering the Community Development Block Grant (CDBG).

In addition, implementation of the CDBG program depends on the contributions of many other City departments whose collaboration with the Planning Department ensures CDBG projects are delivered effectively and efficiently.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated 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	WALTHAM	Planning Department

Table 1– Responsible Agencies

Narrative

The Planning Department is responsible for preparing and submitting this Plan to the Consortium Lead and the U.S. Department of Housing and Urban Development (HUD) on behalf of the Mayor. The Planning Department administers the CDBG program on a day-to-day basis however, the following City entities also fall under the Planning Department's umbrella: The Housing Division, The Historic Commission, Conservation Commission and Community Preservation Committee. These entities aid the Planning Department in successful administration of the CDBG program.

Consolidated Plan Public Contact Information

Questions or concerns regarding Waltham's Plan or CDBG program in general should be directed to the Assistant Director of Planning, Amanda Mason via email amason@city.waltham.ma.us or by phone at 781-314-3372.

PR-10 Consultation - 91.100, 91.200(b), 91.215(I)

Introduction

The need for enhanced coordination between public and private agencies has increased over the years, allowing the CDBG program to move towards collaboration and away from overlapping services.

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 (91.215(I)).

Preparation of this plan included consultation meetings with various social service agencies providing similar mental and physical health services. The meetings were able to further foster coordination between social services agencies providing like services.

Affordable housing providers in the City are scarce and through collaboration with the Housing Authority, the City discussed expanding affordable housing options and collaboration with social service providers to ensure residents of public housing have access to necessary services.

Discussions between the Housing Authority and Middlesex Human Service Agency focused on homeless individuals and increasing accessibility of affordable housing options. The Housing Authority also met with the City Housing Division to discuss housing for individuals who have become homeless due to a housing issue beyond their control, such as a fire, flood or other natural disaster.

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 also 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 most recent application was submitted on February 1, 2014 which included a request for \$1,427,670 to support homeless programs. 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 as follows:

- **Goal 1: Prevention:** Prevention is key to ending the social atrocity of homelessness. Our goal is to reduce the number of individuals and families becoming homeless through the provision of appropriate supportive services and financial assistance.
- **Goal 2: Housing for Homeless and Chronically Homeless Individuals and Families:** Homelessness will not end without increasing the availability of affordable housing. We must reduce the number of homeless and chronically homeless individuals and families by creating opportunities for permanent housing, including supportive housing.

- Goal 3: Supportive Services: We recognize that for a significant number of homeless individuals and families, appropriate supportive services are key to their success in successfully transitioning from homelessness to permanent housing. We must work with providers to improve effectiveness and coordination of supportive services.
- Goal 4: Engagement of Key Stakeholders: We must advance the profile and agenda of the CoC among key stakeholders, including homeless and social service organizations throughout the CoC geographic area, in order to ensure and maintain a CoC that is strong, inclusive, and reflects our shared commitment to end homelessness.
- Goal 5: Public Education and Awareness: We must inform and educate the public on issues regarding homelessness in the CoC geographic area in order to engage them in our plans to end it.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Waltham does not receive ESG funds however, is an active participant in the Brookline-Newton-Watertown Waltham Continuum of Care 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 specific standards can be found through this link <http://www.newtonma.gov/civicax/filebank/documents/60390>

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

1	Agency/Group/Organization	Middlesex Human Service Agency, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
2	Agency/Group/Organization	Community Day Center of Waltham, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
3	Agency/Group/Organization	WALTHAM SALVATION ARMY
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

4	Agency/Group/Organization	Waltham Council on Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
5	Agency/Group/Organization	NEIGHBORS WHO CARE
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
6	Agency/Group/Organization	GREATER WALTHAM ASSOCIATION OF RETARDED CITIZENS (G.W.A.R.C.)
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
7	Agency/Group/Organization	WORK, COMMUNITY & INDEPENDENCE, DBA THE WALTHAM COMMITTEE INC.
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
8	Agency/Group/Organization	REACH Beyond Domestic Violence, Inc.
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

9	Agency/Group/Organization	WALTHAM PARTNERSHIP FOR YOUTH, INC.
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
10	Agency/Group/Organization	WALTHAM BOYS AND GIRLS CLUB
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
11	Agency/Group/Organization	WALTHAM YMCA
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
12	Agency/Group/Organization	NEWTON COMMUNITY SERVICES CENTER
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
13	Agency/Group/Organization	COMMUNITIES UNITED
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

14	Agency/Group/Organization	WALTHAM DAYCARE CENTER
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
15	Agency/Group/Organization	WATCH
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
16	Agency/Group/Organization	WAYSIDE YOUTH AND FAMILY NETWORK
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
17	Agency/Group/Organization	WALTHAM HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

18	Agency/Group/Organization	Brookline-newton-Waltham-Watertown Continuum of Care
	Agency/Group/Organization Type	Other government - Local Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
19	Agency/Group/Organization	Latinos En Accion de Waltham
	Agency/Group/Organization Type	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
20	Agency/Group/Organization	Downtown Waltham Partnership, Inc.
	Agency/Group/Organization Type	Planning organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

21	Agency/Group/Organization	CHESTERBROOK COMMUNITY FOUNDATION INC.
	Agency/Group/Organization Type	Housing Services-Children Services-Education Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
22	Agency/Group/Organization	Waltham Police Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

Identify any Agency Types not consulted and provide rationale for not consulting

All agency types were consulted during the process. The City intends to continue gaining information through consultations even after the planning process has finished.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Newton	Housing Assessment and Needs Assessment
Open Space and Recreation Plan (2015)	City of Waltham	Preservation and Sustainability
Analysis of Impediments (2013)	City of Waltham	Needs Assessment and Housing Market Analysis
Emergency Case Plan	Department of Housing and Community Development (State)	Housing Assessment, Homeless Needs Assessment
Public Housing Authority Plan (2012)	Waltham Housing Authority	Public Housing Needs Assessment
10 Year Plan to End Homelessness	Continuum of Care	Homeless Strategy

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

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

Throughout development of this Plan various City entities were consulted. Collaboration meetings included Consolidated Public Works (CPW), the Recreation Department, Historical Commission, Conservation Commission, Waltham Land Trust and Community Preservation Committee. Each meeting hosted a different topic; however, the overall discussion focused on quality of life issues in the City’s open space and recreation areas.

To adequately address the housing and homeless needs assessment the Planning Department hosted a Housing Partner Collaboration Meeting with the Waltham Housing Authority, Middlesex Human Service Agency and the Waltham Housing Division. This meeting focused on eliminating homelessness and improving affordable housing options for individuals on the Housing Authority wait list.

Although the City of Waltham Planning Department administers the CDBG program, other City departments are involved throughout the process. Collaboration between the Waltham Housing Authority, Parks & Recreation, Consolidated Public Works, Transportation, Building, Law, Purchasing and Auditing allows the Planning Department to ensure all projects move smoothly and on schedule.

The Massachusetts Department of Housing and Community Development (DHCD) works closely with the Waltham Housing Authority when CDBG funding is involved and the Department of Conservation and Recreation (DCR) provides guidance to Recreation and Consolidated Public Works on maintenance and expansion of open spaces in the City. Working with the Commonwealth Department of Capital Asset Management Maintenance (DCAMM) allows the City to plan for reuse of surplus publically owned buildings.

PR-15 Citizen Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Waltham Citizen Participation Plan provides specific time frames and procedures pertinent to the City's Community Development Block Grant (CDBG) Program. In 2015, the City of Waltham CPP was modified.

The City of Waltham 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.

Each public meeting held by the City of Waltham for the Plan, was held in an accessible location. Housing and Community Development needs were discussed at each meeting along with time schedules and upcoming funding notices. Meetings also included open review of the revised Citizen Participation Plan. Proposed uses of funds were discussed and comments accepted on the current and future program year strategy for utilizing funds.

A copy of the draft Plan was made available on Tuesday October 14th, 2014. Two public input meetings were held during the 30 day comment period. The first meeting was held on Tuesday October 14th at the City of Waltham Arthur J. Clark Government Center, an accessible central location for community residents; The Second meeting was held February 17th at the City of Waltham Arthur J. Clark Government Center, an accessible central location for community residents;

The draft Plan was posted to the City of Waltham CDBG webpage and a comments portal was added in order to gain feedback and comments. This is the first year the City has accepted comments through the internet and positive feedback has been received regarding the user friendliness of the comments button.

Twitter, Facebook and Instagram were also used to advertise public meetings and hearing for the Consolidated Plan. The City of Waltham recently joined twitter in January 2015 and posts important information for followers to see.

Interested residents and community groups may request a copy of the Consolidated Plan at any time; the request should include the language the recipient wishes to receive the document.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish and Hatian Creole Non-targeted/broad community	Community Vision Survey posted to City Planning webpage 250 online responses	Need for Public Housing Upgrades, youth and elderly programming.	All comments were accepted
Public Meeting	Non-targeted/broad community	Held on October 14th - 15 in attendance, mixture of residents, business professionals and previously funded organizations.	Comments centered around the need for public services	All comments were accepted
Public Meeting	Non-targeted/broad community	Held on February 17th - 9 in attendance, all participants represented organizations seeking to apply for funding.	Comments focused on public service funding cap, RFP application and upcoming technical assistance training.	All comments were accepted
Farmers Market	Non-targeted/broad community	Community Vision Survey was available - 70 paper based respnses were recieved	Comments submitted contributed to the needs assessment section of the Plan.	All Comments were accepted
Public Hearing	City Elected officals	Proposed funded programs were presented to the Community Development committee of the City Council. All members of the committee were in attendance	Comments focused on economic development activities and administration costs.	All comments were accepted

Needs Assessment

NA-05 Overview

Needs Assessment Overview

In addition to gathering feedback from the public, the Planning Department analyzed data and trends to determine in detail the severity of the citizens needs. These needs were determined by analyzing Comprehensive Housing Affordability Strategy (CHAS) data developed by the Census Bureau. The CHAS data is collected specifically for HUD and passed along to all CDBG recipients for analyzing. The CHAS data analyzed within this Plan was collected between 2007 and 2011, based on the American Community Survey (ACS) and highlights:

- There are 4,928 owner occupied households and 5,410 renter households in Waltham experiencing substandard housing which includes lack of hot and cold piped water, a flush toilet and a bathtub or shower; or kitchen facilities that lack a sink with piped water, a range or stove, or a refrigerator;
- Over 3,554 households are on the Housing Authority Waitlist;
- There were a total of 114 sheltered individuals/families within the Continuum of Care on the night of the 2014 PIT Count;
- The 2010 U.S. Census reported 5,840 individuals in Waltham were living in a noninstitutionalized setting with a disability, including hearing, vision, cognitive, ambulatory and self-care difficulties;
- Waltham has 6,221 businesses with an employed civilian population of 34,578;

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

The City of Waltham has a significant number of public facilities which require updates and maintenance over the years. Public facilities in need of improvements include 86 open space and recreation facilities, 9 Schools and 5 public buildings. The greatest need for Waltham's public facilities is ADA compliant upgrades.

How were these needs determined?

Although there are many public facilities available to the public, the City has determined through feedback from the public and external studies of properties; it is a need to make each facility accessible for handicapped populations. The City is currently working with a consultant to evaluate publically owned facilities for transition into ADA compliance. These facilities include parks and recreational facilities, homeless facilities, public housing developments and other neighborhood facilities. Through providing accessibility upgrades, the number of citizens able to take advantage of the facilities will increase, better serving neighborhoods and citizens.

Describe the jurisdiction's need for Public Improvements:

As with any highly trafficked city, Waltham is in need of public infrastructure maintenance and improvements. More than 79% of Waltham's employed population drives to work, 33.4% of those individuals are employed in Waltham, leading to general wear and tear of roads most frequently traveled such as Moody Street, Main Street, Trapelo Road and Winter Street, making up the largest business corridor in Waltham. Many of the parks and recreation facilities have deficiencies as well and are becoming outdated with each passing year.

How were these needs determined?

Overall the public improvements in the City are minimal and none of the deficiencies noted have a significant threat to the health, safety or welfare of the people. The need to provide public improvements with CDBG funding was not seen as a priority for the citizens providing input on this Plan. It is believed funding is better spent in other categories.

Describe the jurisdiction's need for Public Services:

The need for additional or increased public services is not great, due to the fact that the existing funded services are abundant and sustainable. Public services are an important component of the CDBG program in that they provide services and support for individuals residing in low income and affordable housing. Mainstream services are available through public service organizations at little or no cost to the participant, making the services widely accepted by the low income community. Waltham has a very large range of public services offered through the CDBG program with a focus on low income residents and neighborhoods.

How were these needs determined?

The community vision survey results showed the community feels there is a lack in youth programming. The other area of public services having the largest need is for English literacy and proficiency services for the large immigrant population of Haitian and Hispanic descent.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The purpose of the Market Analysis section of this Plan is to provide the reader with a clear picture of Waltham's environment. Waltham's housing stock was analyzed by the Planning Department in order to determine if increasing the number of affordable units was feasible. The data used to complete the analysis was provided by CHAS. The 2008-2011 American Community Survey and provided highlighted:

- In 2013, the median sale price of a single-family home in Waltham was \$399,500; 2 ½ times higher than the national average of \$176,700;
- Vacant units in Waltham have increased by 24%, since 2000;
- Of Waltham's occupied units, 48% are owner-occupied and 51% are renter-occupied;
- Waltham's housing stock is relatively old, of the total, more than 79% were built before 1980, including 41% built before 1950;
- The median income and median housing costs in Waltham are lower than any surrounding community. Both income and homeownership costs in Weston are roughly three times those in Waltham;
- There are 900 units available for persons in the 30% income bracket; there are 3,705 total households in the 30% income bracket, leaving a housing unit deficit of \$2,805. The 30% HAMFI group has the largest need for affordable housing. This group is likely to qualify only for public housing, leading to a lack of sufficient housing for all household income levels.
- 1,895 units are available for the 50% income bracket, leaving a housing deficit of 275 units
- 4,595 units are available for the 80% income bracket, leaving a housing surplus of 1,910 units.
- 530 units are available for the 100% income bracket, leaving a housing deficit of 1,910 units.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Business plays a significant role in the fabric of Waltham, and the health of the economy impacts the City. The City has an interest in how housing affects the economy, how the economy affects housing, and how companies can become partners with the City in addressing housing needs. Over the years Waltham's downtown corridor has remained strong and recent storefront revitalization efforts by the Downtown Waltham Partnership will further enhance the appeal of the central business district. Downtown commercial rents, although rising, remain lower than those in many neighboring communities.

Increasing housing costs decreases the number of residents in the community and therefore decreases the number of residents' spending money in Waltham. If low and moderate income families are spending 30% or more of their annual income on housing, they are unlikely to spend additional money on non-essential items, dining out or entertainment, thus hurting the business market. Additionally, the high cost of housing encourages the upgrading of existing property, as homeowners choose rehabilitation over new home purchases.

Economic Development Market Analysis

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	12	0	1	0	-1
Arts, Entertainment, Accommodations	135	0	14	0	-14
Construction	43	0	4	0	-4
Education and Health Care Services	251	0	26	0	-26
Finance, Insurance, and Real Estate	102	0	10	0	-10
Information	18	0	2	0	-2
Manufacturing	85	0	9	0	-9
Other Services	43	0	4	0	-4
Professional, Scientific, Management Services	107	0	11	0	-11
Public Administration	0	0	0	0	0
Retail Trade	124	0	13	0	-13
Transportation and Warehousing	19	0	2	0	-2
Wholesale Trade	34	0	3	0	-3
Total	973	0	--	--	--

Table 4 - Business Activity

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	35,929
Civilian Employed Population 16 years and over	34,217
Unemployment Rate	4.76
Unemployment Rate for Ages 16-24	10.88
Unemployment Rate for Ages 25-65	3.03

Table 5 - Labor Force

Data Source: 2007-2011 ACS

Occupations by Sector	Number of People
Management, business and financial	10,562
Farming, fisheries and forestry occupations	1,652
Service	3,126
Sales and office	8,184
Construction, extraction, maintenance and repair	1,993
Production, transportation and material moving	966

Table 6 – Occupations by Sector

Data Source: 2007-2011 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	21,282	67%
30-59 Minutes	9,057	28%
60 or More Minutes	1,539	5%
Total	31,878	100%

Table 7 - Travel Time

Data Source: 2007-2011 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	2,111	85	769
High school graduate (includes equivalency)	5,912	283	1,666
Some college or Associate's degree	4,747	142	1,047
Bachelor's degree or higher	14,333	513	2,163

Table 8 - Educational Attainment by Employment Status

Data Source: 2007-2011 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	171	270	598	684	604
9th to 12th grade, no diploma	360	141	473	799	783
High school graduate, GED, or alternative	2,683	1,846	1,745	4,286	2,840
Some college, no degree	5,818	932	1,111	2,089	950
Associate's degree	111	472	504	828	313
Bachelor's degree	1,508	4,729	2,040	2,933	885
Graduate or professional degree	152	2,921	1,893	2,516	679

Table 9 - Educational Attainment by Age

Data Source: 2007-2011 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	21,186
High school graduate (includes equivalency)	30,825
Some college or Associate's degree	40,719
Bachelor's degree	56,132
Graduate or professional degree	70,159

Table 10 – Median Earnings in the Past 12 Months

Data Source: 2007-2011 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Waltham has 6,221 businesses with an employed civilian population of 34,578. Waltham is the home of two major higher education institutions, Brandeis University and Bentley University. The largest employment sector in Waltham is the educational services and health care industries with roughly 9,936 employees.

Describe the workforce and infrastructure needs of the business community:

The City's population and resident workforce are growing slowly. Rising incomes, low employment, and rising educational levels point to a workforce increasingly oriented toward managerial, professional, and technical occupations. Yet, there is also a significant and growing immigrant community which has substantial need for workforce development services.

The city has a number of areas designated for commercial and industrial use. The downtown has undergone considerable redevelopment over the last decade and is now home to a thriving restaurant scene. The Route 128/95 corridor has been transformed from predominantly rural and industrial use to a mix of office parks, hotels, and industry. A build-out analysis conducted in 2000 indicated the potential for an additional 5-6 million square feet of commercial/industrial space, the great majority of it representing redevelopment in the 128 corridor. Projections to 2020 indicate that the city can accommodate expected employment growth within existing zoning capacity.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The City Council has begun the process to update the Zoning Ordinances and maps to reflect changes in land use patterns, including those in economic development and commercial areas. The 1990 re-zoning process established the Riverfront Overlay District of Waltham which promotes a more condensed business zoning district while providing for mixed use.

In late 2014 Market Basket, Marshalls, Jake n JOES Restaurant and Starbucks have opened at the 1265 Main street complex. Over the course of the next year, two additional restaurants, small retail shops and 120,000 sq. ft. of office space will open on site adding to the already existing economic opportunities in Waltham.

The Wayside Rail Trail is part of MassDOT's Bay State Greenway (BSG) vision for the Commonwealth and proposes 788 miles of on/off road bicycle facilities. The trail spans from Waltham to Berlin and has been designated #3 on the BSG Priority 100 that seeks to implement key bicycle routes that connect urban centers, extend existing paths and maximize transportation utility. Further development of the trail will allow commuters to engage in healthier transportation and an alternative method of travel.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Waltham has a large number of businesses offering entry level and part time positions accessible to workers of limited income or education. For example, the city has a large base of hotels and restaurants, which employ low-moderate income workers and support such ancillary services as building maintenance/cleaning services. Waltham has relatively fewer jobs than the region in retail, health care, and construction industries, which also traditionally have significant need for entry level and inexperienced workers.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Citizens' Bank Home Buyer Assistance Program was created in June 2002 as part of the company's commitment to being a best place to work for its colleagues. Eligible employees receive \$5,000, five year forgivable loans toward the purchase of primary residences and \$8,000, five-year forgivable loans toward homes located in emerging communities such as Waltham.

The Partnership for Skilled Workforce, Inc. empowers economically disadvantaged and disengaged youth through education and work leading to careers. Through connective activities, an internship program for high school students in Framingham, Nadick, Bellington and Waltham, students are able to participate in a learning experience supported by a Work-Based Learning Plan. YouthWorks is also a component of the program providing summer jobs in Waltham to high school students.

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.

Describe other local/regional plans or initiatives that impact economic growth.

Most opportunities are in reuse or redevelopment of existing properties or in infill. Private developers are adding to the affordable housing market, allowing greater economic opportunities in both the construction phase of each project as well as the finished developments.

The MERC at Moody and Main owned by Northland is a mixed use, residential and commercial structure, occupying 4.5 acres with three 5-story buildings. The project has offered many economic opportunities for construction trades in Waltham during construction and will offer economic opportunities in the commercial spaces once construction has completed. Completion is scheduled for May 2016.

Kirsch Place is a smart growth project, combining residential housing, retail/ store front space and office space. This project has been painstakingly designed to blend in and work with the fabric of Moody St. ensuring that this particular block will maintain its original neighborhood charm and character. Kirsch Place will offer many amenities found in bigger projects for the residential tenants. There will be

two, 6 unit buildings constructed on Alder St. and Myrtle St. These units will consist of 910 sq.ft. of living space with two bedrooms and breakfast nooks. Retail space can leased individually or combined into 2,672 Sq.Ft. not including any basement storage.

Waltham Landing is a five-story, 34-unit apartment building with 33,200 sf of residential space and four retail spaces totaling 8,260 sf on the ground floor. Every apartment, including four penthouse units, will feature an open concept layout. The building is conveniently located across the street from an MBTA commuter rail and only a short walk from downtown Waltham.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (Include a definition of "concentration")

Based on the CPD map attached of homes requiring rehabilitation, greater than 85% of the homes in Waltham's Southern neighborhood district are in need of rehabilitation. This particular area of Waltham also has the greatest amount of rental properties. Renters at a disadvantage due to the fact that they are unable to make repairs; they are reliant on landlords and management companies. As housing prices raise and affordable housing becomes harder to provide, families and individuals are forced into renting rather than buying. The housing market in Waltham currently provides more rental housing than owner occupied housing.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

There are six census tracts, concentrated in the southern neighborhood district, with an income at or below 65% of the statewide median income. This neighborhood also has the largest concentration of foreign born citizens lacking English language proficiency.

As the Environmental Justice map attached shows, the greatest Environmental Justice (EJ) population in Waltham is foreign born citizens. There is a large concentration of minorities around Prospect Hill Park, the largest open space parcel in Waltham and most utilized by community members. The second largest EJ population in Waltham is those which qualify as a low income resident.

What are the characteristics of the market in these areas/neighborhoods?

These neighborhoods also have the largest concentration of multi-family dwellings. As a result, the land values in these neighborhoods are lower than elsewhere in the City, where there are predominately single-family homes. Further, a majority of affordable housing and public housing units are located in these diverse, multi-family neighborhoods. It is difficult to determine from the data whether the location of the subsidized units is a matter of economics or geography.

Are there any community assets in these areas/neighborhoods?

Peter Gilmore Playground (1.35 Acres) - Is a small neighborhood park with children's play area including two play structures with swings and three (3) lighted basketball courts. The park will be completely renovated in the summer of 2015 in part with CDBG funding.

"Jack" Koutoujian Playground (11.09 Acres) - Dedicated the Jack Koutoujian Playground in the fall of 1997 (formally known as the Moody Street Playground) includes youth softball fields, basketball court, plays structure, and Skate Park. Major improvements to entire site in 1999 and 2000 including skate park opening in the fall of 2000.

The South Community Cultural Center houses many CDBG partners including Healthy Waltham, 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 Waltham Public Library is also located within the defined low income census tracts; the Public Library is a fully-funded community hub, providing a wealth of current informational, educational and recreational resources free of charge to all members of the community. The library is known throughout the area for its welcoming and safe environment, accessibility, convenience, current technology and helpful assistance.

Are there other strategic opportunities in any of these areas?

The Woerd Avenue Landfill is located on the east side of Woerd Avenue and south of Crescent Street in Waltham. The landfill encompasses approximately 8.63 acres, and is surrounded by residential, industrial, and park uses, namely the Koutoujian Playground. Currently ideas are being discussed for post closure use of the landfill such as expansion of Koutoujian Playground.

The Waltham Recreation Board unanimously approved the Peter Gilmore Playground Improvement Plan as presented at their meeting held on February 25, 2015. The improvements include active recreation elements, as well as passive open green space. Park land will be expanded due to the demolition of an old existing building currently on the property.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

Part II - The Strategic Plan, was developed based on the needs identified in Part I. This part of the plan outlines goals, objectives and strategies through the next five years (2016 – 2019) to address the needs and trends in Waltham.

The investment of resources over the next five years has been based on need categories and priorities rather than on geographic distribution. The priority need categories addressed over the next five years 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

General Allocation Priorities

The City of Waltham has elected not to designate specific geographic allocation priorities for this Consolidated Plan due to the needs discussed however, the Southern Neighborhood District contains the largest number of concentrated low income census tracts in the City. Over the next five years, the City is exploring the option of creating a Neighborhood Revitalization Strategy Area (NRSA) to better serve the geographic areas with the most need.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 11 – Priority Needs Summary

1	Priority Need Name	Affordable Housing - Homeowners
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly
	Associated Goals	Preserve Affordable Housing - Homeowners Administration
	Description	The aging housing stock and increase in costs leaves homeowners unable to remedy issues and perform regulatory household updates.
	Basis for Relative Priority	Needs analysis and market analysis
	Priority Need Name	Affordable Housing - Renters
	2	Priority Level
Population		Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
Associated Goals		Preserve Affordable Housing - Renters Administration
Description		The Housing Authority owns multiple properties in need of accessibility upgrades and general rehabilitation. The number of affordable units is not enough for the number low income families in need of affordable housing.
Basis for Relative Priority		Needs analysis and market analysis

	Priority Need Name	Non-Housing - Accessibility
	Priority Level	High
3	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities
	Geographic Areas Affected	Southern Neighborhood District
	Associated Goals	Accessible Public Facility Improvements Administration
	Description	Many public facilities lack proper ADA access causing issues for individuals requiring accessibility.
	Basis for Relative Priority	Response to community needs survey and community wide observations
	Priority Need Name	Non-Housing - Career Opportunities
	Priority Level	High
4	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Southern Neighborhood District
	Associated Goals	Create Career Opportunities Administration
	Description	Creation of jobs and career opportunities for low income individuals living in Waltham through construction contracts hello job training.
	Basis for Relative Priority	Review of existing policies (Section 3)
	Priority Need Name	Non-Housing - Public Services
	Priority Level	High

5	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Southern Neighborhood District
	Associated Goals	Provide Increased Public Services Administration
	Description	Social service agencies provide care and services to underserved populations in the Waltham community.
	Basis for Relative Priority	Response to community needs survey
	Priority Need Name	Non-Housing - Sustainable Improvements
	Priority Level	Low

6	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Southern Neighborhood District
	Associated Goals	Provide Sustainable Building Improvements Administration
	Description	Non-Profit organizations own buildings that require updates in order to provide adequate service such as HVAC systems, plumbing and parking facilities.
	Basis for Relative Priority	Response to community needs survey and non-profit organization requests

Narrative (Optional)

Priority needs are those that will be addressed by the goals outlined in the Strategic Plan. The needs were defined based on eligible CDBG activities and the needs outlined by community members in the Community Vision Survey.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	963,522	50,000	0	1,013,522	4,054,088	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate

Table 12 - Anticipated Resources

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 receives HOME funding from the Consortium; 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 a match through 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. An anticipated \$50,000 will be received in program income in the form of homeowner rehabilitation loan payoffs.

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

The following publically owned land and property may be used in the next five years to address needs identified in this Plan.

- Former Dog Pound; 92 Felton Street – Potential site for lease / ownership; currently vacant
- Former Police Station; 25 Lexington Street – Currently leased to the Waltham Museum
- Closed: Banks Elementary School; South & Main Street – Future condos for ownership; under construction
- Closed: Fitch Elementary School; Crescent Street – Possible apartments; currently for sale/lease
- Closed: Lawrence Elementary School; Trapelo Road – Possible Housing; currently school administrative building
- Former Fernald School; Trapelo Road – Possible open space and/or housing; currently vacant
- Former Woerd Avenue Landfill; Woerd Avenue – Future expansion of Koutoujian Playground; Environmental study underway
- Former Wires Building; 14 Church Street – Potential for community leased space; Out to bid 2015

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Waltham Housing Division	Government	Ownership Rental	Region
WALTHAM HOUSING AUTHORITY	PHA	Public Housing	Jurisdiction
City of Waltham Municipal Affordable Housing Trust	Owner	Ownership Rental	Jurisdiction
Community Preservation Committee	Departments and agencies	Ownership Planning Rental neighborhood improvements public facilities	Jurisdiction
Disability Services Commission	Departments and agencies	public services	Jurisdiction
City of Waltham Purchasing Department	Departments and agencies	Economic Development	Jurisdiction
Downtown Waltham Partnership, Inc.	Non-profit organizations	Economic Development neighborhood improvements	Jurisdiction
WALTHAM PARTNERSHIP FOR YOUTH, INC.	Non-profit organizations	public services	Jurisdiction
Healthy Waltham, Inc.	Non-profit organizations	public services	Jurisdiction
GREATER WALTHAM ASSOCIATION OF RETARDED CITIZENS (G.W.A.R.C.)	Non-profit organizations	public services	Jurisdiction
WALTHAM YMCA	Non-profit organizations	public services	Jurisdiction
WALTHAM SALVATION ARMY	Non-profit organizations	public services	Jurisdiction

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
WALTHAM DAYCARE CENTER	Non-profit organizations	public services	Jurisdiction
CHESTERBROOK COMMUNITY FOUNDATION INC.	Non-profit organizations	Public Housing public services	Jurisdiction
Middlesex Human Service Agency, Inc.	Non-profit organizations	Homelessness	Region
Latinos En Accion de Waltham	Non-profit organizations	public services	Jurisdiction
WATCH	Non-profit organizations	Ownership Rental public services	Jurisdiction
WALTHAM FAMILY SCHOOL EVEN START LITERACY PROGRAM	Non-profit organizations	public services	Jurisdiction
Waltham New Vistas	Non-profit organizations	public services	Jurisdiction
WALTHAM BOYS AND GIRLS CLUB	Non-profit organizations	neighborhood improvements public facilities public services	Jurisdiction
Waltham Recreation Department	Departments and agencies	neighborhood improvements public facilities public services	Jurisdiction
Brookline Newton Waltham Watertown Continuum of Care	Continuum of care	Homelessness	Region

Table 13 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

In order for the CDBG program to address the social and economic needs of Waltham’s low and moderate-income populations, sustainable partnerships and collaboration are both essential. The institutional structure consists of the private, public, and nonprofit organizations that assist the Waltham Planning Department in effectively carrying out the Consolidated Plan for the City of Waltham. The strength of these efforts brings financial resources to each project, more importantly they provide additional experience, knowledge, information, facilities, strategies, and valuable resources. The strengths and gaps of Waltham’s institutional delivery system were identified in the Community Survey, public meetings, forums, and other research. The 15% Social Service funding cap on CDBG funding

continues to be a challenge for the program and the applicants applying for the CDBG funding. Social Service Agencies predominately funded by grants find themselves searching for new funding opportunities.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	X
Mobile Clinics			
Other Street Outreach Services	X	X	X
Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	X
Education	X	X	X
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X
Other			
	X	X	X

Table 14 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

As the cost of living and housing both increases in Waltham, the CDBG program must ensure the availability of services targeted specifically to homeless persons and persons with HIV. As the City works towards gaining a case worker to engage directly with the homeless population, other organizations and the CoC fill the gaps.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The WestMetro Continuum of Care (CoC), local governments and other organizations in the region create and provided affordable and safe housing along with supportive services for individuals and families. The supportive services available in the Waltham community help participants achieve housing stability, self-sufficiency, and employment. Case managers provide assistance with financial management, tenancy issues, access to employment programs, food, medical and mental healthcare.

Chronically homeless populations receive assistance through the CoC as well as through state funded program. The funding to address the issue of chronically homeless populations is not sufficient enough to provide the necessary resources therefore, people and families end up in emergency shelters until transitional or permanent housing is established. Veterans and their families are assisted through the local veteran's services administration. Unaccompanied youth is a concern of the local CoC which has facilitated conversations with the state to improve ways of identifying and assisting unaccompanied youth.

Currently the City is does not coordinate a homeless populations program. The City will continue to award CDBG funding to a variety of programs and partners to first prevent low-income persons from becoming homeless and, second, to support homeless persons and families in obtaining safe, affordable and sustainable housing. These efforts will include a continuum of programs ranging from emergency shelters to transitional housing to permanent supportive housing services. The extent of activity will be dependent upon the level of funding available in the face of many competing needs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

As an entitlement community, the City has developed relationships and contacts with a number of service providers, non-profit organizations, housing developers and lenders, and agencies at the state, regional and local levels. The Housing Division understands its role in the delivery system and will work to develop and formalize an organized and effective delivery system including as many of the entities responsible for program delivery as possible.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve Affordable Housing - Homeowners	2016	2019	Affordable Housing	Affordable Housing - Homeowners	CDBG: \$278,718	Homeowner Housing Rehabilitated: 35 Household Housing Unit
2	Preserve Affordable Housing - Renters	2016	2019	Affordable Housing	Affordable Housing - Renters	CDBG: \$278,718	Rental units rehabilitated: 25 Household Housing Unit
3	Accessible Public Facility Improvements	2016	2019	Non-Homeless Special Needs	Non-Housing - Accessibility	CDBG: \$1,216,229	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7500 Persons Assisted
4	Create Career Opportunities	2016	2019	Non-Housing Community Development	Non-Housing - Career Opportunities	CDBG: \$354,732	Facade treatment/business building rehabilitation: 25 Business
5	Provide Increased Public Services	2016	2019	Homeless Non-Homeless Special Needs	Non-Housing - Public Services	CDBG: \$760,141	Public service activities other than Low/Moderate Income Housing Benefit: 12500 Persons Assisted
6	Provide Sustainable Building Improvements	2016	2019	Non-Housing Community Development	Non-Housing - Sustainable Improvements	CDBG: \$1,216,226	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted
7	Administration	2016	2019	Administration	Affordable Housing - Homeowners Affordable Housing - Renters Non-Housing - Accessibility Non-Housing - Career Opportunities Non-Housing - Public Services Non-Housing - Sustainable Improvements	CDBG: \$962,846	Other: 0 Other

Table 15 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve Affordable Housing - Homeowners
	Goal Description	The aging housing stock and increase in costs leaves homeowners unable to remedy issues and perform regulatory household updates.
2	Goal Name	Preserve Affordable Housing - Renters
	Goal Description	The Housing Authority owns multiple properties in need of accessibility upgrades and general rehabilitation. The number of affordable units is not enough for the number low income families in need of affordable housing.
3	Goal Name	Accessible Public Facility Improvements
	Goal Description	Many public facilities lack proper ADA access causing issues for individuals requiring accessibility.
4	Goal Name	Create Career Opportunities
	Goal Description	Creation of jobs and career opportunities for low income individuals living in Waltham through construction contracts job training.
5	Goal Name	Provide Increased Public Services
	Goal Description	Social service agencies provide care and services to underserved populations in the Waltham community.
6	Goal Name	Provide Sustainable Building Improvements
	Goal Description	Non-Profit organizations own buildings that require updates in order to provide adequate service such as HVAC systems, plumbing and parking facilities.
7	Goal Name	Administration
	Goal Description	Provide successful administration of the CDBG program

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The characteristics of the housing market analysis influenced the City's decision to allocate priorities based on the housing stock data and deterioration (housing problems) rate. Based on this information the City determined it was necessary to rehabilitate existing affordable housing first and focus on producing new affordable housing second. Sustaining existing affordable housing stock ensures individuals currently residing in affordable housing are not displaced by an inevitable increase in housing problems.

In conjunction with rehabilitating existing affordable housing, the market analysis determined it is a priority to provide financial assistance to owners in the form of rehabilitation loans, lead abatement grants and tenant based rental assistance for renters. Providing financial assistance to both owners and

renters increases the number of households able to afford their housing, decreasing the number of households experiencing housing cost burden.

Affordable Housing (Homeowners) funds will be used to provide interest free deferred loans to homeowners. The Housing Division intends to assist 5 households each year. HOME funds will be used to provide TBRA Security Deposit program to provide first month's rent and security deposit payment. An estimated 60 households will be assisted.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

Lead Based Paint testing is conducted on each property built prior to 1978 that is assisted with federal funds. Lead risk assessments are completed for all housing units receiving assistance through CDBG housing rehabilitation program. When conditions are found which indicate a potential lead-based paint hazard, appropriate remedial action will be included as part of the homeowner rehabilitation work. All lead work will be conducted in accordance with federal regulations and performed by a certified and/or licensed contractor. The Housing Division will also expand the housing rehabilitation loan program guidelines to include lead abatement work for both homeowners and non-profit affordable housing unit owners.

All applicants for funding are encouraged to seek housing without lead based paint hazards. If an applicant chooses to rent or buy a home with lead based paint hazards present, the City offers lead paint abatement grants as well as requires landlords to abate prior to renting the unit.

The lack of lead hazard control within the City of Waltham is the greatest challenge of every City department. In an effort to increase awareness and abatement of lead hazards, the Housing Division within the City of Waltham Planning Department intends to apply for the the Lead Based Paint Hazard Control (LBPHC) program from HUD in year 2016 directly in conjunction with the Community Development Block Grant (CDBG).

How are the actions listed above integrated into housing policies and procedures?

In accordance with guidelines, the Planning Department and Housing Division staff distributes the EPA/HUD "Protect Your Family from Lead in Your Home" pamphlet and provide additional information to every rehab loan recipient. The information covers the dangers of lead-based paint, symptoms of lead paint poisoning, and instructions on actions if symptoms of lead-based paint poisoning are present.

All contractors must be EPA certified renovators to meet the requirements and remain eligible to bid on housing projects where lead has been identified. When conditions are found which indicate a potential lead-based paint hazard, appropriate remedial action will be included as part of the homeowner rehabilitation work.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

There are many antipoverty programs offered by local agencies in Waltham. The antipoverty goals and strategies are to help individuals and families rise above the poverty level, become self-sufficient, and eliminate barriers to success. To achieve this goal, the City plans to provide up to 15% of CDBG funds to be allocated for public assistance.

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.

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.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Providing funding to nonprofits aids in affordable housing by means of tenant based rental assistance, job training and education. The City's anti-poverty efforts complement its plans to preserve and improve existing affordable housing by providing additional stability and resources to low-income households.

The CoC works together to ensure the support services are well targeted, especially for chronically homeless persons within the geographic area. The CoC has developed a Ten-Year Plan to promote community-wide support to end homelessness. The Ten-Year Plan includes strategies that aim to reduce the families living in poverty and without a habitable place to live. These strategies are:

Prevention: Prevention is a key to ending homelessness. Our goal is to reduce the number of individuals and families becoming homeless through the provision of appropriate supportive services and financial assistance.

Housing for Homeless and Chronically Homeless Individuals and Families: Homelessness will not end without increasing the availability of affordable housing. We must reduce the number of homeless and chronically homeless individuals and families by creating opportunities for permanent housing, including supportive housing.

Supportive Services: We recognize that for a significant number of homeless individuals and families, appropriate supportive services are critical to their success in transitioning from homelessness to permanent housing. We must work with providers to improve effectiveness and coordination of supportive services.

Engagement of Key Stakeholders: We must advance the profile and agenda of the CoC among key stakeholders, including homeless and social service organizations throughout the CoC geographic area, in order to ensure and maintain a CoC that is strong, inclusive, and reflects our shared commitment to end homelessness.

Public Education and Awareness: We must inform and educate the public on issues regarding homelessness in the CoC geographic area in order to engage them in our plans to end it.

SP-80 Monitoring - 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

CDBG designated staff members monitor each Subrecipient's and their projects to ensure program compliance with the federal regulations. Staff will continue utilize both "desk monitoring" and "on-site" monitoring to assess the quality of program performance over the duration of the agreement or contract. Subrecipients will also be ranked based on a risk assessment determining the frequency of monitoring required. City of Waltham CDBG staff is responsible for collecting pertinent qualifying and performance data from subrecipients for CDBG program reporting, and project monitoring purposes.

The City of Waltham Planning Department is required to monitor all entities receiving Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding. The regulations state we must "ensure that CDBG funds are being used in accordance with all program requirements" (24 CFR 570.501(b)). To meet HUD requirements, the City may conduct an on-site monitoring visit, or in certain instances, the City may conduct a "desk-top" monitoring visit, whereby the agency is not visited, and their grant is monitored only by review of the information in City files.

- 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.

Expected Resources

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$963,522	\$50,000	\$0	\$1,013,522	\$4,054,088	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate

Table 16 - 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 receives HOME funding from the Consortium; 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 a match through 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. An anticipated \$50,000 will be received in program income in the form of homeowner rehabilitation loan payoffs.

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 in the next five years to address needs identified in this Plan.

- Former Dog Pound; 92 Felton Street – Potential site for lease / ownership; currently vacant
- Former Police Station; 25 Lexington Street – Currently leased to the Waltham Museum
- Closed: Banks Elementary School; South & Main Street – Future condos for ownership; under construction
- Closed: Fitch Elementary School; Crescent Street – Possible apartments; currently for sale/lease
- Closed: Lawrence Elementary School; Trapelo Road – Possible Housing; currently school administrative building
- Former Fernald School; Trapelo Road – Possible open space and/or housing; currently vacant
- Former Woerd Avenue Landfill; Woerd Avenue – Future expansion of Koutoujian Playground; Environmental study underway
- Former Wires Building; 14 Church Street – Potential for community leased space; Out to bid 2015

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve Affordable Housing - Homeowners	2016	2019	Affordable Housing	Southern Neighborhood District	Affordable Housing - Homeowners	CDBG: \$50,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit
2	Accessible Public Facility Improvements	2016	2019	Non-Homeless Special Needs	Southern Neighborhood District	Non-Housing - Accessibility	CDBG: \$417,266	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2260 Persons Assisted
3	Create Career Opportunities	2016	2019	Non-Housing Community Development	Southern Neighborhood District	Non-Housing - Career Opportunities	CDBG: \$80,000	Jobs created/retained: 10 Jobs
4	Provide Increased Public Services	2016	2019	Homeless Non-Homeless Special Needs	Southern Neighborhood District	Non-Housing - Public Services	CDBG: \$152,028	Public service activities other than Low/Moderate Income Housing Benefit: 2102 Persons Assisted
5	Provide Sustainable Building Improvements	2016	2019	Non-Housing Community Development	Southern Neighborhood District	Non-Housing - Sustainable Improvements	CDBG: \$7,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 900 Persons Assisted

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve Affordable Housing - Homeowners
	Goal Description	More than half of Waltham's housing stock was built before 1950, many of these homes need updating and require housing problems to be fixed. Lead based paint is an issue which often prevents housing from being rehabilitated. 80% of renter occupied units were built before 1980 indicating a presence of lead. The process of lead abatement is often difficult and costly for owners of rental housing and therefore, many homes have not been de-leaded in Waltham.
2	Goal Name	Accessible Public Facility Improvements
	Goal Description	Many public facilities lack proper ADA access causing issues for individuals requiring accessibility.
3	Goal Name	Create Career Opportunities
	Goal Description	The City's population and resident workforce are growing slowly. Rising incomes, low employment, and rising educational levels point to a workforce increasingly oriented toward managerial, professional, and technical occupations. Yet, there is also a significant and growing immigrant community which has substantial need for workforce development services.
4	Goal Name	Provide Increased Public Services
	Goal Description	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. Prior to rehabilitation of the former South Middle School, there was not a location where non-English speaking community members could gather information to better serve address their specific needs. Now that the Center is home to multiple non-profit organizations, members are able to benefit from a variety of programs in one single location.
5	Goal Name	Provide Sustainable Building Improvements
	Goal Description	Outdated buildings providing critical services require sustainable building improvements in order to continue serving the underserved Waltham populations.

AP-35 Projects - 91.420, 91.220(d)

Introduction

Five areas were funded with program resources, those program areas were:

1. **Social Services:** nonprofit organizations providing social services to underserved populations of Waltham.
2. **Public Facilities:** to provide upgrades and sustainable improvements to public facilities requiring rehabilitation
3. **Housing Rehabilitation:** to provide interest free loans to homeowners and nonprofit organizations for rehabilitation of housing.
4. **Economic Development:** to the Downtown Waltham Partnership to provide grants for business owners seeking façade improvements.
5. **Program Administration:** general administration costs for staff administering the CDBG and HOME Investment Partnership Program.

#	Project Name
1	1 - Social Services
2	2 - Public Facilities
3	3 - Economic Development
4	4 - Housing Rehabilitation Loan Fund
5	5 - Program Administration

Table 18 – Project Information

AP-38 Project Summary

Project Name	1 - Social Services
Goals Supported	Provide Increased Public Services
Needs Addressed	Non-Housing - Public Services
Funding	CDBG: \$152,028
Description	Public Service Activities - grants to non-profit agencies performing CDBG eligible activities throughout the year.
Target Date	6/30/2016
Planned Activities	English Language Course Soup Kitchens Homeless Shelters HiSet Preparation Courses Senior Services Youth Services Disabled Populations Services Emergency Assistance
Project Name	2 - Public Facilities
Goals Supported	Accessible Public Facility Improvements Provide Sustainable Building Improvements
Needs Addressed	Non-Housing - Accessibility Non-Housing - Sustainable Improvements
Funding	CDBG: \$467,266
Description	Capital improvement to public and community facilities
Target Date	6/30/2016
Planned Activities	Implementation of Master Plan for Peter Gilmore Park Energy efficient electrical upgrades and HVAC system at the Boys and Girls Club.

Project Name	3 - Economic Development
Goals Supported	Create Career Opportunities Provide Sustainable Building Improvements
Needs Addressed	Non-Housing - Career Opportunities Non-Housing - Sustainable Improvements
Funding	CDBG: \$80,000
Description	Funding for the Downtown Waltham Partnership to carry out a storefront improvement program. Full grant, no match from business owners.
Target Date	6/30/2016
Planned Activities	Storefront improvement grants to businesses employing low income residents of Waltham.
Project Name	4 - Housing Rehabilitation Loan Fund
Goals Supported	Preserve Affordable Housing - Homeowners
Needs Addressed	Affordable Housing - Homeowners
Funding	CDBG: \$116,084
Description	Housing rehab loans, maximum \$10,000 per household
Target Date	6/30/2016
Planned Activities	Homeowner rehab loans

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Aside from eliminating barriers to affordable housing, additional actions will take place during Year 41 in order to address the following issues:

- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

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, Waltham New Vistas and WATCH Inc., are committed to providing critical ESL 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. Year 41 is the first year the Waltham Family School is operating as a standalone nonprofit, gaining the ability to serve more individuals than past years.

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 \$399,500, 2 ½ times higher than the national average of \$176,700.

In 2013 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 \$30,000 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.

Actions planned to reduce lead-based paint hazards

\$30,000 of homeowner rehabilitation loans will be set aside for the abatement of lead paint hazards. The City intends to apply for the Office of Healthy Homes Lead Hazard Abatement grant this year in order to aid a significantly larger number of households than allowable with the limited CDBG funding.

Actions planned to reduce the number of poverty-level families

Healthy Waltham serves clients through outreach and engagement. 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.

Actions planned to develop institutional structure

In July 2013 a reorganization of City departments moved the Historical Commission, Community Preservation Committee and Conservation Commission under the Planning Department. Through this reorganization the Planning Department is able to better utilize resources and funding opportunities to leverage large CDBG projects. The Planning Department will continue to foster this relationship and develop stronger institutional structure for delivering the CDBG program.

Actions planned to enhance coordination between public and private housing and social service agencies

Affordable housing providers in the City of Waltham are scarce and through collaboration with the Housing Authority and Waltham Committee Inc., 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.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

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.

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	50,000
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
Total Program Income:	50,000

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.	100.00%

Appendix A Citizen Participation Plan 2015

CITY OF WALTHAM

CITIZEN PARTICIPATION PLAN

Amended January 1, 2015

I. Introduction

As required by Section 104(a)(2) of the Housing and Community Development Act and by 24 CFR 570.486(a)(6) The City of Waltham Citizen Participation Plan (CPP) provides specific time frames and procedures pertinent to the City's Community Development Block Grant (CDBG) Program. In 2015, the City of Waltham CPP was modified to reflect the new HUD Consolidated Plan requirements. Public meetings for both the HOME and CDBG programs are part of an effort to comprehensively plan for federal entitlement grants.

Waltham is a member of the West Metro Consortium for the HOME Program. Citizen Participation meetings will be held on the Consortium level in Newton to plan for regional elements of the HOME program, however, separate citizen participation meetings will be held by the City of Waltham for the change in use of HOME program funds.

II. Goals of the Citizen Participation Plan

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

- Provides for and encourages citizen participation, with emphasis on participation by residents of low, very low, and extremely low income, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments in all stages of the process;
- Provides citizens with reasonable and timely access to local meetings, information, and records relating to the City of Waltham's proposed and actual use of federal funds, as required by the regulations;
- Provides for conveniently timed and located public meetings in the Arthur J. Clark Government Center to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, such hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for people with disabilities;
- Provides for a non-English speaking interpreter, should one be requested, for public meetings with non-English speaking participants;
- Provides for participation with the Waltham Housing Authority to encourage the participation of public and assisted housing residents;
- Provides for a timely written answer to written complaints and grievances, within 15 working days.

III. Access to Public Meetings

All public meetings held by the City of Waltham for the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report will be 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 will be held in handicapped accessible locations

- No less than three public meetings will be held by the City of Waltham for the Consolidated Plan;
- No less than one public meeting will be held by the City of Waltham for the Annual Action Plan;
- No less than one public meeting will be held by the City of Waltham for the Consolidated Annual Performance Evaluation Report;
- No less than one public meeting will be held by the City of Waltham for amendments to existing plans

Each public meeting held by the City of Waltham on any of the above topics will include the following components:

1) Housing and Community Development Needs Discussion

Housing and Community Development needs will be discussed along with time schedules and upcoming funding notices. This meeting shall also include open review of the existing Citizen Participation Plan and comments will be taken by the Planning Department.

2) Annual Consolidated Strategy

Proposed use of funds shall be discussed and comments will be taken on the current and future program year's strategy for utilizing funds.

IV. Public Access to Information

Any citizen, public agency, non-profit organization, or other interested party may request information, and review and submit comments on any proposed Consolidated Plan, Annual Action Plan or Consolidated Annual Performance Evaluation Report activity. Citizens and citizen groups will have access to records for at least five years.

V. Publishing Documents

A copy of the draft and final Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report will be posted on the City of Waltham Planning Department website. Copies of each shall be made available at the Waltham Planning Department and the Waltham Public Library. Copies shall also be provided to citizens upon request.

VI. Response to Comments

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.

VII. Amendments to Final Documents

In the event of any **substantial changes** to a final document a public meeting will be held to discuss and gather public comment on the proposed changes a notice of the meeting shall be published in the Waltham News Tribune and on the City of Waltham Planning Department CDBG webpage no less than ten (10) days prior to the meeting date.

A “substantial change” is defined, in accordance with 24 CFR part 91.505(a), as:

- 1) A substantial change in allocation priorities including a change greater than 25% in an individual project budget or a change in the method of how funds are distributed;
- 2) An activity (including those funded exclusively with program income) not previously covered by consolidated final draft plan; or a
- 3) Substantial change in the purpose, scope, location, or beneficiaries of an activity.

[END DOCUMENT]

Appendix B Year 41 Activity Budget

City of Waltham
Year 41 (2015-2016) Community Development Block Grant (CDBG) Budget

Applicant	Project	Requested	Awarded
Social Services (15% Funding Cap)			
Latinos En Accion	English Language Courses for Adults	\$6,000	\$6,000
MHSA	Mary's House, Bristol Lodge, Soup Kitchen	\$30,000	\$25,555
St Mary Parish	ESOL Classes and HiSet Classes	\$35,000	\$13,032
Waltham Partnership for Youth	Out of School Learning Program	\$10,000	\$6,000
Greater Waltham Arc	Inclusive Supports Program	\$32,000	\$22,432
Chesterbrook Comm. Foundation	Prospect Hill, Chesterbrook, Dana Court Learning Centers	\$47,500	\$15,000
Healthy Waltham Inc.	Let's Move Waltham and Keep Fit for Seniors	\$10,000	\$10,000
Friends of the Family School	Waltham Family School	\$8,177	\$6,260
WATCH Inc.	Breaking Barriers Program	\$50,000	\$3,652
The Salvation Army	Kids FEAST and Emergency Assistance Program	\$13,000	\$13,000
YMCA of Greater Boston	Whittemore After School Program	\$5,000	\$4,682
Agency TBD	Homeless Outreach Specialist and Alternative Homeless Shelter	\$25,000	\$25,515
Waltham Daycare Center	Teacher Support Program	\$900	\$900
Public Facilities			
Peter Gilmore Playground	Master Plan Implementation	\$500,000	\$392,266
Boys and Girls Club	Pool Electrical	\$236,440	\$50,000
Waltham Housing Authority	Chesterbrook Community Center Rehabilitation	\$300,000	\$25,000
Economic Development			
Downtown Waltham Partnership	Façade Improvement Program	\$80,000	\$80,000
Housing			
Waltham Housing Division	Housing Rehab Loan Program	\$96,637	\$50,000
Waltham Housing Division	Administrative Costs	\$75,000	\$66,084
Administration (20% Funding Cap)			
Waltham Planning Department	Administrative Costs	\$188,805	\$198,144
Totals		\$1,749,459	\$1,013,522

24 CFR 570.200 limits administration to 20% of the total grant

24 CFR 570.201 limits Public Service activities to 15% of the total grant