

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Waltham, through a collaborative process with members of the community, established a viable vision for the future, through the development of a 5 Year Consolidated Plan for the Community Development Block Grant Program. The most recent update was approved by HUD and published by the Planning Department in April 2017. The update unveiled the City's priorities, goals and expectations for a one-year period (July 1, 2017 – June 30, 2018).

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, each community in receipt of CDBG must complete a Consolidated Annual Performance Evaluation Report (CAPER) within 90 Days from the close of the community's program year. Waltham's program year ended June 30th, 2018. This CAPER details the specific accomplishments and goals achieved through the year to meet the objectives outlined in the corresponding April 2017 Annual Action Plan. The Planning Department is responsible for preparing the CAPER on behalf of the City of Waltham and its community partners.

Five priority categories, determined during the development of the five year plan, received funding from CDBG during Program Year 2017. The Planning Department had to make a difficult decision, due to a decreased allocation from HUD. Funding went from \$939,904 down to \$930,408. The City was able to use unspent funds from the prior year to bring the budgeted allocation up to \$989,904, in order to avoid cutting any programs. These funds were committed to the following categories:

Social Services: \$148,485 allocated to nonprofits providing social services to underserved populations; \$148,485 was spent (PR-02) and 4,014 individuals benefitted.

Public Facilities: \$517,164 allocated to provide upgrades and sustainable improvements to public facilities requiring rehabilitation; \$23,174.32 (PR-02) was spent and 0 individuals benefitted, due to the projects under this category not yet being complete.

Housing Rehabilitation: \$50,258 allocated to provide interest free loans to homeowners and nonprofit organizations for rehabilitation of housing; \$23,060.77 (PR-02) was spent and 1 households benefitted (PR-23)

Economic Development: \$85,000 awarded to the Downtown Waltham Partnership to provide grants for business owners seeking façade improvements; \$15,836.57 (PR-02) was spent, 1 storefront was rehabilitated and 10 jobs were created/retained (see chart below).

Program Administration: \$188,997; general administration costs for staff administering the CDBG program. \$99,774.31 (PR-02) was spent.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Accessible Public Facility Improvements	Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7500	0	0.00%			
Administration	Administration	CDBG: \$	Other	Other	0	0				
Create Career Opportunities	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	25	0	0.00%			
Create Career Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	10		10	10	100.00%

Create Career Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	1		0	1	
Preserve Affordable Housing - Homeowners	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	35	3	8.57%	4	1	25.00%
Preserve Affordable Housing - Renters	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	25	0	0.00%			
Provide Increased Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12500	0	0.00%	4500	4014	89.20%
Provide Increased Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Homelessness Prevention	Persons Assisted	0	1		0	1	
Provide Sustainable Building Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	0	0.00%	600	0	0.00%

Provide Sustainable Building Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		45	0	0.00%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As with prior years, one of the highest priorities are the social service programs. Their populations continue to grow and each year and for the 2017-2018 the Planning Department increased the goal of service to 4,500 individuals based on the prior year’s success of serving 5,672 individuals. The social services were able to serve 4,014 individuals, roughly 500 shy of the goal.

Last program year, the City reported that the Downtown Waltham Partnership had not served any businesses with their \$85,000 allocation. Based on last year’s under performance, the City made it a priority to assist businesses and create/retain jobs. During the 2017-2018 program year, Downtown Waltham Partnership was able to complete one façade project and create/retain 10 jobs, which was 100% of their goal for the year. The Partnership is now on track to progress towards meeting the 25 business goal, outlined in the five year strategic plan.

Unfortunately one of the highest priority items for the public facilities is behind schedule and will not be completed until early in Year 44 (2018-2019). This setback was due to extensive bidding and logistics.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	7,111
Black or African American	1,601
Asian	97
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	0
Total	8,811
Hispanic	3,450
Not Hispanic	5,434

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The racial and ethnic composition of the CDBG program beneficiaries was comparable to prior years, however the number of beneficiaries is very high, since a majority of the participants (4,014) were calculated in the social service category. The composition provided is consistent with the anticipated beneficiaries, based on the programs provided. Although many beneficiaries are white, many of the programs offered are tailored toward Spanish speaking families, contributing to the large number of individuals identifying as Hispanic. Waltham offers multiple ESOL programs for this reason, each year.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	989,904	402,345
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other	112,356	0

Table 3 - Resources Made Available

Narrative

The CDBG program utilizes various forms of financial resources to fund projects each year. The City receives funding directly from the US Department of Housing and Urban Development (HUD) known as an entitlement fund. Entitlement funds are the first to be committed in the funding cycle and are based on a formula grant. The City received \$930,408 in entitlement for eligible projects this program year. The City was able to use unspent funds from the prior year to bring the budgeted allocation up to \$989,904.

Additionally, throughout the year, the Housing Division receives program income in the form of housing rehabilitation loan payoffs. Home improvement loans are made to homeowners throughout the year and paid back into the program at the time of property sale or transfer. During the 2017 - 2018 program year, the Housing Division received \$112,356 in program income (indicated in the table above as 'other').

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Southern Neighborhood District	90	96	

Table 4 – Identify the geographic distribution and location of investments

Narrative

Forty four (44) of the forty six (46) projects funded in the 2017-2018 program year were located in the locally identified target area of the Southern Neighborhood District. This is 96% of the total project allocation, 6% higher than the 90% planned allocation. This data is consistent with the research the Planning Department has conducted in order to strategically fund and deploy social services to Waltham's most vulnerable populations.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

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

With limited CDBG funding, The HOME Investment Partnership Grant awarded to Waltham through the Metro West Consortium provides additional monetary leverage and assists in preserving the number of affordable housing units in Waltham. The HOME funding is used for tenant based rental assistance, a service the CDBG program is unable to provide due to the 15% social service funding cap. The accomplishments and details for the HOME program can be found in the City of Newton HOME Consortium CAPER.

Although not utilized this program year, the Community Preservation Committee earmarks 10% of their annual revenue for affordable housing preservation and production. CPC funding is applied for through an open application process and is available to all non-profit organizations in Waltham. CDBG funded agencies are able to apply to the CPC for additional funds.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	15	15
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	1
Number of households supported through Acquisition of Existing Units	0	0
Total	19	16

Table 6 – Number of Households Supported

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

The Housing Division's goal was to provide 4 units occupied by low income families with the opportunity to rehabilitate their existing affordable housing. The Housing Rehab program has been successful for the last forty years, however, this year, the number of units assisted was much lower than previous years. The goal of 4 units is not unattainable by the city and has been surpassed in prior years. There were not any problems encountered however, based on the numbers, in future years, the City could focus on marketing the program and reaching out to homeowners that have not previously received assistance.

Discuss how these outcomes will impact future annual action plans.

Over the years the Housing Division has seen an increase in the number of individuals seeking assistance for existing affordable housing. In future action plans, the City will continue to fund the Housing Rehab program and will continue to support the goal of preserving existing affordable housing. In partnership with the Waltham Housing Authority, future action plans will also attempt to allocate funding to multi-unit low income housing for preservation of these units. Assisting the Housing Authority with leverage funding for rehabilitation projects also allows for preservation of a large number of units at a low cost to the CDBG program and the Housing Authority.

The use of HOME funds in future action plans will also continue to focus on tenant based rental assistance, creating new affordable housing units in Waltham without high acquisition costs. The City assisted the maximum number of individuals with rental assistance this year and continued to get requestes from individuals for assistance. The HOME TBRA program is a large help to the City for this reason.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1	0
Low-income	0	0
Moderate-income	0	0
Total	1	0

Table 7 – Number of Households Served

Narrative Information

As indicated in the table above, 100% of the households served through the preservation of affordable housing activities were low income, owner occupied, meaning their household income is less than 30% of the median income in Waltham. This also means these households are more than likely expending more than 30% of their income on housing, which is considered a housing cost burden. When a household experiences housing cost burden, they are less likely to rehabilitate their home without assistance. The Housing Rehabilitation Loan program, run by the Housing Division, allows low income families to rehabilitate their homes, which in turn avoids health and safety housing issues. The low and extremely low income families in Waltham are in need of the most assistance and are at a greater risk of losing their homes and facing subsequent homelessness. Waltham is also fortunate enough to extend the housing rehabilitation program to non-profit organizations that own affordable housing. Since the five year action plan was written, the City has made great progress towards meeting the priority goal of preserving affordable housing for existing units.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Waltham Police Department Homeless Task Force is not funded with CDBG however, Planning Department and Housing Division staff members attend each meeting in order to gain a better understanding of the homeless individuals in need of supportive services and housing. Each meeting provides an overview of the homeless individuals the task force encountered in the field and what the needs of those individuals were. This provides the City with a better understanding of where to refer the individuals seeking assistance and/or housing.

Many of the Waltham homeless providers attend these meetings as well and provide information on the services these individuals are seeking from public institutions and non-privates. The round table discussions are a good exchange of information to help the homeless community.

The City also assists in the annual Point in Time Count and the Housing Inventory Count facilitated by the Brookline Newton Watertown CoC. Many homeless providers submit their information to the CoC to be included in the HDX reports to better serve the jurisdiction. This information provides locations of unsheltered homeless individuals and increases the effectiveness of outreach to homeless persons and assess their needs

Addressing the emergency shelter and transitional housing needs of homeless persons

The Bristol Lodge homeless shelter and transitional housing programs utilize a surplus publically owned building in order to serve Waltham's homeless population. The shelter is located on Lexington Street and provides overnight shelter to 60 individuals year round on the second floor of the building. The first floor is utilized by the City as a garage bay for retired historic fire engines.

The City works very closely with the CoC which, has discharge policies in place mandated by the state for individuals leaving foster care, health care, mental health care and correctional facilities. The CoC is aware of Waltham's programs, shelters and housing services and are able to refer individuals meeting the criteria for both the emergency assistance program and the rental assistance program.

The Middlesex Human Service Agency was funded \$25,555 during Year 43, the agency operates the Bristol Lodge men's shelter and the Mary's House family shelter. This year the Bristol Lodge shelter identified permanent housing for 20 men. The Mary's House family shelter provided shelter to 13 families this year and permanent housing for 5 families.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Housing Division Tenant Based Rental Assistance program (HOME funded) is able to assist the transitional needs of homeless persons by providing rental assistance, especially to those individuals being discharged from publically funded institutions and systems of care. The Brookline Community Health Center refers individuals to the Housing Divisions throughout the year to take advantage of this program. The Waltham Housing Authority also refers individuals to the program that are receiving public assistance in order to supplement their assistance to avoid becoming homeless and loss of a public assistance voucher.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Although not funded with CDBG, the Housing Division and Planning Department both work very closely with the Waltham Housing Authority on a daily basis to ensure homeless persons seeking permanent housing are added to the Housing Authority waitlist and fill out any necessary paperwork to secure housing quickly. Homeless individuals entering the Housing Division seeking permanent housing are referred to the Housing Authority and often encouraged to return after they have been placed on the waitlist, in order to get on the Housing Division waitlist for rental assistance.

The Community Day Center, funded with CDBG, also works directly with unsheltered and sheltered homeless populations to secure transitional and permanent housing through case management activities.

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

Actions taken to address the needs of public housing

One of the largest priorities is to preserve existing affordable housing in Waltham. This requires coordination with the Waltham Housing Authority – the largest affordable housing provider in Waltham. Each year the Housing Authority receives CDBG funding for various projects including rehabilitation to existing affordable units and funding to update community areas and greenspace around Housing Authority properties. This year the Housing Authority received continued funding for envelope repairs to the Chesterbrook Housing Development.

Additionally, the Housing Authority tenants have the Chesterbrook Community Foundation on site which, operates three afterschool programs in Waltham Housing Authority developments. The Dana Court, Chesterbrook and Prospect Terrace Community Centers are located within the developments and foster the needs of the children living in each development. The afterschool programs provide homework help and enrichment activities for the children and youth populations. Each program is tailored to the needs of the children in each development and offer different programs. All three centers are equip with computers which are accessible for the children and parents living in the development. The adults are able to use the computer stations for resume building, job searching and general communication. The centers provide a sense of community within the developments and also provide a safe environment for the children. Each center is funded with \$5,000 in CDBG funding and served 100 children during the 2017-2018 year.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Residents may participate in the management and operations of the WHA. The WHA is required to have one of its residents sit on its Board of Governors. That person has one of five votes to determine policy and procedures for the WHA and presumably represents residents' interests in the decision-making process. Additionally, the WHA maintains a Resident Advisory Board, comprised of Federal Public Housing residents and Section Eight participants. This Board meets twice a year to discuss proposed capital improvement projects and the application of federal funds. At these meetings, the residents have an opportunity to make proposals regarding the use of funds for the needs of the residents. Finally, the Board of Governors provides an opportunity for residents to address the Board at monthly meetings by setting aside some time on the agenda for discussion of resident issues. Our resident associations are encouraged to attend the meetings and bring forward any residential community issues.

Actions taken to provide assistance to troubled PHAs

The Waltham Housing Authority is not a troubled PHA. The City of Waltham has not assisted any troubled PHA's during this program year.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

With MGL Chapter 40B in Massachusetts, residents do not experience many negative effects of public policies that serve as barriers to affordable housing. The largest barrier to affordable housing Waltham residents experience is the constant increase in housing costs. While there are public policies to create affordable housing and public policies to incentivize affordable housing, a majority of Waltham residents are unable to afford the housing they are already living in. Funding constraints hinder the City's ability to keep up with subsidizing housing in order to keep families in their homes and avoid homelessness.

One of the Community Housing Development Organizations (CHDO) serving the Metro West HOME Consortium has indicated the largest barrier is competing for an affordable unit on the open real estate market.

It has also been noted that the Subsidized Housing Inventory (SHI), kept by the Massachusetts Department of Housing and Community Development, contains units that have affordability expiration dates in the near future. This will have a negative impact on the residents of Massachusetts, but specifically Waltham, if the units become market rate.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Waltham's Emergency Assistance program was able to assist 15 individuals facing eviction. The "at immediate risk" of becoming homeless population is underserved in the Waltham community due to a lack of homeless opportunity funding. The City does not receive ESG or HOPWA funding and the only resource available to assist the homeless population are CDBG dollars under the 15% public services cap. In partnership with the Waltham Housing Authority and the Middlesex Human Services Agency, referrals were able to be made to the City in order to assist these individuals and families.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

During this program year, the City of Waltham continued to make lead paint abatement and the removal of asbestos and other such health hazards a priority in our Housing Rehabilitation program. The use of CDBG funds allows deferred de-leading loans and grants to owner-occupiers of multifamily properties however, none of the rehabilitations completed this program year required lead abatement. Additionally, the City of Waltham is a member of the HOME Consortium, which requires the abatement of lead paint in all new construction and rehabilitation of low-moderate income housing.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

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

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

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

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

The Housing Division and the Planning Department both took part in trainings this program year focused on equal access and non-discrimination. These trainings assist program staff in identifying the needs of the most vulnerable populations as well as identifying their struggles in receiving assistance.

Additionally, the Housing Division was able to hire a Rehab Assistant, replacing one of the staff members that retired earlier in the program year. The Assistant carries out duties specific to the Housing Rehab Program and performs administrative duties, allowing the Housing Director and Assistant Housing Director to focus on compliance with the CDBG Housing Rehab Program and other programmatic matters, such as monitoring and reporting.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The focus to enhance coordination between public housing and social service agencies was put on the development of the Prospect Hill Community Center. The Prospect Hill Community Center began operation at the Housing Authority owned Prospect Hill Housing Development. The Community Center is an independent 501(c)3 staffed by volunteers from Brandeis and Bentley Universities, located on the housing authority grounds in an effort to provide services to residents living within the development.

Student leaders from Brandeis and Bentley worked with the Prospect Hill Tenants Association to develop programs for the center, which currently include after school activities, tutoring, and classes in computer programming and English as a second language. Upcoming programming will include fitness and health education, arts programming and resumé writing and job skill training.

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

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The high cost of housing, high costs of development and land acquisition, and lack of available land for new development limits opportunities for diverse siting of affordable housing and housing choice. Housing options are limited as a result of the overall shortage of affordable and accessible rental units and extremely low vacancy rates of such units throughout the City. The age of housing stock, combined with the existence of lead paint hazards and limited financial resources for lead paint abatement reduces housing choices for families with young children.

The continued use of CDBG funds provides deferred de-leading loans and grants to owner-occupiers of multifamily properties. Continuation of the HOME TBRA Security Deposit Program to assist renters with funding that will pay a security deposit and first month's rent payment enabling access to permanent housing for low income households.

CR-40 - Monitoring 91.220 and 91.230

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

Each year Waltham monitors all social service projects and capital improvement projects for compliance and timely spending. HUD Exhibits are used to conduct the monitoring and any findings/concerns are issued to each organization. This year the Planning Department focused on compliance with policies and procedures with SAM registration, non-discrimination and equal access. Each organization was required to submit their compliance documents prior to the on-site monitoring for review.

Additionally, each construction project was monitored for Davis Bacon compliance and payrolls were checked prior to any payments being made. These payrolls can be accessed by the public at any time in either the Planning Department or the Purchasing Department.

Both of these strategies assist in future plans by setting the standard of what the City expects when disbursing CDBG funding. Organizations unable to adhere to the compliance standards of the CDBG program and / or the City of Waltham are not considered for funding.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Each quarter subrecipients submit a performance report with accomplishments noted. These reports are available for comment and review at any time in the Planning Department. During each public meeting held throughout the year the reports are also available for review. The Planning Department also publishes the monitoring guidebook, subrecipient guidebook and monitoring reports for all subrecipients and the public's review.

Additionally, all public meetings are advertised in the Waltham News Tribune, posted at the City Clerk's Office and on the City of Waltham Planning Department CDBG website. All Public meetings are held in handicapped accessible locations. This CAPER was published in the Waltham News Tribune and the City of Waltham Planning Department Website on August 16, 2018 and a public meeting was held in the

Government Center Auditorium on August 27,2018. Comments were accepted via email and paper based through September 20, 2017.

The City of Waltham considered all comments from citizens, public agencies, non-profit organizations, and other interested parties in preparing its final submission. The Planning Department did not receive any comments on the CAPER however, during the public meeting questions surrounding spending and the number of beneficiaries were answered.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were not any changes in the jurisdiction's program objectives this year. Each program was funded based on the priorities outlined in the five year plan and continued making progress towards the goals in that plan.

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

No

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

CR-45 - CDBG 91.520(c)

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There were not any changes in the jurisdiction's program objectives this year. Each program was funded based on the priorities outlined in the five year plan and continued making progress towards the goals in that plan.

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