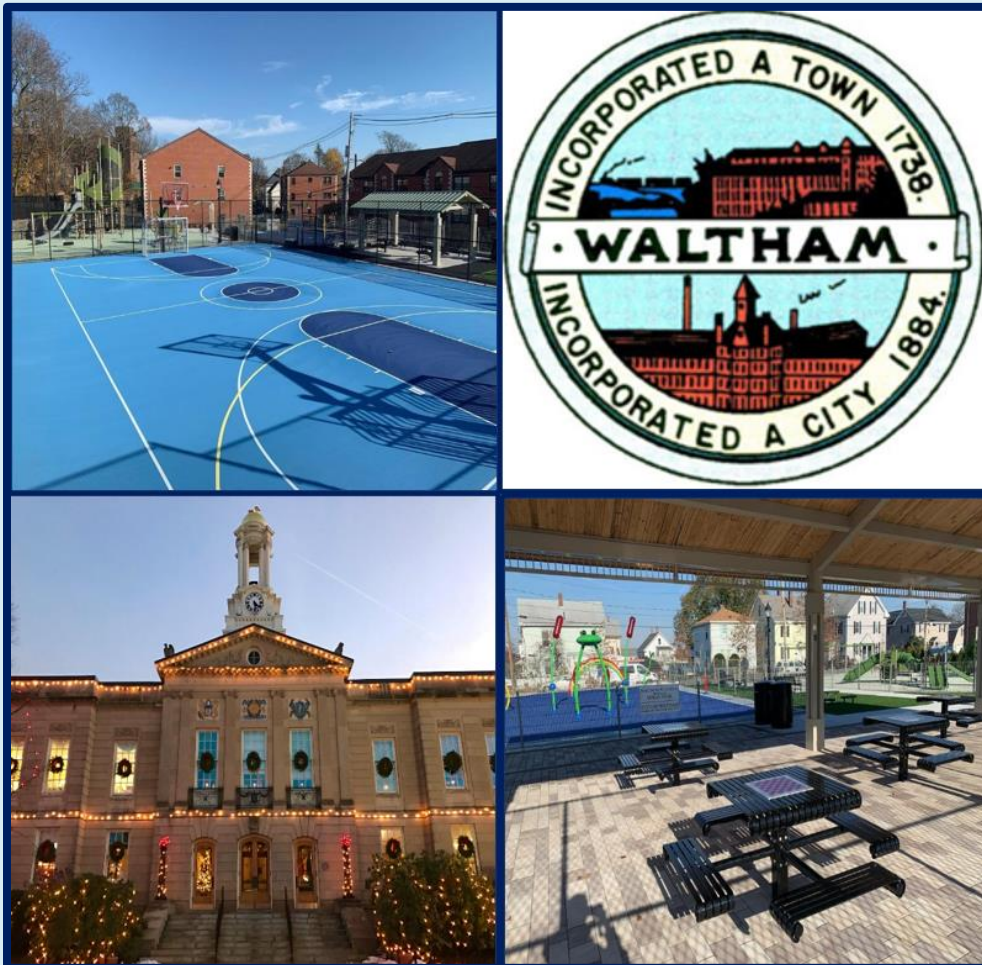


COMMUNITY DEVELOPMENT BLOCK GRANT

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

PROGRAM YEAR 47 (2021-2022)



CITY OF WALTHAM MASSACHUSETTS

PLANNING DEPARTMENT

25 LEXINGTON STREET

WALTHAM MA 02452

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CR-05 - Goals and Outcomes

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

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 (CDBG) Program. The most recent update was approved by the U.S. Department of Housing and Urban Development (HUD) and published by the Planning Department in August, 2021. The update, titled the CDBG Annual Action Plan unveiled the City's priorities, goals and expectations for a one-year period (July 1, 2021 – June 30, 2022).

In accordance with Title 24 Code of Federal Regulations (24 CFR) Part 91, each community in receipt of CDBG funding must complete a Consolidated Annual Performance Evaluation Report (CAPER) within 90 days from the close of the community's Program Year (PY). Waltham's most recent completed PY ended June 30, 2022. This CAPER details the specific accomplishments and goals achieved through the year to meet the objectives outlined in the August 2021 Annual Action Plan. The Planning Department is responsible for preparing the CAPER on behalf of the City of Waltham and its community partners.

Priority categories for CDBG funding in 2021, or PY47 were determined during the development of the 2020-2025 Five-Year Consolidated Plan. The total funding amount in PY47 was \$978,390 broken down into the following categories:

Social Services: Funding for nonprofit organizations providing social service and public service activities to underserved populations in Waltham.

Public Facilities: Funding to improve major infrastructure components, Americans with Disabilities Act (ADA) accessibility upgrades, and overall sustainable improvements to public facilities serving low and moderate-income people. Specifically, PY47 funding went towards an elevator upgrade at Opportunities for Inclusion – a facility serving people with disabilities, accessibility paving at Chesterbrook Gardens - a Waltham Housing Authority (WHA) public housing development and a Section 108 loan payment for a landfill revitalization project at Woerd Avenue.

Housing Rehabilitation: Interest free loan funding to homeowners and nonprofit organizations for rehabilitation of owner-occupied and renter-occupied housing.

Program Administration: Funding towards costs associated with administration and management of the overall CDBG program by Waltham staff.

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	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Other	Other	0	0				
Provide Accessible & Sustainable Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,000	2,183	43.66%	1,000	1,100	110%
Provide Diverse Public Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12,500	8,577	68.62%	2,500	3,682	147.28%
Provide Rehabilitation Housing Assistance	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	15	5	33.33%	3	3	100%
Provide Rehabilitation of Rental Units	Affordable Housing Public Housing	Rental units rehabilitated	Household Housing Unit	10	6	60%	2	2	100%

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.

In Program Year 47, the City used CDBG dollars to fund objectives identified in the 2020-2025 Five Year Plan – specifically to fund projects that positively impact low- and moderate-income people and activities located in the Southern Neighborhood District.

PY47 Project Descriptions:

Social Services: As with prior years, one of the highest CDBG priorities was funding social service programs that provide a diverse array of services to low- and moderate-income people. During the 2021-2022 Program Year, the City allocated \$144,627 to fund 11 non-profit organizations providing public services including after school programs, English as a second language (ESL) instruction, homeless prevention services, and emergency assistance programs. The Planning Department established the annual goal of assisting 2,500 persons with social service funding and overall, 3,682 people were served through the Social Services programs in PY47, 147% over the established goal.

Accessibility Improvements: The City focused on improving infrastructure at the Chesterbrook Gardens property – a public housing development owned by the Waltham Housing Authority (WHA). This project provided \$112,886 in much needed roadway and sidewalk repairs, benefiting persons with disabilities and people living in the development and mitigating existing hazardous roadway conditions.

Elevator Upgrades: In Program Year 47, the City utilized funds to rehabilitate the existing elevator at a City-owned building that the non-profit Opportunities for Inclusion leases. Opportunities for Inclusion provides services to individuals with physical and developmental disabilities making this elevator upgrades project crucial for the safety and accessibility of clients and bolstering the City’s identified 5 Year Plan goals of assisting residents with disabilities. Unfortunately, this high priority project is behind schedule and is still ongoing as due to supply chain problems, the project schedule was impacted. The current start date for the project is October 2022 with a projected project completion in end of 2022 or early 2023.

Section 108 Loan Repayment: Annual repayment to HUD of \$220,000 for the creation of a multi-use public park at the former Woerd Avenue Landfill.

Housing Rehabilitation: The CDBG Housing Rehabilitation program provided \$79,937 to go towards interest free deferred loans to low to moderate income homeowners.

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	3,329
Black or African American	1,186
Asian	262
American Indian or American Native	9
Native Hawaiian or Other Pacific Islander	1
Total	4,787
Hispanic	1,739
Not Hispanic	3,047

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. In PY47, the City focused on projects impacting residents in the Southern Neighborhood District - a diverse district where most of Waltham’s social service organizations are located. This area has historically reported higher rates of poverty and low-incomes as well as greater demographic diversity, thus, providing compelling reasons for Waltham’s CDBG program to commit to focusing on this area of the City and support historically disadvantaged populations. In order to help address challenges faced by many residents, and since almost half of the program beneficiaries are Hispanic, several of the programs offered are tailored toward Spanish speaking families. Specifically, funding for organizations providing education in the community such as Latinos en Accion, a social service organization providing English as a second language (ESL) instruction for residents of Waltham, many of which who are recent immigrants to the US.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$978,390	\$1,465,385
Section 108	public - federal		\$426,592.96

Table 3 - Resources Made Available

Narrative

The CDBG Resources Made Available value is the amount of allocated funding for the program in PY47. CDBG Expenditures are an accumulation of 2021 and prior program year project funds. The full Section 108 loan amount from the prior year (PY46) for the Woerd Ave Landfill Revitalization was for \$4,195,000. The PY47 CDBG allocation of \$220,000 went directly towards the Section 108 loan payoff.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Southern Neighborhood District	85	85	85% of projects funded in program year were located in locally identified Target area

Table 4 – Geographic distribution and location of investments

Narrative

The data above is consistent with the research the Planning Department has conducted in order to strategically fund and deploy resources to the most vulnerable populations. The Southern Neighborhood District is recognized by the City as a target area for CDBG allocations due to several combining factors based on US Census and City data. In the Southern Neighborhood District, notably, 55% of residents are low-moderate income, most public service organizations are located within the district, and a majority (±72%) of the City's federal and state subsidized housing units are located in the district. The Southern Neighborhood District has the largest concentration of foreign-born citizens and multi-family dwellings in Waltham. Further, a majority of the City's affordable housing and public housing units are located within this diverse, multi-family district.

Funding to projects/organizations outside of the Southern Neighborhood District still target historically disadvantaged populations such as projects at the Chesterbrook Gardens WHA development and at Opportunities for Inclusion – an organization serving people with physical and developmental disabilities.

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 publicly owned land and property located within the jurisdiction in order to meet the needs of Waltham residents.

The HOME Investment Partnership Grant awarded to Waltham through the WestMetro HOME Consortium provides additional monetary leverage for the City. 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. In addition, State MRVP Vouchers through the Waltham Housing Authority provide an approved MATCH for the HOME Program annually.

The Community Preservation Committee (CPC) earmarks 10% of 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 and City of Waltham Departments. CDBG funded agencies are able to apply to the CPC for additional funds and assists in preserving the number of affordable housing units in Waltham. Notably in PY47, the CPC funded \$6,000,000 for the Leland Home Redevelopment, which will create 68 affordable apartments for Waltham residents age 62 and older.

In 2021, CPC also awarded \$771,050 for roof replacements at the Grove Street elderly housing development – bolstering previously allocated CPC funds of \$910,800 in 2019. This WHA property has 60 units for seniors at or below 50% area median income (AMI).

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	0	50
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	5	5
Number of households supported through Acquisition of Existing Units	0	0
Total	5	55

Table 6 – Number of Households – Rental Assistance

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

The City of Waltham, through its Housing Division, provided five zero-interest rehabilitation loans to eligible Waltham property owners to preserve both rental and owner-occupied housing in order to improve the safety and affordability of the City's housing stock.

The Housing Division also manages a separate tenant based rental assistance program (TBRA) to offer security deposit assistance to low-income tenants and rental assistance to assist in homeless or households at-risk of homelessness into stable housing. In PY47, the TBRA program assisted 28 households, which is 3 more than the expected outcome of 25. Rental assistance programs assist in transitioning homeless or households at-risk of homelessness into stable housing.

50 households were supported with \$242,934.85 in rental assistance funding through CDBG-CV funds in PY47.

Discuss how these outcomes will impact future annual action plans.

The City continues to remain committed to addressing the dual challenge of increased housing demand and rising property values in Waltham. The City supports affordable housing production both through subsidized development and private development through the City’s Inclusionary Zoning Ordinance and 40B projects. Future action plans will continue to focus on ways to support affordable housing through the CDBG program in addition to other funding sources and City initiatives.

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
Extremely Low-income	52
Low-income	3
Moderate-income	0
Total	55

Table 7 – Number of Households Served

Narrative Information

50 of households served are through the CDBG Cares Act emergency rental assistance in PY47. The other 5 were through CDBG home rehabilitation assistance.

As indicated in the table above, 95% of the households served through the preservation of affordable housing activities were of extremely low income, having household incomes less than 30% of the AMI in Waltham. Supporting low and extremely-low-income families in Waltham is referenced in the Five-Year Consolidated Plan, and a priority of the City’s CDBG program. The lowest-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.

The Housing Rehabilitation Loan program, administered by the Housing Division, allows low-income families to rehabilitate their homes, which in turn avoids prevents health and safety housing issues associated with building deterioration effects. Waltham also partners with non-profit organizations that

own affordable housing in Waltham such as the WHA and Waltham Committee Inc., a private housing partner providing units for disabled individuals for the housing rehabilitation program.

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

Homeless services for the City are delivered via a community based network of organizations that work together to assist homeless families and individuals moving toward self-sufficiency. The City, the Community Day Center, the Middlesex Human Service Agency (MHSA) in partnership with the Waltham Police Department's (WPD) Homeless Task Force perform outreach activities to the homeless population in Waltham. The WPD's Homeless Task Force is not funded with CDBG however, Planning Department and Housing Division staff members participate in meetings in order to gain a better understanding of homeless individuals who need supportive services and housing. The WPD's homeless strategy is modeled after Chelsea, MA's Chelsea HUB program to address homelessness by establishing communication channels and collaboration between multiple stakeholders. The WPD's aim is to help assist people experiencing homelessness in Waltham via community policing and directing homeless people in Waltham to social service organizations, shelters, and treatment centers. The WPD recently resumed hosting in-person Homeless Action Committee meetings beginning in December 2021 as meetings were put on hold due to the COVID-19 pandemic. Meetings feature stakeholders from the WPD, Planning Department/Housing Division staff, and social service organizations (such as Newton Wellesley Hospital, Community Day Center, MHSA, etc.) and are organized as a roundtable to discuss and establish action items to be done by each organization to help address homelessness in Waltham.

The Brookline, Newton, Waltham, Watertown (BNWW) Continuum of Care work closely with State and local agencies to develop the Continuum of Care Coordinated Entry model which includes outreach and assessment coordination to sheltered and unsheltered homeless individuals and households with children. The BNWW Continuum of Care along with local homeless service providers practice housing first strategies which include proactive outreach and engagement efforts, rapid and efficient entry into permanent housing, voluntary supportive services, and housing stability efforts.

The City's Housing Division also conducts the annual Point in Time Count with the WPD Homeless Task Force facilitated by the Balance of State Continuum of Care (CoC), MHSA, and the Community Day Center. This information provides estimates of unsheltered homeless individuals in order to get data on the prevalence of homelessness to help inform future assistance levels and support outreach to homeless persons and their needs.

Individual contacts were made through the WPD, MHSA, and the Community Day Center for at risk individuals and referred to the Housing Division for resources that could provide housing assistance. The communication between each individual agency (private and municipal) provides the City with a better understanding of where to refer the individuals seeking assistance and/or housing. Many of the Waltham

homeless providers communicate weekly as well, and provide information on the services these individuals are seeking from public institutions and non-profit organizations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CDBG program in PY47 allocated \$55,127 specifically to homeless shelter and food pantry programs.

In PY47, the City funded \$29,500 to the MHSA for its Bristol Lodge shelter, Mary's House shelter, and Soup Kitchen program. The Bristol Lodge homeless shelter and transitional housing programs operate out of a surplus City-owned building 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 Community Day Center provides homeless shelter services, meal services, and case management for people experiencing homelessness in Waltham. The Community Day Center received \$20,627 in PY47.

The Salvation Army, awarded \$16,000 in PY47 operates a Soup Kitchen program serving homeless and low-income people.

Waltham provided \$99,000 in funding for a weekend winter warming Triage Center managed by the Community Day Center from January 2022 through March 2022 for homeless individuals who were not eligible to stay in other shelter systems due to a current addiction issue. The Community Day Center provided staffing, and each guest was triaged to ensure that individuals had access to health care, permanent housing applications, food, and assistance to complete applications for any state services they would be eligible for. 15 individuals were served by this program, who would have otherwise been outside in the elements in harsh winter conditions.

The City works 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 is able to refer individuals meeting the criteria for both the emergency assistance program and the rental assistance program.

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

Multiple entities in the City offer homeless prevention services that include rental assistance, fair housing services, utility assistance, and social service programming. The Housing Division HOME TBRA Rental Assistance program is able to assist the transitional needs of homeless persons by providing rental

assistance to individuals being referred from publicly funded institutions and systems of care. The Community Day Center and MHSA Bristol Lodge shelter refers homeless individuals to the Housing Division throughout the year to initiate permanent housing for eligible individuals providing a bridge into public housing. The Waltham Housing Authority also refers individuals to the Emergency Assistance Program that are receiving public assistance in order to avoid becoming homeless and potentially lose public assistance vouchers. The Housing Division administered \$242,934.85 in CV-CARES COVID Emergency rental assistance funds to households with low to extremely low incomes to prevent eviction. Lastly, the Salvation Army operates an emergency utilities assistance program that helps low-income people with their utility bills.

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

A variety of efforts are undertaken by the City and social service organizations to prevent homelessness in Waltham. Services provided through multiple entities include food and meals programs, emergency rental assistance, financial assistance, fuel/utility assistance, counseling/advocacy, and legal assistance. Waltham provides CDBG Public Service funding for ESL Classes and workshops focused on financial literacy and housing policies which has helped individuals and families obtain and retain housing and avoid becoming homeless. The City also provides CDBG Public Service funding to MHSA specializing in finding permanent housing for men, women and families entering their shelters. MHSA provides trained staff and clinicians to assist in the search for permanent housing. This service is part of the \$29,500 in CDBG funding MHSA received in PY47. CDBG funding (\$20,627) in PY47 has allowed the Community Day Center to provide additional case management for homeless individuals seen by the Center. The Salvation Army received \$6,0000 in CDBG funding to provide utility assistance to low to moderate income individuals and families to avoid shut off. Supportive actions by the Housing Division such as outreach to the Middlesex Court system to advise and provide support and funds to families and individuals has also proven successful in preventing evictions for these households.

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

Actions taken to address the needs of public housing

One of the largest priorities of the City is to preserve existing affordable housing in Waltham. This requires coordination with the Waltham Housing Authority – the largest affordable housing provider in Waltham which administers MRVP vouchers and maintains 810 units.

In order to support the preservation of existing affordable housing, the City has utilized CDBG funding for capital improvement projects at WHA properties. In PY47, the WHA received \$112,886 for a roadway repaving project at the Chesterbrook Gardens site. This project increased accessibility by mitigating hazardous conditions for pedestrians and drivers by repaving roadways and improving sidewalks, benefiting residents, all of whom are low-income. This PY47 allocation supplements the \$535,213 budget for the project that was allocated in the prior program year.

In PY47, CDBG Public Service funds supported non-profit after school programs for youth living in WHA properties. Specifically, the Dana Court Learning Center, Chesterbrook Learning Center, and Prospect Hill Community Foundation all offer educational programming for at-risk youth. These three organizations each received \$7,000 in CDBG funds. These afterschool programs provide homework help and enrichment activities for youth in each development. All three centers are equipped with computers which are accessible for the children and parents. The organizations also allow people to use the computer stations for resume building, applying for job searches, and general communication.

The City of Waltham and the WHA have regularly collaborated on projects to repair and improve public housing properties with and without CDBG funding. In 2021 the City committed \$771,050 in Community Preservation Act (CPA) funding for roof replacements at the Grove Street elderly housing development. This funding bolsters a sum of \$910,800 that was previously committed for the project in 2019. This site houses 60 units of affordable housing for seniors at 50% area median income or less.

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

In Waltham, public housing residents may participate in the management and operations of the Waltham Housing Authority by attending Board of Commissioners meetings. These Commissioner meetings cover important matters concerning WHA management including policy decisions, budgets, and planning actions. The Board of Commissioners meetings provide opportunities for residents to address the Board and ask questions and provide input. The WHA is required to have one of its residents sit on the Commission and the resident Commissioner has one of five votes to determine policy and procedures for the WHA and represents residents' interests in the decision-making process. Additionally, the WHA maintains a Resident Advisory Board, comprised of federal Public Housing residents and Section 8 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.

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)

The largest barrier to affordable housing Waltham residents experience is the constant increase in housing costs. Much like all of eastern Massachusetts, Waltham has experienced year-over-year sustained surges in median home prices. The January 2022 median home listing price in Waltham was \$699,450, versus \$615,000 in January of last year, which is an increase in over 12 percent (realtor.com). 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 in addition to New England as a whole, the City is fortunate to have strong working relationships with the members of the WestMetro HOME Consortium and the local Waltham Housing Authority.

In July, 2021, the Waltham Community Preservation Committee approved \$6M in Community Preservation Act funds to go towards the Leland Home Redevelopment. This project, with an estimated development cost of \$33M will re-develop the Leland Home to create 68 new affordable units at or below 60 AMI for residents aged 62 and over.

Waltham works to increase production of affordable housing through approval of both special permit and comprehensive permit projects. In 2018, the City Council began the process of amending the Inclusionary Zoning Ordinance to provide a percentage of housing developed through the ordinance to households earning 50% of the area median income. This amendment increased the percentage of affordable units from 10% to 15%. The additional 5% of units are made available to households at 50% of the AMI.

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

The City works with local social service agencies to reduce the number of families and individuals living in poverty. These include family stabilization services, affordable child care, teen job readiness programs, etc. Specifically, the Waltham Housing Authority Learning Centers provide afterschool tutoring and mentoring programs to low-income children living in public housing. The Salvation Army Kids Feast provides food, educational help, and encouragement to children of parents who may not be able to afford private after school care. Friends of Family School provides English classes to non-native English speakers so when kids are in school, they are able to speak and understand English and keep up with classroom activities. A Substantial Amendment was done in PY47 to move \$120,981 from CDBD-CV Small Business to CDBG-CV Rental Assistance. This transfer was done because all of the funds allocated to businesses that applied for the funds had been spent in PY47, leaving a surplus that was allocated for direct rental assistance to residents.

Waltham coordinates with the non-profit Healthy Waltham to utilize the City's Government Center building as the site for a food pantry that the organization runs. Allowing the food pantry to utilize City property is vital logistically as staging areas for Healthy Waltham takes up a large portion of space.

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

During PY47, the City of Waltham continued to make lead paint abatement, the removal of asbestos, and the mitigation of related health hazards a priority of the Housing Rehabilitation program. The use of CDBG funds allows deferred de-leading loans and grants to owner-occupiers of multifamily properties. Additionally, the City is a member of the WestMetro 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)

Planning Department and Housing Division staff administer the CDBG and HOME Investment Partnerships (HOME) programs. The funds from these federal programs are used locally for programs and projects that target and provide the maximum benefit to extremely low, moderate, and low-income persons. These resources provide rental assistance, housing stabilization and relocation services, access to emergency shelter, and support for the creation and preservation of affordable housing. Funding for food, after school care programs, and educational programs also provide additional support to households facing poverty in the City.

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

The City continues to focus on trainings and webinars, making a conscious effort to remain up to date and in compliance with HUD regulations along with other State and local requirements. The City also focuses on cross-training employees in order to maximize continued efforts provided by the CDBG subrecipients. The intake forms collected from participating organizations was found to be extremely helpful by our CDBG subrecipients as we monitor forms for Program compliance. In order to more seamlessly help manage community development programs throughout the City, the Planning Department hired a Principal Planner in October 2021, and the Housing Division brought on-board a Housing Specialist in May, 2022.

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

The WHA and several social service organizations coordinate to promote shared goals such as anti-poverty measures and advancing educational attainment of residents. Specifically, the Prospect Hill Community Center began operation at the WHA owned Prospect Hill Housing Development. The Community Center is an independent 501(c)3 staffed by volunteers from Brandeis and Bentley Universities in an effort to provide services to residents living within the development. Student leaders from Brandeis and Bentley work with the Prospect Hill Tenants Association to develop programs for the Center, which include after

school activities, tutoring, computer programming classes, ESL instruction, fitness and health education, arts, and resumé writing and job skill training.

The Housing Division maintains partnerships and relationships in order to enhance coordination between service providers. Strengthened collaboration with organizations like the WHA, human service providers, housing providers, regional entities, and private landlords play a critical role in ensuring the cost-effective, efficient delivery of services to the public. Since a number of housing rehabilitation applicants are economically disadvantaged, elderly, and/or in need of social services, Division staff regularly consult with the Waltham Senior Center and the Health Department.

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, development, and land acquisition, and in addition to the 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 Common Housing Application for Massachusetts Programs (CHAMP) housing application administered through the State has increased the wait list for State assisted public housing in Waltham taking away the local preference for Waltham residents. This has led to wait times for State units increasing from 2-3 years to up to 6 year wait period. 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 Waltham Housing Division provides portability in the TBRA rental assistance programs it administers. Applicants are free to search for housing within Waltham, the WestMetro HOME Consortium and/or within the Balance of State CoC if the eligible household cannot find housing of their choice in Waltham. All applicants to the TBRA full rental assistance program are required to apply for Federal public housing which has a 2-3 year wait list.

Waltham's Council on Aging/Senior Center provides an informational workshop annually for seniors on housing options, home modification, subsidized apartments, assisted living facilities and nursing homes.

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 CDBG subrecipients are monitored for progress and compliance with applicable laws and regulations. Monitorings are conducted to ensure that sub-grantees are keeping required documentation on file, accomplishment data is accurate, and that sub-grantees are in compliance. The Planning Department publishes the monitoring guidebook and subrecipient guidebook and distributes these to every social service organization that receives funding. Monitorings are done on site at the location where the subrecipient operates or through desk monitorings. In order to determine if they are in compliance with the terms and conditions of their Subrecipient Agreement, each organization is required to submit a quarterly report that contains statistical data on accomplishments and performance for the quarter and year-to-date.

This year the Planning Department continued its focus on the anti-discrimination and equal access policies. This ensures long term compliance with the requirements of the program. Additionally, the Planning Department works with the Massachusetts Office of Diversity in order to include minority and women owned businesses in the procurement of capital projects and future planning of capital projects.

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.

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

Provides for and encourages citizen participation, with emphasis on participation by residents of low, very low, and extremely low income, including minorities and non-English speaking persons, as well as persons with mobility, visual, or hearing impairments in all stages of the process;

Provides citizens with reasonable and timely access to local meetings, information, and records relating to the City of Waltham's proposed and actual use of federal funds, as required by the regulations;

Provides for conveniently timed and located public meetings in the Arthur J. Clark Government Center to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance. Such hearings are held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for people with disabilities;

Provides for a non-English speaking interpreter, should one be requested, for public meetings with non-English speaking participants;

Provides for participation with the Waltham Housing Authority to encourage the participation of public and assisted housing residents;

Provides for a timely written answer to written complaints and grievances, within 15 working days.

Additionally, each construction project is monitored for Davis Bacon compliance and payrolls 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 Agents office.

The City also utilizes City social media accounts of Twitter and Facebook to promote all public meetings and outreach activities. Due to the COVID-19 pandemic, utilizing social media to advertise events has been very advantageous by easily disseminating City information that many residents may not be aware of via traditional outreach methods. Leveraging the many subscribers of these data platforms has proven valuable in casting a wide net to reach the many people that may not see or be aware of the local newspaper postings or the City of Waltham website. Specifically, the City of Waltham Facebook and Twitter pages have 11,000 and 7,400 followers respectively as of February 2022.

In PY47, the City continued to utilize video conference platforms to host all public hearings regarding the CDBG program. Originally used in 2020 with the onset of the COVID-19 pandemic, the City continued to utilize video conferences in PY47 in order to make public meetings more accommodating especially in the light of the COVID-Omicron wave in January 2022 when community cases began to grow. These virtual meetings allow for interactive features such as screen sharing from Planning Department staff's computers, a chat message function where participants can both ask and answer questions, and allow participants to access the meeting anywhere.

In accordance with HUD regulations, a draft of the CAPER was made available to the public for a 30-day comment period prior to its submission to HUD. One comment was received, which is detailed below:

CAPER Public Comment: Received by Planning Department Wednesday, September 7, 2022 6:04 AM

To the Planning Department;

I see no further planning for cycling infrastructure in the plan draft. This is a major oversight for a committee so seemingly committed to community equity.

Car ownership is one of the largest drains on a household's finances. Those who can't drive or can't afford to drive risk their lives sharing transit infrastructure with heavy machinery.

Comprehensive cycling access also reduces road traffic. Bikes take up less space. Bikes reduce road maintenance, they weigh less.

On a personal note, I have the great pleasure of being within trail access to Elsie Turner playground. A couple times a week I ride with my daughter to this park. She loves the whole experience. I dream of being able to make trips to the grocery store, or to the bleachers for an event, Moody Street for the farmer's market, or the train station by the same means.

I won't do it, though. Every one of these trips includes a stretch of road where I would have to trust my life to the attentiveness and patience of distracted strangers. Not an option, I want to be there for my kids.

The wayside project is a great start, mainly because it parallels Waverly and Main. Every major thoroughfare needs a cycling counterpart in order to make Waltham comprehensively accessible by anything other than a car.

Please help make the healthy, cheap, environmentally responsible option an easy option.

Regards,

[First Name, Last Name]

[# Mallard Way]

Public Comment Response: Sent by Planning Department Friday, September 9, 2022 at 4:12 PM

Good afternoon [First Name],

Thank you for contacting the City of Waltham Planning Department and providing your input on the FY21 Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report (CAPER).

The City is committed to supporting cycling infrastructure, and as you mentioned, recently allocated \$9.3M for the Waltham Wayside Trail project, which is currently in construction. This important project will provide protected bicycle trails running east to west through Waltham and will be part of the 104-mile Mass Central Rail Trail (MCRT).

However, this CAPER document outlines specific community development activities associated with the federal CDBG program and is not inclusive of all City planning and community development activities.

Specifically, Waltham received \$978,390 from the US Department of Housing and Urban Development (HUD) this past year to fund activities that meet required national program objectives of benefiting low-moderate income people, meeting an urgent need, and removing blight. Generally, the City receives just under \$1M annually for all CDBG activities.

The CAPER document is meant to quantify measured outcomes from the CDBG program specifically on how goals and outcomes of the prior year program measured up to outlined CDBG Five Year Consolidated Plan benchmarks.

CDBG projects in the category of “accessible and sustainable improvements” have historically included playground construction and rehabilitation, sidewalk and roadway accessibility upgrades, and building upgrades. In future years, the City will consider potential projects that may include strengthening bicycle infrastructure using CDBG or other funding sources.

Please do not hesitate to reach out with any other questions regarding the CAPER or other community development actions.

Thank you,

Frank

Public Comment Follow Up Response: Received by Planning Department Friday, September 9, 2022 at 11:04 PM

Thanks for the in-depth and thoughtful reply, Frank.

Can you recommend a more appropriate forum to lobby for bicycle infrastructure?

On the topic of playgrounds, we are blown away by the quantity and quality of the parks and splash pads Waltham has to offer. Thank you for the excellent work, there.

Regards,

[First Name]

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.

In PY47, there were no significant changes to the City’s CDBG program objectives.

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

No