

COMMUNITY DEVELOPMENT BLOCK GRANT

ANNUAL ACTION PLAN | PROGRAM YEAR 50

JULY 1 2024 - JUNE 30 2025

Prepared by the City of Waltham Planning Department

THIS DOCUMENT IN ITS ENTIRETY IS A DRAFT 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.

Comments will be accepted through May 10, 2024 via

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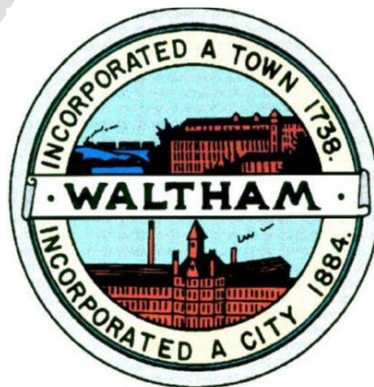


TABLE OF CONTENTS

PROCESS

AP-05 Executive Summary	3
PR-05 Lead & Responsible Agencies	6
AP-10 Consultation	7
AP-12 Participation	17

ANNUAL ACTION PLAN

AP-15 Expected Resources	21
AP-20 Annual Goals and Objectives	24
AP-35 Projects	26
AP-38 Project Summary	28
AP-50 Geographic Distribution	33
AP-75 Barriers to affordable housing	35
AP-85 Other Actions	37
AP-90 Program Specific Requirements	39

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, the City of Waltham is required by the U.S. Department of Housing and Urban Development (HUD) to submit an Annual Action Plan (AAP) no less than forty-five days from the start of the community's new program year (PY). The City of Waltham publishes this document as the AAP for PY50 which begins July 1, 2024 and runs through June 30, 2025.

The City of Waltham's PY50 AAP describes the anticipated uses of Community Development Block Grant (CDBG) funds received as a series of initiatives to be accomplished by the City for the duration of the program year. This period is simultaneously the fifth year in a five-year strategy captured in the *FY2020-2025 Consolidated Plan*.

2. Summarize the objectives and outcomes identified in the Plan

The City of Waltham has adopted four goals for community development within its FY2020-2025 Consolidated Plan. To achieve progress in meeting these goals, the PY50 AAP proposes to allocate PY50 CDBG funding through four goal-aligned categories:

- **Housing Rehabilitation: \$57,000** or 6.7% of CDBG funding to undertake activities related to code compliance, energy efficiency, handicapped accessibility, weatherization, and emergency repair for owner and renter-occupied housing units through zero interest deferred loans to property owners. This also includes administration costs for Housing Division staff.
- **Public Facilities/Improvements: \$493,174** or 58.3% of CDBG funding to repay a portion of Section 108 loan principal awarded, and towards creating accessible and sustainable improvements.
- **Public Services: \$126,962** or 15% of CDBG funding to provide grants to social service organization sub-grantees that provide services to underserved populations and to accomplish public service activities.
- **Administration: \$169,283** or 20% of CDBG funding for general program administration costs for staff managing the CDBG program

3. Evaluation of past performance

Funding public service programs has historically been a priority for the City and continues to be a key part of Waltham's CDBG program. Working with these organizations allows Waltham to invest in services that support historically disadvantaged populations and support the CDBG's national objectives. During the 2022-2023 program year (the program year of most recent available data), 4,471 individuals were served with CDBG funds.

In the last year, the Housing Division has seen an increase in the number of individuals seeking assistance for existing affordable housing. During the 2022 – 2023 program year, the City funded 2 owner-occupied housing rehabilitation programs.

Using CDBG funds, the City has been able to fund public facility improvements in public spaces such as playgrounds in addition to buildings providing services to people with disabilities and low-moderate income residents. Specially, the Work, Community, Independence ADA Improvements project which was funded last year and will complete construction in in April, 2024 is making units for individuals with physical and developmental disabilities fully accessible.

4. Summary of Citizen Participation Process and consultation process

Each year, the City strives to solicit citizen input on the creation of the AAP. Many mediums were used to reach out to residents to gather their feedback on potential projects.

Waltham has continued to utilize City social media accounts of Twitter and Facebook to promote all public meetings and outreach activities. Leveraging the many subscribers of these online platforms has proven valuable in casting a wide net to reach the many people that may not see or be aware of postings via traditional outreach methods of local newspaper advertisements or the City of Waltham website. The Planning Department frequently collaborates with members of the IT department for the advertising of all meetings and related programs.

In order to support the accessibility and convenience that virtual meetings provide to residents, the Planning Department has made all HUD required public meetings for the CDBG program available both virtually and in-person. This is to ensure that all those interested in attending are meetings are able to do so, while also increasing our meeting attendance as, in the past, more individuals have joined us virtually than in person.

The City engaged in the following outreach activities in anticipation of the PY50 funding year:

- Annual Action Plan First Public Hearing and Substantial Amendment : On January 25, 2024, the Planning Department held the first public meeting for the PY50 AAP, community development needs, and Substantial Amendment. The Substantial Amendment (to the PY48 and 49 AAP) was to propose adding additional funds for renovations at Logan Park and McKenna Playground by reallocating funds from prior approved projects. The meeting was advertised via City social media accounts, the City website, and the Boston Globe
- Technical Assistance Sessions: The Planning Department held two technical assistance sessions January 31, 2024 and February 8, 2024 on the CDBG competitive application via Zoom videoconference. These two sessions were organized to provide guidance and information for social service and public organizations - potential applicants of CDBG funding.
- City Council Meetings: The Waltham City Council met March 11, 2024 to review and send the YR50 CDBG program and budget to the Economic and Community Development Sub-Committee. The City Council's Economic and Community Development Subcommittee met

March 18 and voted to approve the YR50 program and send to the City Council for approval. On March 25, 2024, the Committee as a Whole approved the YR50 CDBG program.

- Final Annual Action Plan Draft Public Meeting Release: The Annual Action Plan Draft Final Edition was released in an in person Public Meeting and via zoom videoconference, both on April, 10 2024.
- Public Comment Period: In compliance with Waltham’s Citizen Participation Plan, each CDBG public meeting follows an accompanying 30-day public comment period. The public comment period for the April 10 Annual Action Plan Draft Final Edition meeting will run through May 10, 2024. The Planning Department has not received any questions regarding community development needs, the Substantial Amendment, or the Action Plan. The deadline for comments regarding this document is May 10, 2024. Any comments received may influence the final action plan document to be sent to HUD.

5. Summary of public comments

Citizens and citizen groups have at least 30 days from every Public Hearing to provide comments to the City. Meetings and directions on where to submit public comments are detailed in the advertisements of public meetings.

Per its Citizen Participation Plan, the City of Waltham considers all comments from citizens, public agencies, non-profit organizations and other interested parties in preparing its final Annual Action Plan submission. The Waltham Planning Department provides written answers to written complaints and grievances within 15 days, where practical. No public comments were specifically received on the first Public Hearing/Substantial Amendment Hearing on January 25 2024. The deadline for comments regarding this Annual Action Plan meeting and document is May 10, 2024.

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

N/A

7. Summary

The PY50 AAP will be relied on by the City as its guiding document for its administration of the CDBG program for the fifth year of the five-year strategy, accepted by HUD. The Planning Department will continue to welcome comments and inquiries regarding the program and opportunities for community development across the City.

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

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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 & City of Newton	Planning Department / WestMetro HOME Consortium

Table 1 – Responsible Agencies

Narrative

The Planning Department is responsible for administering the CDBG program including all planning and reporting requirements on behalf of the City of Waltham and the Mayor. The following City entities also assist the Planning Department with the CDBG program: the Housing Division, Historic Commission, Conservation Commission, and the Community Preservation Committee. These entities aid the Planning Department in successful administration of the CDBG program.

Consolidated Plan Public Contact Information: Questions directly related to the CDBG program or the contents of this AAP should be directed by:

- Telephone: 781-314-3370
- Email: walthamcdbg@city.waltham.ma.us
- Mail: City of Waltham Planning Department, 25 Lexington Street Waltham, MA 02452

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Development of the AAP relies on consultation and communication with multiple partners. Many consultation meetings are held in a round table format, via email, phone conversations, and through video conferences where ideas are exchanged for the purpose of strategizing and leveraging resources. Discussions commonly occur between the City of Waltham and the Waltham Housing Authority (WHA), City of Newton, the Waltham Police Department, the Balance of State Continuum of Care and the WestMetro HOME Consortium. In addition to participation with the above-mentioned public organizations, the Planning Department also consults with multiple social service organizations. These meetings seek to address needs, inform funding decisions, and ensure the provision of critical services via CDBG investments.

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(l)).

The Planning Department and Housing Division meet regularly with WHA staff for project coordination for managing active projects in addition to planning out future projects. The City assists with CDBG, HOME, and City capital funds to engage in public facility improvement projects at WHA facilities. The City has managed WHA improvement projects such as a repaving project at Chesterbrook Apartments in 2022, spray park installation at Dana Court Apartments in 2018, and an accessibility upgrades project at Beaverbrook Senior Apartments slated to start construction in 2024 which is utilizing HOME, CDBG, and Commonwealth of Massachusetts High Leverage Asset Preservation Program (HILAPP) funding.

Through participation in the Balance of State Continuum of Care, the City of Waltham works closely with the Waltham Community Day Center, Middlesex Human Service Agency (MHSA) and the WHA to connect homeless and low-income individuals with the resources available throughout the Brookline Newton Waltham and Watertown areas. Additionally, the Planning Department and Housing Division administer CDBG, CDBG-CV, HOME, and City funds to support social service organizations working to provide housing, health, and mental health services.

When Waltham conducts CDBG grant monitoring meetings with social service subrecipients, in addition to fulfilling grant obligations, the City also uses these as a way to check in with the agencies and overall, enhance coordination between the two entities. Specifically, Planning Department staff will discuss the social service organizations' programmatic successes, operational challenges, and growth opportunities. Planning Department staff will offer input if applicable for additional resources or avenues for support.

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 Waltham is within the Balance of State Continuum of Care (CoC) along with 115 other cities and towns across eastern MA. The Balance of State is responsible for submitting the CoC Consolidated Application for McKinney-Vento funds for homeless assistance programs each year. The City of Waltham strives to coordinate CDBG funding goals with attainable targets laid out by the CoC.

The coordinated entry system requirements put in place by HUD in January 2017 have also allowed for a more streamlined approach for assessment of the housing first model. The coordinated entry system assesses individuals and families to entry points and connects them with public and assisted housing providers along with government health, mental health, and service agencies. The City often refers individuals to coordinated entry points.

Through the WestMetro HOME Consortium, Waltham provided input on the development of the RFP for homeless prevention services through the HOME-ARP program. Waltham helped guide the funding allotments, RFP creation, and proposal evaluation of applications for funding. The HOME-ARP program distributed \$5.4M for projects that addressed homeless prevention services of non-congregate shelter services, tenant based rental assistance (TBRA), affordable rental housing construction, and supportive services.

The City of Waltham participates in the Balance of State/CoC homeless Point in Time Count annually. For this, the Housing Division collaborates with the Waltham Police Department (WPD) Homeless Outreach Team and social service organizations such as the Community Day Center to conduct an accurate count of people experiencing homelessness and relay this information to the MA Department of Housing and Community Development (DHCD).

The WPD deploys a Homeless Outreach Team with the aim to help assist people experiencing homelessness in Waltham via community policing and referring people to Waltham social service organizations, shelters, and treatment centers. The WPD's homeless strategy is modeled after Chelsea, MA's Chelsea HUB program to address homelessness by collaborating between multiple stakeholders such as Newton Wellesley Hospital, the Community Day Center, MHSA, the Planning Department, Housing Division, and more. Lastly, the WPD has a jail diversion staff position and commits people to alcohol/drug abuse treatment centers for those in need of rehabilitation.

The Housing Division manages the Tenant Based Rental Assistance Program which provides funds to Waltham residents to pay for security deposits and first month rent payments directly to the landlord. In 2024-2025, it is estimated that 20 homeless or at-risk Waltham families at or below 60% AMI will be served with TBRA assistance.

The Waltham Community Day Center and MESA Bristol Lodge in Waltham assign clinical staff to conduct street outreach. Specifically, the Bristol Lodge has an Outreach Specialist that reaches out to unsheltered individuals throughout the City including in wooded areas that are hard to reach. The Bristol Lodge and Community Day Center collaborate with the WPD Homeless Outreach Team to reach out to unsheltered people and to get them off the street and connected to services.

Through the MetroWest HOME Consortium, the City also assisted with the HOME-ARP allocation plan development to help address homelessness in Waltham and Greater Boston.

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

While the City of Waltham does not receive Emergency Solutions Grant (ESG) funds, Waltham is an active participant in the CoC and supports ESG activities, standards, and consultation processes. In addition, Planning Department and Housing Division staff engage in ESG application review for projects within the former Brookline-Newton-Waltham-Watertown (BNWW) CoC. Social Service organizations within Waltham can access ESG funds through the City of Newton, which administers ESG funding. ESG/Balance of State CoC program updates are detailed in WestMetro HOME Consortium meetings that Planning Department and Housing Division staff attend. Planning Department and Housing Division staff also attend meetings of the Balance of State and provide input on Waltham's unmet needs and strategies for funding.

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

1	Agency/Group/Organization	WALTHAM HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Lead-based Paint Strategy Barriers to affordable housing Annual goals
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The WHA was consulted through discussions with the City's Planning Department and Housing Division. The WHA identifies needs in public housing and provides critical information regarding the status of affordable housing waitlists in Waltham and facility/improvement needs at their subject properties.
2	Agency/Group/Organization	CITY OF NEWTON PLANNING AND DEVELOPMENT DEPARTMENT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>Planning Department and Housing Division staff meet with Newton staff to discuss potential projects to prioritize and best practices of programs and initiatives. Waltham staff frequently serve on RFP review teams with Newton and other regional municipalities for ESG, HOME, HOME-ARP and other funding programs. Notably, Waltham, in conjunction with the WestMetro HOME Consortium and Newton helped develop the HOME-ARP homelessness prevention RFP. The City of Newton Planning and Development Department serves as the lead agency of the BNWW Continuum of Care and the WestMetro HOME Consortium, both of which the City of Waltham is a member of. Meetings of these groups are held quarterly and allow City staff to consult with their peer staff in neighboring municipalities and develop strategies in the sections of the AAP noted above. These meetings also help inform Waltham and partner communities of initiatives and opportunities offered via federal programs and regional planning agencies i.e. the Metropolitan Area Planning Council (MAPC). The anticipated outcomes include improved coordination.</p>
3	Agency/Group/Organization	MIDDLESEX HUMAN SERVICES AGENCY
	Agency/Group/Organization Type	Services - Homeless
	What section of the Plan was addressed by Consultation?	Services – Homeless Housing Needs Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MHSA provides homeless services to people in Waltham and participates in the action plan development as an organization in the community. They provide soup kitchen programs and shelters for men, women, and children seeking permanent housing.
4	Agency/Group/Organization	COMMUNITY DAY CENTER
	Agency/Group/Organization Type	Services – Homeless
	What section of the Plan was addressed by Consultation?	Services – Homeless Housing Needs Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Community Day Center provides homeless services to Waltham populations and participates in the action plan development as a funded organization and an organization in the community. They provide information regarding homeless people seeking permanent housing and also assist with the homeless point in time count in Waltham.
5	Agency/Group/Organization	SALVATION ARMY
	Agency/Group/Organization Type	Services – Homeless Services - Children

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army assists the Housing Division in preventing homelessness through the emergency utility assistance program and food pantry program and participates in the action plan development as a funded public service organization in past years and an organization in the community
6	Agency/Group/Organization	WALTHAM PARTNERSHIP FOR YOUTH
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Waltham Partnership for Youth provides consultation in the area of anti-poverty and youth education and participates in the action plan development as a funded public service organization and an organization in the community that assists at-risk youth.
7	Agency/Group/Organization	LATINOS EN ACCION
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Latinos En Accion provides ESL training for residents of Waltham, many of which who are recent immigrants to the US. ESL training ensures people can obtain jobs and housing by learning to write and speak English. Latinos En Accion participates in the action plan development as a funded public service organization and an organization in the community that actively assists disadvantaged persons.
8	Agency/Group/Organization	OPPORTUNITIES FOR INCLUSION
	Agency/Group/Organization Type	Services Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Opportunities for Inclusion is an organization that provides community-based programs to individuals with developmental and intellectual disabilities in Waltham. Opportunities for Inclusion participates in the action plan development as a funded public service organization and an organization in the community that actively assists persons with disabilities.
9	Agency/Group/Organization	PROSPECT HILL COMMUNITY FOUNDATION
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Prospect Hill Community Foundation provides academic enrichment and professional development programs to the youth of Prospect Hill Terrace, which is a low-income WHA property for households below 60% AMI. Prospect Hill Community Foundation participates in the action plan development as a funded public service organization and an organization in the community that actively assists at-risk youth.
10	Agency/Group/Organization	YMCA OF GREATER BOSTON/WALTHAM BRANCH
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The YMCA provides before and after school programs at the Whittemore Elementary School to low-income children. The YMCA participates in the action plan development as a funded public service organization and an organization in the community that actively assists at-risk youth and provides healthy living programs for the community.
11	Agency/Group/Organization	JOHN MAZIE MEMORIAL FOUNDATION
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Mazie Memorial Foundation provides youth at Waltham High School with mentors and positive role models for at-risk youth. By connecting youth with role models, Mazie Memorial Foundation helps to reduce poverty by providing youth with career explorations and increasing likelihood of participants entering college. The Mazie Foundation participates in the action plan development as a funded public service organization in past years and a public service organization in the community.

12	Agency/Group/Organization	WALTHAM BOYS AND GIRLS CLUB INC.
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Waltham Boys and Girls Club Inc. provides youth in Waltham with homework help and mentoring. The Waltham Boys and Girls Club Inc. also provides sports activities for children helps promotes nutrition and healthy living. The Boys and Girls Club participates in the action plan development as a funded public service organization and a public service organization in the community.
13	Agency/Group/Organization	CHESTERBROOK COMMUNITY FOUNDATION
	Agency/Group/Organization Type	Services – Education
	What section of the Plan was addressed by Consultation?	Anti-Poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Chesterbrook Community Foundation operates Learning Centers - afterschool programs for children age 7-17 located in the Chesterbrook Gardens and Dana Court low-income public housing developments. These programs actively help reduce poverty by providing a safe space for academic support for low-income youth. The Chesterbrook Community Foundation participates in the action plan development as a funded public service organization and an organization in the community.
15	Agency/Group/Organization	CHAPLAINS ON THE WAY
	Agency/Group/Organization Type	Services – Homeless
	What section of the Plan was addressed by Consultation?	Services – Homeless Housing Needs Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Chaplains on the Way provides homeless services to Waltham residents experiencing homelessness. Specifically, they provide guidance on services and resources in addition to mental/spiritual help to homeless people. They participate in the action plan development as an organization in the community. They organize meetings with social service providers, advocacy groups and City departments/officials to discuss affordable housing, homelessness prevention, etc.
16	Agency/Group/Organization	WORK, COMMUNITY, INDEPENDENCE, INC.
	Agency/Group/Organization Type	Services Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Work Community Independence Inc. is an organization that provides a home and services for deaf/hard of hearing adults with intellectual and developmental disabilities as well as physical limitations. Work, Community, Independence participates in the action plan development as a funded organization in in past years and an organization in the community.
17	Agency/Group/Organization	MA DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (DHCD)
	Agency/Group/Organization Type	Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DHCD is consulted during the process of determining which housing authority properties need rehabilitation. They are also consulted through the SHI to keep accurate count of the existing affordable housing stock. This allows the City to keep track of affordable units.

Table 2 – Agencies, groups, organizations who participated in the AAP

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

The City of Waltham, through collaboration with the Balance of State Continuum of Care, attempts to consult with a wide variety of agencies serving the Waltham area. No organizations are intentionally left out of the consultation process; however, if an organization would like to be involved in the consultation process, that was not involved during this round, they can reach out to walthamcdbg@city.waltham.ma.us.

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

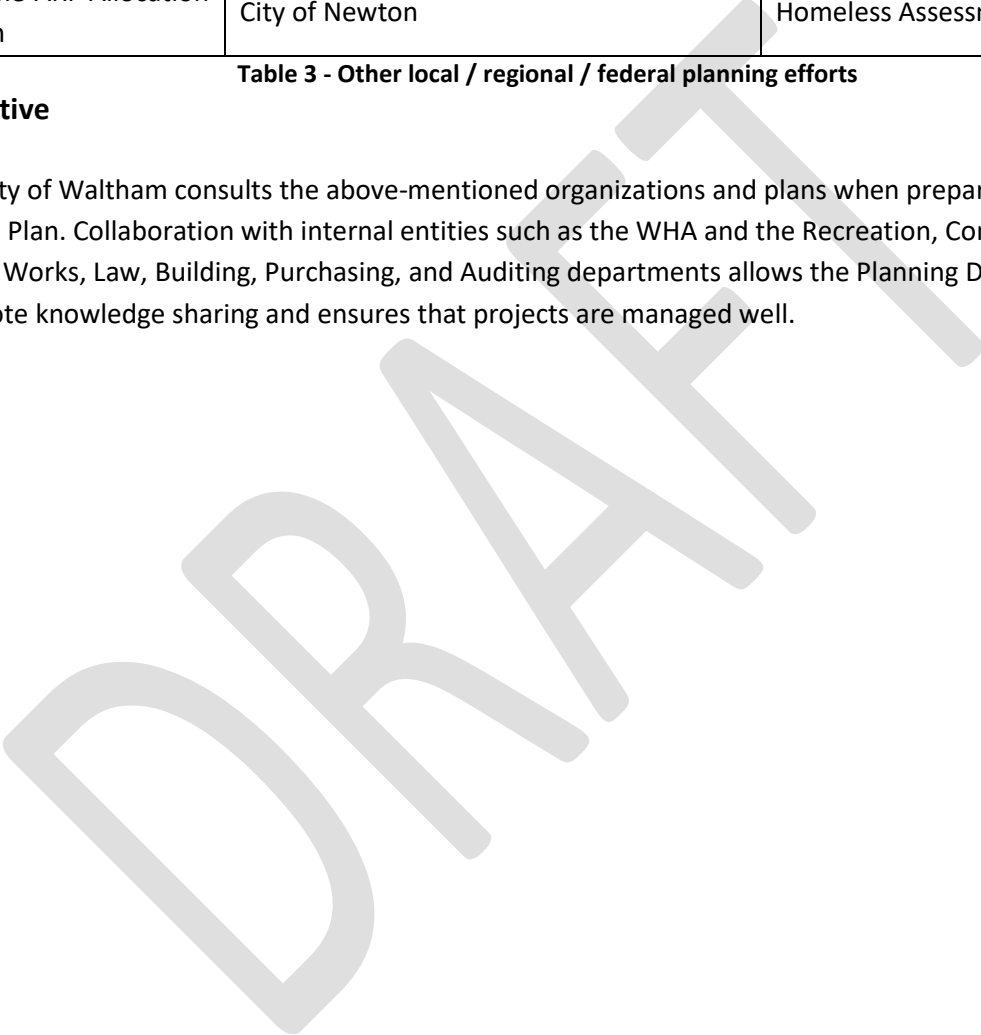
Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Newton	Homeless Assessment
Analysis of Impediments	City of Waltham Housing Division	Barriers to affordable and fair housing
WHA Annual Plan	Waltham Housing Authority	Public Housing Needs Assessment
Open Space & Recreation Plan	City of Waltham Planning Department	Public Needs Assessment/Accessibility

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Community Development Plan	City of Waltham Planning Department, Metropolitan Area Planning Council	Public Needs Assessment/Accessibility
Transportation Master Plan	City of Waltham Planning Department/City of Waltham Traffic Engineering Department	Public Needs Assessment/Public Transportation
Home-ARP Allocation Plan	City of Newton	Homeless Assessment

Table 3 - Other local / regional / federal planning efforts

Narrative

The City of Waltham consults the above-mentioned organizations and plans when preparing the Annual Action Plan. Collaboration with internal entities such as the WHA and the Recreation, Consolidated Public Works, Law, Building, Purchasing, and Auditing departments allows the Planning Department to promote knowledge sharing and ensures that projects are managed well.



AP-12 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

An important part of developing the AAP each year is the input received directly from citizens and beneficiaries of the program. In accordance with Waltham's Citizen Participation Plan, each public meeting is publicized in the Boston Globe, at the Clerk's Office, on the City Website, and on City Social Media accounts.

The Planning Department manages a listserv of interested parties that receive updates on the CDBG program, deadline, and meeting dates. Members of the listserv comprise dozens of non-profit organizations, interested residents, and other individuals expressing interest in the CDBG program whom receive information on public meetings, the CDBG annual application, and open discussions.

The City conducts both in person and zoom meetings in order to give more options to residents seeking to learn more and offer feedback regarding community development meetings. Anecdotally, the Planning Department notes that it receives more participants on virtual meetings than in person due to the convenience they offer.

Citizen Participation Outreach

Event Title	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
<p>PY50 CDBG community development needs, Funding Application Release, Annual Action Plan, and Substantial Amendment meeting</p>	<p>Public Hearing</p>	<p>Non-targeted /broad community</p>	<p>An in-person public hearing was held on January 25, 2024 and attended by 5 people (excluding City staff) for the CDBG first Public Hearing on community development needs, CDBG Competitive Application release, and Substantial Amendment to adding additional funds for renovations at Logan Park and McKenna Playground by reallocating funds from prior approved projects.. The same meeting was held the same day January 25 virtually, and was attended by 6 people.</p>	<p>No comments were received regarding the CDBG program or Substantial Amendment. Questions received were regarding the CDBG competitive application</p>	<p>N/A</p>	

Event Title	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
CDBG Technical Assistance webinar	Technical Assistance - Videoconference	Prospective CDBG sub-grantee applicants	A virtual CDBG Application technical assistance session was held on January 31, 2024 and was attended by 2 people (excluding City staff).	No comments were received regarding the PY50 AAP	N/A	
CDBG Technical Assistance webinar	Technical Assistance - Videoconference	Prospective CDBG sub-grantee applicants	A virtual CDBG Application technical assistance session was held on February 8, 2024 and was attended by 3 people (excluding City staff).	No comments were received regarding the PY50 AAP	N/A	

Event Title	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
City Council Meeting – PY50 Program and Budget Approval	Public Meeting	Non-targeted /broad community	The CDBG YR50 program budget was sent by the City Council to the City Council Economic and Community Development Committee March 11, 2024 and approved by the City Council Economic and Community Development Committee March 18, 2024 and was forwarded to the City Council as a Whole on March 25 April 10, 2024. The City Council as a Whole at the March 25 meeting approved the CDBG YR50 budget and the program.	No comments were received regarding the PY50 AAP	N/A	
Draft Final Annual Action Plan Public Meeting Release	Public Meeting	Non-targeted /broad community	The draft final AAP was released in person and via zoom videoconference in April 10, 2024.	TBD	TBD	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Waltham will continue to seek opportunities to leverage CDBG funds with other forms of assistance and partnerships with private and nonprofit entities. The expected amount available that is provided below may be supplemented through other funding sources such as CPA and/or HOME funds,

DRAFT

prior to or during the PY.

Anticipated Resources

Program	Source of Funds	Use of Funds	Expected Amount Available Year 50				Total Expected Amount Available – Remainder of Consolidated Plan	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public-federal	Public facilities/improvements, public services, housing activities, and Administration and Planning	\$846,419	\$0	\$	\$846,419 This amount pending final 2024-2025 CDBG formula allocations. This value is last year's award.	\$0	Diverse public services, housing rehabilitation assistance, accessible & sustainable improvements, and administration. This includes \$220,000 in Section 108 loan repayment for testing, capping and park reconstruction at Woerd Avenue Landfill site.

Table 5 – Expected Resources – Priority Table

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

The City leverages a diverse set of funding resources to bolster CDBG allocations. Waltham is a member of the WestMetro HOME Consortium, and receives HOME funds that go towards projects that supplement affordable housing and rental assistance. Often, dollars from several fundings sources will go into projects to effectively fund larger projects. Specifically, the Beaverbrook Senior Apartment ADA upgrades project is utilizing CDBG, HOME and Commonwealth of Massachusetts High Leverage Asset Preservation Program (HILAPP) to make up the project budget. This project, which is using prior year available funds on the 2022-2023 CDBG budget has completed its design is anticipated to spend out by the end of 2024. CDBG funds are also complemented with local Community Preservation Act (CPA) funding and Municipal Housing Trust funds. In addition, the City also receives Match funding through the Waltham Hosing Authority MVR vouchers annually. Lastly, the Community Preservation Committee sets ten percent of the annual revenue aside for housing projects.

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

The City of Waltham continues to administer a Section 108 Loan from HUD to test, cap, and revitalize the former municipal landfill, located off Woerd Avenue in the City's Southern Neighborhood District (further discussed in Section AP-50 Geographic Distribution). The project will be to revitalize the former landfill into a park and open space recreational area for residents. Specific project scope items include walking trails, a skate park, and a new playground facility. Portions of the site directly abuts Koutoujian Playground.

Waltham actively utilizes its City-owned properties to help low/moderate income people in innovative ways. Notably, the City is also using CDBG and Affordable Housing Trust Funds for the renovation of a City-owned historic property at the former Fernald Development Center site to create two new units of affordable housing. The first phase of the project for exterior renovations received \$1,179,000 in Housing Trust funds and was completed in 2023. By the end of the April, 2024, the city will have bid out phase II of the project for interior renovations and will conclude with the site being move in ready. In March 2023, the City issued approval to use Community Preservation Act funding for the acquisition of land to preserve access to Prospect Hill Park; open space with walking trails and recreation opportunities.

Discussion

The City of Waltham continues to seek innovative ways to leverage CDBG funds with other funding sources and partnerships with private and nonprofit entities.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.420, 91.220€(3)&€

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Rehabilitation Housing Assistance	2020	2025	Affordable Housing	Southern Neighborhood District	Provide Rehabilitation Housing Assistance	CDBG: \$57,000 (funding includes Rehabilitation of Rental Units)	Homeowner Housing Rehabilitated: 3 Household Housing Unit
2	Provide Rehabilitation of Rental Units	2020	2025	Affordable Housing Public Housing	Southern Neighborhood District	Provide Rehabilitation of Rental Units	CDBG: (Part of \$57,000 for Rehabilitation Housing Assistance)	Rental units rehabilitated: 2 Household Housing Unit
3	Provide Accessible & Sustainable Improvements	2020	2025	Non-Housing Community Development	Southern Neighborhood District	Provide Accessible & Sustainable Improvements	CDBG: \$493,174 (Includes Section 108 Loan Repayment)	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted
4	Provide Diverse Public Services	2020	2025	Homeless Non-Homeless Special Needs Non-Housing Community Development	Southern Neighborhood District	Provide Diverse Public Services	CDBG: \$126,962	Public service activities other than Low/Moderate Income Housing Benefit: 2,500 Persons Assisted
5	Administration	2020	2025	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Southern Neighborhood District	Provide Rehabilitation Housing Assistance Provide Rehabilitation of Rental Units Provide Accessible & Sustainable Improvements	CDBG: \$169,283	Other: 0

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Rehabilitation Housing Assistance
	Goal Description	The City of Waltham, through its Housing Division, will provide up to three (3) zero-interest deferred loans to eligible Waltham homeowners to rehabilitate and preserve their homeownership as well as the safety and affordability of the City's housing stock.
2	Goal Name	Provide Rehabilitation of Rental Units
	Goal Description	The City of Waltham, through its Housing Division, will provide up to two (2) zero-interest deferred loans to eligible Waltham property owners to preserve their rental housing as well as the safety and affordability of the City's housing stock.
3	Goal Name	Provide Accessible & Sustainable Improvements
	Goal Description	The City of Waltham will continue to revitalize facilities and improvements serving low-income beneficiaries with a special focus on the Southern Neighborhood District and concentrations of affordable housing citywide.
4	Goal Name	Provide Diverse Public Services
	Goal Description	The City will allocate 15 percent of its PY50 CDBG funding to not less than ten (10) sub-grantees to undertake a range of public services that serve a diversity of beneficiaries.
5	Goal Name	Administration
	Goal Description	The City of Waltham, through its Planning Department, will effectively administer the CDBG program.

Table 7 – Goals Descriptions

AP-35 Projects – 91.420, 91.220(d)

Introduction

The PY50 AAP organizes 19 planned activities under 5 categories. Each project is associated with goals of this AAP, of which are in turn based on the goals included in the *2020-2025 Consolidated Plan*. Note: the 2024-2025 award is estimated. Waltham is waiting on the finalized HUD CDBG formula awards to be released.

Organization	Program	Program Description	2024-2025 Award
Public Services			
Chesterbrook Community Foundation	Chesterbrook Learning Center	Homework help, educational enrichment, and mentorship for youth	\$8,000
Community Day Center of Waltham	Operating Costs of Homeless Program at CDCW	Case management, counseling, and medical initiatives for homeless	\$26,962
Friends of the Waltham Family School, Inc.	Waltham Family School Family Support	Education for families seeking to learn English	\$10,000
Latinos en Accion	ESL Program	English language classes for adults	\$9,500
Middlesex Human Service Agency	Operating Costs for Feeding and Sheltering Homeless Clients	Nightly shelter services for people experiencing homelessness	\$15,000
Middlesex Human Service Agency		Safe temporary housing for families who are homeless	
Middlesex Human Service Agency		Soup Kitchen serving hot nutritious meals to the homeless	
Prospect Hill Community Foundation	Academic Support for Waltham Youth	Homework help, educational enrichment, and mentorship for youth	\$8,000
Opportunities for Inclusion	Inclusive Supports in the Community	Day programs, skill development, group programs, and recreation opportunities for individuals with disabilities	\$20,000
Waltham Partnership for Youth, Inc.	Youth Career Exploration and Training	Youth career training and exploration for Waltham High School students	\$7,500
The Salvation Army (Waltham Corps)	Hope Kitchen	Meal program for food insecure and/or homeless individuals	\$7,500
The Salvation Army (Waltham Corps)	Utility Assistance Program	Emergency utilities assistance program	\$8,000
YMCA of Greater Boston/Waltham	Whittemore School Before and Afterschool Program	Homework help and educational enrichment activities for youth	\$6,500
TOTAL			\$126,962
Capital Improvements			
Chesterbrook Community Foundation	Energy-Efficient Commercial Windows Replacement	Complete demolition and removal of old materials, new materials, labor and installation	\$25,000
Waltham Boys and Girls Club, Inc.	Swimming Pool Renovation	Installation of an HVAC and dehumidification system for the pool	\$248,174
TOTAL			\$273,174
Section 108 Loan Repayment			
Section 108 Loan Repayment	Annual Repayment to HUD	Principal & interest for revitalization - Woerd Avenue Landfill	\$220,000
TOTAL			\$220,000
Housing Division			
Housing Division	Housing Rehab Loan Fund	Provides zero interest loans for homeowners for repairs	\$27,000
Housing Division	Administrative Costs	Salary for Housing Rehab staff	\$30,000
TOTAL			\$57,000
Administration			
Planning Department	Administrative Costs	Salary for Planning Department CDBG staff members	\$169,283
TOTAL			\$169,283
Total Budget:			\$846,419

Table 8: Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Waltham will maintain its practice of funding Public Services and Administration within its respective caps of 15% and 20% of total PY50 funding. An additional \$220,000 will also be deducted from PY50 funding for the purpose of satisfying the City's annual Section 108 loan repayment obligation.

The remaining 2024-2025 funding will then be distributed between planned Public Facilities activities as well as Rehabilitation Housing Assistance and Rehabilitation of Rental Units.

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AP-38 Project Summary

Project Summary Information

Project Name	Public Services
Target Area	Southern Neighborhood District
Goals Supported	Provide Diverse Public Services
Needs Addressed	Provide Diverse Public Services
Funding	CDBG: \$126,962
Target Date	6/30/2025
Estimate of number and type of families that will benefit from the proposed activities	The City of Waltham's Planning Department anticipates the planned activities within this project will benefit 3,116 people. These families will be largely composed of public housing residents, those at risk of or experiencing homelessness, those with a disabled family member, and/or those who do not speak/read English at a professional working proficiency level.
Location Description	The project will take place citywide but will be largely concentrated within the City's Southern Neighborhood District.

Table 9 – Public Services Summary

Public Services Description: A wide range of human services carried out by nonprofit social service organizations to underserved persons and families within Waltham intended to create a more suitable living environment by responding to emergent situations, providing essential aid, or accessing opportunities to meet basic needs. Specific funded programs supported by social service sub-recipients include English as a second language (ESL) instruction, after school programs, food assistance programs, homeless shelter services, case management assistance for homeless, and more.

Public Services Planned Activities:

- **Opportunities for Inclusion | Inclusive Support in the Community: \$20,000**
 - Opportunities for Inclusion is an organization that provides community-based programs to individuals with developmental and intellectual disabilities in Waltham. All program participants are low-moderate income. Programs include therapeutic exercises, community trips, and recreational classes. CDBG funds to go towards operating costs and programs.
- **Friends of the Family School | Waltham Family School Family Support: \$10,000**
 - Friends of the Family School is a family literacy program that empowers low-income families to be learn English and become self-sufficient and connected to the Waltham

community. Programs include preschool, literacy classes, and bilingual community resources. CDBG funds to go towards programs and operating costs.

- **Latinos en Accion | ESL Program: \$9,500**
 - Latinos en Accion will use CDBG funds to provide English as a second language (ESL) classes to increase literacy in addition to day-to-day skills training to the Waltham community.
- **Waltham Partnership for Youth Inc. | Youth Career Exploration and Training: \$7,500**
 - Waltham Partnership for Youth Inc. provides low-income Waltham youth with career exploration and training opportunities for children between 13 and 19 years old. Partnership for Youth works with employers, educators, and service providers. CDBG funds will go towards supporting costs of programs including internships, mentorship, and training programs.
- **Middlesex Human Service Agency (MHSA) | Operating Costs for Feeding and Sheltering Homeless Clients: \$15,000**
 - MHSA is an organization that runs programs to support people experiencing homelessness. CDBG funding to go towards operating costs of three programs
 - Bristol Lodge, an overnight shelter for men and women experiencing homelessness
 - Mary's House, a program providing safe temporary housing for homeless families
 - Soup Kitchen, which serves hot nutritious meals to people experiencing homelessness
- **Prospect Hill Community Foundation | Academic Support for Waltham Youth \$8,000**
 - Prospect Hill Community Foundation provides academic enrichment and professional development programs to the youth of Prospect Hill Terrace, which is a low-income WHA property for households below 60% AMI. The program also provides mentoring, healthy cooking and eating, and information on the environment and sustainability. CDBG to support program costs including tutoring, mentorship, and professional development for children generally age 13 and under.
- **YMCA | Whittemore Before and After School Program: \$6,500**
 - The YMCA provides before and after school programs at the Whittemore Elementary School. The program offers physical fitness and healthy living programming in addition to school help. CDBG funds will go towards programs to support youth aged 13 and younger.
- **Chesterbrook Community Foundation | Chesterbrook Learning Center: \$8,000**
 - The Chesterbrook Learning Center is an afterschool program for children age 7-17 located in the Chesterbrook Gardens low-income public housing development. The program provides homework help, access to computers, and a safe place to be after school. CDBG funds will support their programming.
- **Community Day Center | Operating Costs for Homeless Day Shelter: \$26,962**

- The Community Day Center provides walk-in shelter services, job training services, case management, and clinical staff to assist people experiencing homelessness in Waltham. Clinical professionals identify, triage, and coordinate care for clients. CDBG funds will support operating costs of the Community Day Center.
- **Salvation Army | Utilities Assistance: \$7,500**
 - Will use CDBG funds to provide utility assistance funding to low-income individuals to prevent utility service cut-offs. The program helps eligible people pay bills and aids towards achieving self-sufficiency.
- **Salvation Army | Hope Kitchen: \$8,000**
 - The Hope Kitchen is a daily meal program that serves breakfast and lunch and CDBG funds will go towards the operation of the community meal program in the City.

Project Name	Public Facilities
Target Area	Southern Neighborhood District
Goals Supported	Provide Accessible & Sustainable Improvements
Needs Addressed	Provide Accessible & Sustainable Improvements
Funding	CDBG: \$493,174
Target Date	6/30/2025
Estimate of number and type of families that will benefit from the proposed activities	It is estimated that approximately 794 families will benefit from the proposed activities.
Location Description	Public Facilities improvement projects and the Woerd Ave landfill Section 108 loan repayment are/will be conducted in the Southern Neighborhood District.

Table 10 - Public Facilities Summary

Program Description: Improvements to major infrastructure components of community and affordable housing facilities that will serve as long-term investments for beneficiaries and Section 108 loan repayment.

Public Facilities Planned Activities:

- **Waltham Boys and Girls Club Inc. | Swimming Pool Renovation \$248,174**
 - Project to replace the HVAC and dehumidification system for the pool at the Waltham Boys & Girls Club, which provides recreation and after school opportunities for LMI children in the City.
- **Chesterbrook Community Foundation | Energy Efficient Window Replacements \$25,000**
 - Replacement of deteriorating existing windows with energy efficient new commercial windows
- **City of Waltham | Woerd Avenue Landfill Revitalization: \$220,000**

- CDBG funds to pay the annual principal amount due on the City’s secured Section 108 loan for the testing, capping, and revitalization of the former Woerd Avenue landfill.

Project Name	Rehabilitation Housing Assistance – Homeowner Occupied and Rental Housing
Target Area	Southern Neighborhood District
Goals Supported	Provide Rehabilitation Housing Assistance
Needs Addressed	Provide Rehabilitation Housing Assistance
Funding	CDBG: \$57,000
Target Date	6/30/2025
Description	Rehabilitation of owner-occupied and renter occupied housing citywide through the City’s Housing Rehabilitation Loan Fund to address or substantially improve code compliance, energy efficiency, handicapped accessibility, weatherization, and/or emergency repairs through the offer of zero interest deferred loans and to help preserve safe, affordable housing in Waltham. Also includes administration to implement program.
Estimate of number and type of families that will benefit from the proposed activities	The City anticipates up to 3 low-income families who own the home they occupy will be approved through the Housing Rehabilitation Loan Fund. The City anticipates up to 2 low-income families who rent the home they occupy will be approved through the Housing Rehabilitation Loan fund (with the consent of the property owner).
Location Description	The location of the residential structures to be rehabilitated is not known until the Housing Division receives a loan application. Eligible recipients must meet income thresholds and It is anticipated that recipients will be located within the City’s Southern Neighborhood District where there is an older housing stock. More than half of houses in Waltham were built prior to 1950 and many face problems such as lead paint and other costly hazards.
Planned Activities	City of Waltham Housing Rehabilitation Loan Fund to provide zero interest deferred loans for housing rehabilitation

Table 11 - Housing Rehabilitation Summary

Project Name	Administration
Target Area	Southern Neighborhood District
Goals Supported	Provide Rehabilitation Housing Assistance Provide Rehabilitation of Rental Units Provide Accessible & Sustainable Improvements Provide Diverse Public Services Administration
Needs Addressed	Provide Rehabilitation Housing Assistance Provide Rehabilitation of Rental Units Provide Accessible & Sustainable Improvements Provide Diverse Public Services
Funding	CDBG: \$169,283
Target Date	6/30/2025
Description	General administration of the CDBG program
Estimate of number and type of families that will benefit from the proposed activities	Administration of the program will assist the total of all families to benefit under the other four (4) goals within this AAP. Funding to help pay for salaries for Planning Department staff that administer and manage the CDBG program (3 full time staff).
Location Description	General administration will be undertaken for all planned activities citywide from the principal offices of the City's Planning Department, located at 25 Lexington Street, Waltham, MA.
Planned Activities	City of Waltham Administration of the CDBG program.

Table 12 - Administration Summary

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The entitlement area is interchangeable with the municipal boundaries of the City of Waltham and encompasses approximately 13.75 square miles. While CDBG activities can be permitted anywhere within the entitlement area, subject to these activities meeting a national objective and all eligibility requirements, the City's southern neighborhoods have historically reported higher rates of poverty and low-incomes as well as greater demographic diversity as recorded in the US Census in addition to related federal programs and surveys. In recognition of these populations, and a larger concentration of human and social service agencies, the City has established a Southern Neighborhood District to better highlight the needs of the geographic area. Presently, of the 13 Census Tracts which make up the entitlement area, 7 can be considered part of the Southern Neighborhood District. These tracts are: 3683, 3684, 3685, 3686, 3687, 3688, and 3689.02.

Geographic Distribution

Target Area	Percentage of Funds
Southern Neighborhood District	94%

Table 13 - Geographic Distribution

The majority of overall CDBG funds will go towards projects in the Southern Neighborhood District. However, any funding to projects/organizations outside of the Southern Neighborhood District will still target historically disadvantaged populations and LMI individuals and families such as the Chesterbrook Community Foundation, operating out of the Chesterbrook Gardens WHA site. Note, the CDBG Administration funds are included in the 94% of funds to the Southern Neighborhood District as these funds go towards running programs and managing projects in this area.

Rationale for the priorities for allocating investments geographically

The Southern Neighborhood District is recognized by the City as a target area due to several combining factors based on data primarily collected and reported by the US Census Bureau. These factors include:

- Eligibility - A majority (52%) of the Southern Neighborhood District's population is low- to moderate-income (LMI)
- Over one third of the Southern Neighborhood's population is low-income (37%)
- Precedent – (94%) of the overall activities this year are located in the District, and the funded organizations outside of the District still serve those living in the District such as Waltham Partnership for Youth which operate out of Waltham High School and Chesterbrook Community Foundation which serves residents of the Chesterbrook WHA in North Waltham. The Southern Neighborhood District has historically been a target area for the City to invest in due to CDBG LMI program eligibility and to increase services to the area of Waltham that is more diverse and

has a higher percentage of LMI residents.

- Projected Long-Term Need - A majority (±72%) of the City's approximately 938 permanent federal- and state-subsidized housing units are located in the Southern Neighborhood District.

Discussion

The Southern Neighborhood District has the largest concentration of foreign-born citizens and multi-family dwellings. Further, a majority of the City's affordable housing and public housing units are located within this diverse, multi-family district. The Census Tracts making up the Southern Neighborhood District have been identified based on aggregate income calculated from data made available through the HUD Low- and Moderate-Income Summary Data (LMISD) Map Application.

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AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Waltham, much like all of eastern Massachusetts has experienced year- over-year sustained surges in median home prices. The January 2024 median home listing price in Waltham was \$817,450, versus \$799,900 in January 2023 or \$619,900 in March of 2021 (realtor.com). Overall, this is an increase in over 27 percent over that span of time. This unaffordability of homes is felt by potential first-time homebuyers, low-moderate income individuals/families, and disadvantaged groups.

The City of Waltham continues to experience barriers to affordable housing, ranging from high land and construction costs to regulatory constraints and economic disparities. While these challenges are shared with neighboring municipalities, Greater Boston, and New England as a whole, the City is fortunate to have strong working relationships with the members of the WestMetro HOME Consortium and the Waltham Housing Authority.

Actions it planned 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

City staff have completed an informal assessment of affordable housing barriers and identified several actions to create new affordable housing as well as prevent evictions for low-income tenants. Among these actions are:

- Utilizing City-owned property to create new affordable housing units via building renovations and remodels
- Appropriating Community Preservation Act funds to go towards historic renovation projects that can also support affordable housing creation
- Continuing to provide Rental Assistance and Home Rehabilitation programs for residents
- Allocating a minimum five-percent (5%) of annual building permit fees to increase the annual Municipal Housing Trust Fund, and
- Amending local zoning ordinances to permit certain accessory housing uses and establishing procedures to legalize apartments that were not permitted and/or do not presently comply with building and fire codes

Additionally, the City continues to work closely with the Waltham Housing Authority and the WestMetro HOME Consortium on annual Fair Housing training opportunities with the relevant agencies and

organizations in the area.

Discussion

Throughout the remainder of the five-year strategy, the City, through its Planning Department and Housing Division, will continue to assess barriers to affordable housing and prepare for changes to future strategies as needed to most effectively respond.

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

Introduction

The City of Waltham has strategically funded projects designed to assist the community, and particularly its LMI residents in overcoming obstacles. The actions listed below are a sample of the numerous actions that can be taken through the CDBG program to support community development.

Actions planned to address obstacles to meeting underserved needs:

This year's public service funding will directly assist in helping underserved needs of historically disadvantaged populations. Opportunities for Inclusion assists those with developmental and intellectual disabilities. Friends of the Family School, Partnership for Youth, Prospect Hill Community Foundation, the YMCA, Chesterbrook Community Foundation, and the Boys and Girls Club all provide after school enrichment programs for low- and moderate-income children in Waltham. Funding will also go towards the Community Day Center to engage in programs and case management for people experiencing homelessness. CDBG funding will also assist Latinos En Accion and Friends of the Family School to provide ESL training for non-English speakers in Waltham. CDBG funding will also go towards individuals that are food insecure and require financial assistance through both the Hope Kitchen and the Utility Assistance Program through the Salvation Army.

The Planning Department and Housing Division also collaborates with the Waltham Police Department Homeless Task Force, local shelters, and organizations and attend meetings and share resources on addressing homelessness.

Through the WestMetro HOME Consortium, Waltham and member communities is engage in a Fair Housing Testing program in PY49 and PY50. From the results of this survey, Waltham Planning Department and Housing Division staff will gain quantifiable insight on barriers to housing that housing voucher holders, low income, and minority residents face in the Greater Boston area.

Actions planned to foster and maintain affordable housing

In order to foster and maintain the existing affordable housing stock in Waltham, the CDBG program will continue to fund the housing rehabilitation program offering zero interest deferred loans to affordable housing owners. This will help preserve the current housing stock. The Planning Department and Housing Division will also work closely with the Waltham Housing Authority to update existing affordable units. The City also utilizes the Community Preservation Act to fund projects that rehabilitate or create properties that have designated affordable units. Lastly, the Housing Division manages the

Tenant Based Rental Assistance program to people in need of emergency housing payment assistance.

Actions planned to reduce lead-based paint hazards

The City of Waltham will continue to administer its Housing Rehabilitation Loan Fund to owner- and tenant-occupied housing units for various eligible improvements that enhance the occupants' quality of life, including the mitigation of lead-based paint hazards and lead abatement in partnership with the City Public Health department, coordinating delivery to maximize resources.

Actions planned to reduce the number of poverty-level families

The 2021 American Community Survey 5-Year estimate indicates that nearly one out of every ten (8.9%) Waltham residents live below the poverty level. This is more prevalent among foreign-born residents (13.1%) and elderly citizens (10%). The City of Waltham will continue to allocate CDBG funds to sub-grantees primarily in the Southern Neighborhood District that undertake public services directly assisting low-income persons, with particular attention to those living below the poverty level.

Actions planned to develop institutional structure

In the upcoming Program Year, the Planning Department and Housing Division will develop stronger inter-department collaboration in addition to continued engagement with public service organizations and the WHA. Furthermore, in February 2023, the City received NCDA (National Community Development Association) membership, and in The Planning Department is a member of the NCDA (National Community Development Association) and in PY50, Planning Department staff will enroll in NCDA trainings.

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

Please refer to Section AP-10 Consultation (91.215(I)).

Discussion

While the City's Planning Department serves as the local administrator and CDBG project lead, the program's impact and success could not continue without the partnership of local private and nonprofit entities and other government agencies. Specifically, the City and the WHA work with MHSA and the Community Day Center to focus on homeless individuals and increasing access to affordable housing options.

Program Specific Requirements

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

Introduction

The amounts and estimate provided below are specific to PY50 only.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

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.	73.7% 1 year

Discussion

The City of Waltham estimates that 74% of funds will be used for activities benefiting LMI persons. This is based on the reported amount of estimated LMI participants of funded program budgets. The estimate is subject to increase if unanticipated program income is received in the future and re-programmed into any activities benefiting LMI persons.

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