

FY18 ANNUAL ACTION PLAN

DRAFT – March 22, 2017

FOR THE
CITY OF NEWTON
HOUSING AND COMMUNITY DEVELOPMENT PROGRAM
AND THE
WESTMETRO HOME CONSORTIUM

JULY 1, 2017 – JUNE 30, 2018

*For submission to the Department of Housing and Urban Development
May 15, 2017*

Table of Contents

FY18 Annual Action Plan

AP-05 Executive Summary	1
PR-05 Lead & Responsible Agencies	5
AP-10 Consultation	6
AP-12 Citizen Participation	13
AP-15 Expected Resources	19
AP-20 Annual Goals and Objectives	22
AP-35 Projects	29
AP-50 Geographic Distribution	32
AP-55 Affordable Housing	34
AP-60 Public Housing	38
AP-65 Homeless and Other Special Needs Activities	41
AP-75 Barriers to Affordable Housing	49
AP-85 Other Actions	57
AP-90 Program Specific Requirements	64

Appendix

Standards of Provision for ESG Assistance	78
FY18 CDBG Budget	88
FY18 ESG Budget	89
FY18 HOME Budget	90
Newton Citizen Participation Plan	92
MetroWest HOME Consortium Citizen Participation Plan	101

Executive Summary

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

1. Introduce and summarize the objectives and outcomes identified in the Plan

The FY18 (FFY 2017) Annual Action Plan represents the third year of the FY16-20 Consolidated Plan for the City of Newton's Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) programs and for the WestMetro HOME Consortium HOME Investment Partnerships (HOME) programs.

The Consolidated Plan was prepared by Housing and Community Development Division (the Division) staff to describe the use of federal resources for housing and community development activities in Newton and housing activities in the twelve other HOME consortium communities – the towns of Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Natick, Needham, Sudbury, Watertown, and Wayland and the city of Waltham. The FY18 (FFY17) Annual Action Plan, which is the result of citizen-driven collaborative planning processes, details how the City of Newton and the members of the WestMetro HOME Consortium will allocate the CDBG, ESG and HOME federal funds for the period of July 1, 2017 through June 30, 2018.

FY18 (FFY17) Federal Funding Amounts

Community Development Block Grant (CDBG)	\$1,742,529.00
HOME Investment Partnerships Program*	\$1,143,994.00
Emergency Shelter Grant	\$159,211.00
Total	\$3,045,734.00

**HOME funds are apportioned among the 13 members of the WestMetro HOME Consortium*

Community Development Block Grant funds

The City has allocated CDBG funding to five general categories: Housing/Homelessness, Human Services/Public Services, Neighborhood Improvements, Architectural Access, and Program Administration. These categories are funded based on the priorities and needs detailed in the FY16-20 Consolidated Plan.

Housing/Homelessness

The majority of funds (approximately 55 percent) will be allocated to Affordable Housing/Homelessness. This funding will be used to facilitate housing rehabilitation, site acquisition, and development of units for low- and moderate-income households.

Human Services/Public Services

The Human Service Grants will fund 16 public service projects through 13 sub-grantee agencies and city departments during FY18. These programs directly benefit low-to-moderate income residents and will provide a critical network of supports to assist in moving vulnerable individuals and families out of poverty. The City intends to allocate 15 percent of CDBG funds, the maximum allowed by regulation.

Neighborhood Improvements

This project category will receive approximately five percent of CDBG funds over the next program year. These projects must be completed in targeted areas of the City having the highest concentration of low- and moderate-income individuals. As the City embarks on Streetscape improvements in the West Newton neighborhood, the Division will seek to identify an eligible project during FY18.

Architectural Access

Five percent of CDBG funds will be directed towards architectural access projects this year. These projects that enhance accessibility for persons with disabilities can be completed citywide, without geographic restriction. In FY18 (FFY17), these funds will prioritize installation of ADA complaint curb cuts, Accessible Pedestrian Signals (APS) and accessibility improvements along open space and park pathways throughout the City.

Program Administration

Staff intends to allocate the maximum allowable amount of 20 percent for program administration.

HOME Investment Partnership funds

Consortium communities have individual goals related to the acquisition, construction, and rehabilitation of housing, as well as the provision of rental and downpayment assistance. Newton will utilize HOME funds to offer downpayment assistance and develop rental and homeowner affordable housing units.

Emergency Shelter Grant and McKinney-Vento funds

Emergency Solutions Grant (ESG) funds are awarded to sub-recipients through a competitive Request for Proposals (RFP) advertised to local providers who wish to provide services under the shelter operations/services, homelessness prevention, and rapid rehousing components of the FY18 allocation of the ESG funds. Staff released the FY18 (FFY17) RFP on January 25, 2017, alongside the Human Service and CDBG Improvement RFPs, to allow for a more timely identification of projects for the Action Plan and the execution of programs parallel to the start of the fiscal year. During FY18, ESG funds will support 8 projects across 5 sub-grantee agencies.

The Brookline-Newton-Waltham-Watertown (BNWW) Continuum of Care (CoC), previously lead by the City of Newton, merged with the Massachusetts Balance of State in December of 2016. The Balance of State (BoS), under the supervision of the Department of Housing and Community Development, now administers McKinney-Vento funds for the BNWW CoC. HUD awarded BNWW CoC nonprofit agencies \$1,317,531 in all FFY16 Tier 1 grant renewals. Funding was awarded to Pine Street Inn, Vinfen, The Second Step, Advocates, Inc., Brookline Community Mental Health Center and Brookline Housing Authority across 12 projects to continue implementation of regional emergency shelter, transitional and permanent supportive housing programs. Unfortunately, Tier 2, totaling \$99,169, was not awarded to The Second Step.

3. Evaluation of past performance

Following the close of the fiscal year, the City of Newton submits the Consolidated Annual Performance Evaluation Report (CAPER) to HUD on behalf of the City's CDBG and ESG programs, and the WestMetro HOME Consortium's HOME programs. This report describes, in detail, the expenditures and accomplishments of the prior year, and evaluates the progress the communities made in advancing the priorities identified in that year's Annual Action Plan.

The draft Consolidated Annual Performance and Evaluation Report (CAPER) was posted to the City's website on October 12, 2016. In accordance with the Citizen Participation Plan, the CAPER was presented by Newton staff to the Planning and Development Board at a public hearing. For the FY16 (FFY15) CAPER, this hearing took place on October, 24, at a special meeting of the Planning and Development Board. The presentation of the CAPER, initiated a 15-day comment period, after which the report was reviewed and certified by the Executive Office and submitted to HUD. The FY16 (FFY15) CAPER was submitted on November 21, 2016. A public notice of the meeting and subsequent comment period, was published in all of the Consortium communities' newspapers, as well as announced in the City's digital Friday Report. The public notice and report was made available on the City's webpage and in the Housing and Community Development Division ten days in advance of the meeting.

4. Summary of Citizen Participation Process and consultation process

Please see the appendix to review the Citizen Participation Plan. Please also see the consultation and participation sections of this plan.

5. Summary of public comments

The thirty day comment period for the FY18 (FFY17) Annual Action Plan is scheduled to begin April 3, 2017 and continue to May 2, 2017.

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

To be completed

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
Lead Agency	City of Newton, MA	Housing and Community Development Division
CDBG Administrator	City of Newton, MA	Housing and Community Development Division
HOME Administrator	City of Newton, MA	Housing and Community Development Division
ESG Administrator	City of Newton, MA	Housing and Community Development Division

2. Introductory Narrative

The Housing and Community Development Division (the Division) of the City of Newton's Department of Planning and Development serves as the lead agency responsible for the preparation and implementation of the Five-Year Consolidated Plan and respective Annual Action Plans. In addition to operating as the lead agency for the City's CDBG and ESG consolidated planning process, the Division also serves as the lead entity for the HOME Investment Partnerships Program (HOME) on behalf of the WestMetro HOME Consortium. The Consortium is comprised of the towns of Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Natick, Needham, Sudbury, Watertown, and Wayland, and the cities of Newton and Waltham.

3. Consolidated Plan Public Contact Information

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

- 1. 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 City of Newton Housing and Community Development Division (the Division) of the Department of Planning and Development works collaboratively with municipalities, city departments, housing providers, and planning, human service and homelessness agencies throughout the community and region. These joint efforts seek to address community needs, inform investment decisions and ensure the provision of critical services like health care, crisis prevention, youth and elderly programming, child care, family support, affordable housing and employment opportunities for developmentally disabled persons. The Consolidated Planning process, citizen participation and ongoing coordination with the above-mentioned service providers improves communication, leverages resources, reduces duplication and produces more meaningful projects.

- 2. 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 Brookline-Newton-Waltham-Watertown (BNWW) Continuum of Care (CoC), previously lead by the City of Newton, merged with the Massachusetts Balance of State in December of 2016. The Balance of State (BoS), under the supervision of the Department of Housing and Community Development, implements the continuum's homelessness strategy across 80 member communities. This encompasses the administration of federal and state resources, submitting the Consolidated Application for McKinney-Vento funds, regional needs assessments and overseeing projects addressing homelessness assistance and prevention. Although BNWW is no longer its own CoC, quarterly meetings will be held in FY18 to keep abreast of the needs and issues impacting homeless and at-risk individuals and families and to maintain regional connectivity with service providers.

HUD awarded BNWW CoC nonprofit agencies \$1,317,531 in all FFY16 Tier 1 grant renewals. Funding was awarded to Pine Street Inn, Vinfen, The Second Step, Advocates, Inc., Brookline Community Mental Health Center and Brookline Housing Authority across 12 projects to continue implementation of regional emergency shelter, transitional, and permanent supportive housing programs. Unfortunately, Tier 2, totaling \$99,169, was not awarded to The Second Step.

Still in transition, the City of Newton coordinated with BNWW CoC agencies and the BoS to complete the 2017 Point-in-Time (PIT) Count. The cities of Newton and Waltham and towns of Watertown and Brookline were each assigned team leaders to spearhead the compilation of data, detailing the number of sheltered and unsheltered homeless persons surveyed in each of their communities. Numbers are still being tabulated and will be reported prior to submission.

3. 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

The City coordinates with the CoC concerning projects and activities, performance standards, funding priorities, and policies and procedures for the operation and administration of HMIS and ESG. Division staff consulted with non-ESG recipients in a special BNWW CoC meeting held on January 17, 2017 to finalize FY18 (FFY17) ESG funding priorities across its emergency shelter, street outreach, homelessness prevention, and rapid re-housing programs. In anticipation of the FY18 (FFY17) Annual Action Plan, the Division streamlined planning processes to release the ESG RFP alongside the Human Service and CDBG Improvement RFPs on January 25, 2017. This allows the more timely identification of projects for the Action Plan and the execution of programs parallel to the start of the fiscal year.

4. Agencies, groups, organizations and others who participated in the process and consultations

Division staff and the Consortium communities consulted with relevant City departments, local and regional organizations, and housing and other social service agencies throughout the development of the FY18 (FFY17) Annual Action Plan. Division staff also heard feedback from human service provider and homelessness service provider agencies at the Needs Assessment and Strategic Plan events during the drafting of the FY16-20 Consolidated Plan. This FY18 (FFY17) Action Plan continues to draw on the needs assessment and outreach completed during the 18-month consolidated planning process.

Please see sheet [AP-10: Consultation](#) at the end of this section.

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

Staff attempted to contact and consult with all agencies and individuals involved in providing affordable housing units, supportive services, and infrastructure improvements in the City of

Newton and throughout the Consortium. No one was purposefully excluded from contributing or commenting on the Annual Action Plan.

6. Describe other local/regional/state/federal planning efforts considered when preparing the Plan

Please see sheet AP-10: Other Plans Considered at the end of this section.

AP-10: Consultation for the City of Newton and the WestMetro HOME Consortium

Agency/Group/Organization Type	Type of Organization	Type of Organization (if serving multiple purposes)	What Section of the Plan was addressed by consultation?	How was the organization consulted?	What are the anticipated outcomes of the consultation or areas for improved coordination?
NEWTON					
Newton Housing Authority	Public Housing Authority	N/A	Public Housing Needs	The Newton Housing Authority (NHA) helped complete sections of the FY18 (FFY17) Action Plan and assisted to inform program development. Division staff reviews NHA's five year plan to ensure it is consistent with the Consolidated Plan on an annual basis.	This collaboration ensures that Newton is helping create as many affordable housing opportunities as possible.
Citizens for Affordable Housing in Newton Development Organization	Services-housing	Neighborhood Organization	Housing Need Assessment	The Director of CAN-DO has attended several public meetings to discuss various components and priorities for the Consolidated Plan and FY18 Action Plan.	
Newton Advisory Committees	Other	N/A	All Needs Assessments; Strategic Plan; Annual Action Plan	The committees meet regularly to provide important input on the needs assessment, priorities and overall strategy of the Consolidated Plan.	Guides staff and local officials on the housing, community and economic development efforts in Newton.
Massachusetts Department of Housing and Community Development	Housing	N/A	Housing Need Assessment; Homeless Strategy	The staff at DHCD was involved in reviewing the housing projects/plans for the next five years. Homeless data is collected by DHCD and disbursed to Newton each year. DHCD now administers McKinney-Vento funds for the Brookline-Newton-Waltham-Watertown CoC.	This collaboration ensures that Newton is helping create as many affordable housing opportunities as possible and addresses homeless needs.
BEDFORD					
Bedford Housing Partnership	Housing	N/A	Housing Need Assessment	The plan was reviewed and voted by the Bedford Housing Partnership	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Action Plan.
BELMONT					
Belmont Housing Authority	Public Housing Authority	N/A	Public Housing Needs	The Director of the Housing Authority was contacted directly. A member of the Housing Authority sits on the Housing Trust and attends all of their meetings	The anticipated outcomes of the consultation include continued outreach by all of those involved in housing and the inclusion of the Housing Authority's input in the Plans.
Belmont Housing Trust	Housing	N/A	Housing Need Assessment	The Trust was involved in reviewing the draft Housing Production Plan. Staff attends meetings and is in regular contact with the Chair.	The anticipated outcomes of the consultation include continued coordination between those involved with housing and the inclusion of the Trust's input in the Plans.
			Market Analysis		
Belmont Health Department	Health Agency	N/A	Housing Need Assessment	The Social Work Coordinator and Veteran Services Agent were contacted directly.	The anticipated outcomes of the consultation include continued coordination between those involved with providing services to those in need and the inclusion of the Health Department's input in the Plans.
			Market Analysis		
Council on Aging	Services-Elderly Persons	N/A	Housing Need Assessment	The Director and the Social Work Coordinator were contacted directly.	The anticipated outcomes of the consultation include continued coordination between those involved with providing services to those in need and the inclusion of the Council on Aging's input in the Plans.
			Market Analysis		
BROOKLINE					
Brookline Housing Advisory Board	Civic Leaders	Housing	Housing Need Assessment/FY18 Annual Action Plan	The Brookline Housing Advisory Board held a public meeting to review and comment upon the FY18 Annual Action Plan	The anticipated outcomes of the consultation are prioritizing HOME funds.
Brookline Housing Authority	Public Housing Authority	Housing	Public Housing Needs	The BHA was interviewed about public housing needs as well as capital needs for state-owned public housing in FY18 and beyond.	Information helps inform the Town of BHA needs as we coordinate housing resources for new projects as well as preservation of affordable units.
Brookline Planning Department	Town Planning Department	Planning	Strategic Plan	The Department of Planning & Community Development engaged a consultant team to work with a citizen and staff board and develop a Housing Production Plan. The HPP was approved in November of 2016.	The Housing Production Plan will be used to guide the Town's future development for affordable, mixed income, and mixed use housing over the next decade.
Brookline Health Department	Health Agency	N/A	Housing Need Assessment	The Health Department works with persons with disabilities, homeless, and persons with substance abuse and gave feedback regarding the housing needs assessment	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Consolidated Plan and Action Plan.
Brookline Diversity, Inclusion, and Community Relations Department	Service-Fair Housing	N/A	Housing Need Assessment	The Brookline Diversity, Inclusion, and Community Relations Dept. works on issues of fair housing, diversity, and inclusion.	
Brookline Community Mental Health Center	Services-homeless	Services-Victims of Domestic Violence	Homelessness Strategy	The BCMHC provides homelessness prevention services and was interviewed for the Needs Assessment. BCMHC provides on-going case management to those experiencing housing problems and homelessness in the Town.	
Brookline Council on Aging	Services-Elderly Persons	N/A	Housing Need Assessment	The Council on Aging provides a wide variety of services to seniors and informs the Town on the housing needs of Brookline seniors. The Council provides case management to seniors experiencing housing problems.	
Center Communities of Brookline	Housing	Services-Elderly Persons	Housing Need Assessment	This agency provides senior housing and was interviewed regarding housing needs of seniors	
Pine Street Inn	Housing	Services-homeless	Housing Need Assessment	This agency provides housing and services to homeless individuals within the community and was interviewed for the Housing Needs Assessment	
Brookline Community Foundation	Foundation	Civic Leaders	Housing Need Assessment	The agency was interviewed to provide information on the Housing Needs Assessment and provides general information on housing needs to the community.	

CONCORD					
Concord Housing Authority	Public Housing Authority	N/A	Public Housing Needs	The CHA was contacted directly to discuss their two projects to rehabilitate and expand their inventory of accessible affordable units.	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Action Plan.
FRAMINGHAM					
Framingham Housing Authority	Public Housing Authority	Public Housing Authority	Public Housing Needs	Consultation	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Action Plan.
South Middlesex Opportunity Council SMOC	Housing	Services-homeless	Housing Need Assessment	Consultation	
Framingham Planning Office	Other government - Local	N/A	Housing Need Assessment	Consultation	
Framingham Veteran's Office	Other government - Local	Services-homeless	Homelessness Needs - Veterans	Consultation	
Framingham Council on Aging	Services-Elderly Persons	N/A	Housing Need Assessment	Consultation	
Framingham Health Department	Other government - Local	N/A	Omitted	Consultation	
Framingham Assessing Department	Other government - Local	N/A	Housing Need Assessment	Consultation	
Fair Housing Commission	Other government - Local	Other government - Local	Housing Need Assessment	Consultation	
Framingham Disability Commission	Other government - Local	Services-Persons with Disabilities	Housing Need Assessment	Consultation	
Balance State Continuum of Care	Regional organization	Services-homeless	Homelessness Strategy	Consultation	
Wayside Community Programs	Housing	Services-Children	Housing Need Assessment	Consultation	
Advocates	Services-Persons with Disabilities	N/A	Housing Need Assessment	Consultation	
MetroWest Legal Services	Other	Services-homeless	Homelessness Strategy	Consultation	
Metro West Center for Independent Living	Services-Persons with Disabilities	N/A	Housing Need Assessment	Consultation	
Bay Path Elder Services	Services-Elderly Persons	Services-Persons with Disabilities	Housing Need Assessment	Consultation	
LEXINGTON					
Lexington Housing Partnership	Housing	N/A	Annual goals	All HOME projects are reviewed by the Lexington Housing Partnership	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Action Plan.
NATICK					
Council on Aging	Services-Elderly Persons	N/A	Housing Needs	Interview	The anticipated outcomes of the consultation are improved coordination and the inclusion of the organization's input in the Action Plan.
Natick Affordable Housing Trust	Other government - Local	N/A	Housing Needs	Interview	
Natick Housing Authority	Public Housing Authority	N/A	Housing Needs	Interview - Meetings	
Natick 2030+ Planning Process	Housing - gen'l public	N/A	Housing Needs	Public input meetings, resident surveys, collaboration web site	
NEEDHAM					
Needham Board of Selectmen	Other government - Local	N/A	Housing Strategy	Held a meeting on October 27, 2015 to discuss the Town's Housing Strategy.	Better coordination in the implementation of various elements of the FY16-20 Consolidated Plan's Strategic Plan chapter and the Annual Action Plan.
SUDBURY					
Sudbury Housing Trust	Other government - Local	Service-Fair Housing	Housing Need Assessment	Consultation/Committee Meeting	Improve coordination between housing stakeholders in Town and the Trust and inclusion of the organization's input in the Annual Action Plan
WALTHAM					
Middlesex Human Services Agency	Services-homeless	Services-homeless	Homeless Needs - Chronically homeless	Consultation	Provide grant funds for shelter & reduce homeless population
Waltham Police Department	Civic Leaders	Services-Children	Homelessness Needs - Unaccompanied youth	Monthly Homeless Coalition meetings, Youth Liaison between PHA and Police Department	Collaborative effort to engage youth with funding for student staff (Bentley & Brandeis University students) at Housing Authority community centers.
The Greater Waltham Association of Retarded Citizens	Services-Persons with Disabilities	Service-Fair Housing	Non-Homeless Special Needs	Consultation	Ensure quality housing for persons with disabilities
The Partnership for Youth	Services-Education	Services-Children	Non-Homeless Special Needs	Consultation	Increased funding for language education for non English speaking elementary students
REACH	Services-Victims of Domestic Violence	Services-Education	Non-Homeless Special Needs	Consultation	Increase opportunities for parent education programs
Boys and Girls Club	Services-Children	Neighborhood Organization	Homelessness Needs- Unaccompanied Youth	Consultation	Extend outreach to older teens and youth.
Waltham Housing Authority	Public Housing Authority	Housing	Public Housing Needs	Consultation	Affordable rental housing for seniors
Committee on Downtown Revitalization	Business Leaders	Neighborhood Organization	Market Analysis - Economic Development Needs	Consultation	Encourage economic approach to development
Community Day Center of Waltham	Services-homeless	N/A	Homeless Needs - Chronically homeless	Consultation	Omitted
Waltham Committee Inc.	Housing	Services-Persons with Disabilities	Non-Homeless Special Needs - Housing for Persons with Disabilities	Consultation	Increased housing for persons with disabilities
WATERTOWN					
Watertown Housing Partnership	Other government - Local	N/A	Housing Need Assessment	Housing Partnership reviewed Watertown's section of the FY18 Annual Action Plan	Anticipated outcomes of the consultation are inclusion of the Town Committee's input into the FY 2017 Annual Action Plan.
Watertown Housing Authority	Public Housing Authority	N/A	Other (Please specify)	Watertown Housing Authority was consulted several times on the FY18 Annual Action Plan	Anticipated outcomes of the consultation are inclusion of the Housing Authority's input into the FY 2017 Annual Action Plan
Religious Organizations, Social Service Providers and Community Groups	Social Service Providers	Various Services	Other (Please specify)	Mailed a notice of the Watertown Housing Partnership's January meeting to discuss the FY 2018 Annual Action Plan	No comments received
WAYLAND					
Wayland Housing Authority	Public Housing Authority	Service-Fair Housing	Housing Need Assessment	Consultation	Anticipated outcomes of the consultation are inclusion of the Housing Authority's input into the 2017 Annual Action Plan
Wayland Housing Partnership	Other government - Local	N/A	Housing Need Assessment	Consultation	Anticipated outcomes of the consultation are inclusion of the Housing Authority's input into the 2017 Annual Action Plan
Wayland Housing Trust	Other government - Local	Housing	Public Housing Needs	Consultation	Anticipated outcomes of the consultation are inclusion of the Housing Authority's input into the 2017 Annual Action Plan
Wayland Real Asset Planning Committee	Other government - Local	Housing/Real Estate	Housing Needs Assessment	Consultation	Anticipated outcomes of the consultation are inclusion of the Housing Authority's input into the 2017 Annual Action Plan

AP-10: Other Plans Considered by the City of Newton and WestMetro HOME Consortium

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Ten Year Plan to End Homelessness (updated 2014)	City of Newton on behalf of the Brookline Newton-Waltham-Watertown Continuum of Care	The Strategic Plan adopts many of the priorities and strategies detailed in the FY18 Annual Action Plan
Analysis of Impediments to Fair Housing (Updated July 2014)	City of Newton	This Strategic Plan works to address some of the impediments to fair housing identified in the AI
MetroWest Regional Fair Housing Plan FFY15-FFY20 (updated July 2015)	City of Newton/MAPC/MetroWest	This regional plan, prepared in conjunction with MAPC, builds on previous planning efforts to affirmatively further fair housing, facilitate access to housing choice and opportunity and address barriers to fair housing identified in the previous AI
MAPC Metro Boston 2030 Population and Housing Demand Projections and more recent Housing Data Portal	Metropolitan Area Planning Council	Division staff relied on Newton and regional data and projections provided by the MAPC in this document. Division staff adopted the Stronger Region scenario, recommended by the MAPC to plan for the needs that will be facing Newton and the region
FY17 Annual Action Plan	City of Newton	Key document to inform the City's community development and housing goals throughout FY18 (FFY17)
FY16-20 Consolidated Plan	City of Newton	Key document to inform the City's community development and housing goals through 2020 and basis for the goals included in the FY18 AAP
2007 Comprehensive Plan	City of Newton	The Comprehensive Plan focuses on strengthening and enhancing Newton as a liveable community and that goal overlaps with Division staff's efforts to do the same for LMI people in Newton
Newton Leads 2040 Housing Strategy	City of Newton	The Strategy identified policies and actions with the goal of producing 800 units of housing, including affordable housing, in the City by 2021.
Belmont's Draft Housing Production Plan	Town of Belmont	The Strategic Plan chapter for the FY16-20 Consolidated Plan, in addition to the FY18 Annual Action Plan, adopts many of the priorities and strategies detailed in these plans.
Natick 360	Town of Natick	
Natick 2030 Comprehensive Master Plan	Town of Natick	
Natick Housing Production Plan 2016	Natick Affordable Housing Trust	
Previous local housing plans	Needham Planning and Community Development Dept.	

Local Housing Guidelines	Needham Planning and Community Development Dept.	The Strategic Plan chapter for the FY16-20 Consolidated Plan, in addition to the FY18 Annual Action Plan, adopts many of the priorities and strategies detailed in these plans.
Other HOME reports	Needham Planning and Community Development Dept.	
Open Space and Recreation Plan	City of Waltham	
Emergency Case Plan	DHCD	
Public Housing Authority Plan (2016)	Waltham Housing Auth	
Watertown Comprehensive Plan (Adopted April 2015)	Watertown Department of Community Development and Planning	
Watertown Housing Production Plan (Adopted January 2014)	Metropolitan Area Planning Council and Watertown Department of Community Development and Planning	
Annual Action Plans	Watertown Department of Community Development and Planning	
"Understanding Brookline: A Report on Poverty"	Brookline Community Foundation	
Framingham Housing Plan	Community Economic Development Department	
Elder Services 2014-2017 Area Plan	Framingham Bay Path Elder Services	
Framingham Open Space Plan	Framingham Community and Economic Development Department	
Downtown Framingham Transit Oriented Development Action Plan	Framingham Community and Economic Development Department	
South East Framingham Study Area	Framingham Planning Board Department	
Town of Wayland Master Plan 2004 (updated 2011)	Wayland Planning Board; Board of Selectmen; Wayland Economic Development Committee	
Town of Wayland Housing Plan 2010 (updated 2015)	Wayland Planning Board; Board of Selectmen; Wayland Economic Development Committee	

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

During the Consolidated Planning process, Division staff employed a number of methods to solicit citizen and agency input, including nine Needs Assessment presentation and discussion events, a Needs Assessment data presentation, and a meeting that summarized the input gathered during the Needs Assessment in May and June of 2014. In addition, Division staff created an online and paper survey to provide another resource for people to share their input regarding needs in the community, and how they might prioritize those needs. Additionally, in response to the public comments received during the Needs Assessment, the Division staff put an emphasis on gathering the input of low- to moderate-income people, current and potential beneficiaries of the CDBG, ESG, and HOME programs. During the 18 months of outreach, staff went to a number of events to spread the word about the Consolidated Plan and seek public input, including Nonantum Village Day, Newton Veteran's Service Center, and held a focus group with youth at the YMCA Teen Center. In addition, Division staff encouraged survey input from those who did not feel comfortable participating in a focus group, and received surveys from clients of The Second Step, Riverside Community Care, Family Access, JCHE, and others. Division staff also met with nine citizen advisory committees to share various aspects of the Consolidated Plan and receive input from members. Much of the data and information collected during this period was incorporated into the FY18 (FFY17) Plan.

In addition to the comprehensive collection of data, staff also discussed the Annual Action Plan at various boards and commissions meetings throughout January and February, including the following: the Fair Housing Committee; Newton Commission on Disability and the Brookline-Newton-Waltham-Watertown Homelessness Continuum of Care. In accordance with HUD guidance and the City's Citizen Participation Plan, a public hearing will be held for a review of the Plan by the City's Planning and Development Board on April 3, 2017. An accessible draft of the document was made available on the City's website ten days in advance of the hearing and copies of the Annual Action Plan were available in other languages upon request.

In addition, notice of the draft Annual Action Plan's availability and the date of the Annual Performance Hearing was included in the Planning and Development Department's weekly report that is distributed digitally to several hundred recipients, including local nonprofits and other organizations serving low- and moderate-income individuals and minorities. A notice for the public hearing was published in the Newton TAB, as well as in the newspapers of the twelve other WestMetro HOME Consortium communities during the week of March 20, 2017. The

notice provided contact information for the City's ADA Coordinator, and telecommunications relay service, for anyone that sought to request a reasonable accommodation.

Consortium Communities

The Towns of Bedford, Concord, Lexington, and Sudbury use public hearings at the Board of Selectmen meetings when broad public input is needed. The local Boards (Bedford Municipal Affordable Housing Trust, Bedford Housing Partnership, Lexington Housing Partnership, and Sudbury Housing Trust) hold monthly meetings to review and deliberate on all affordable housing projects proposed or ongoing.

The Town of Belmont's Housing Trust held four public meetings as part of the forum, "Belmont's Housing Future", to gather input from the residents on how to address affordable housing in the Town. The forum looked at demographic trends and potential development at the Waverley Square MBTA Station, redevelopment of Housing Authority and industrial properties, and use of municipal and institutional properties for affordable housing. This information will be used to inform the drafting of the Town's Housing Production Plan.

In Brookline, the Housing Division staffs the Brookline Housing Advisory Board (HAB), which holds monthly meetings to review all affordable housing projects being undertaken or considered by the Town. All final funding commitments for affordable housing projects are approved by the Board of Selectmen, which act on recommendations from the HAB and hold public hearings for public input. Content related to the FY18 (FFY17) Plan was discussed at the Housing Advisory Board meeting on February 16, 2017. All HAB meetings are open to the public and advertised via the Town's web site and blog, to all interested parties, including all Town Meeting members.

On September 14, 2016, the Town of Framingham held a public hearing to solicit community comments on the FY16 (FFY15) Consolidated Annual Performance Evaluation Report. The Community Development Department also published a needs assessment survey in the fall of 2016 to solicit input on community amenities and services. A needs assessment meeting was hosted on December 1, 2016, to release the survey's findings to the Community Development Committee, followed by a public hearing on February 7, 2017 to evaluate and select public service proposals for funding. Framingham's Fair Housing Committee (FHC) convened a series of meetings and workshops throughout the fiscal year. In addition to educational meetings, the FHC also provides input on plans for community housing developments and the tenant-based rental assistance program. All of these processes informed decisions about FY18 (FFY17) HOME allocations and priorities.

In May of 2016, Town of Natick embarked on Natick 2030+, a two-year process to prepare a comprehensive master plan for Natick that recommends actions to achieve the town's desired vision for its physical environment over the next 20 years. Housing is a major component of this plan. In three public engagement events held to date, residents particularly support diversification of the town's housing stock, with development of more barrier-free dwellings and a wider variety of housing types in town that can accommodate a broad array of inhabitants in various life stages.

The Town of Needham held a number of number of public hearings on several affordable rental developments that were permitted through the Chapter 40B process which yielded 531 new multi-family rental units and increased Needham's housing affordability level to 12.61%.

The City of Waltham Planning Department held a public meeting on February 13, 2017, to gather input on the FY18 (FFY17) Annual Action Plan. Topics discussed included housing and community development needs and proposed use of funds for the upcoming year.

In Watertown, the Watertown Housing Partnership serves as the Town's policy body, whose volunteer members are appointed by the town manager to oversee the development and preservation of affordable housing in Watertown. The Partnership uses email (Notify Me) to announce its meetings, as well as agenda postings. A presentation will be made by the Partnership to the Town Council on housing goals, and current development strategies. The Partnership approved the Watertown components of the FY18 (FFY17) Annual Action Plan on February 21, 2017. .

Please see sheet [AP-12: Citizen Participation](#) at the end of this section for detailed information on outreach.

AP-12: Citizen Participation Outreach for the City of Newton and the WestMetro HOME Consortium

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted	Other from Mode
NEWTON					
Public Meeting	General	9	Committee discussed FY18 AAP process and potential fair housing goals. FHC proposed focusing on one educational event per year. Events will target an audience and highlight specific aspects of fair housing instead of a broad overview.	N/A	Fair Housing Committee
Public Meeting	General	7	FHC continued discussion on FY18 AAP fair housing content, including creation of a fair housing webinar to be used for training purposes.	N/A	Fair Housing Committee
Public Meeting	General	7	Non-ESG recipients met in a special meeting of the BNWW CoC to discuss funding priorities for the next fiscal year; needs for additional resources; and needs around additional data and performance measures specifically pertaining to homelessness	N/A	Homelessness; Brookline-Newton-Waltham-Watertown Continuum of Care
Public Meeting	General	11	The BNWW CoC met to discuss the FY18 AAP process, funding, ESG RFP and projects. Additionally, the CoC discussed 2017 PIT preparations, coordinated entry training and transition with the Balance of State.	N/A	Homelessness; Brookline-Newton-Waltham-Watertown Continuum of Care
Committee Meeting	General	5	Representatives from the Housing and Community Development Division, Health and Human Services and the Planning and Development Board met relative to the FY18 Human Service program awards (March 2017). Discussion focused on FY18 application evaluations, funding priorities and allocation recommendations.	N/A	Human Services RFP Review Committee
Committee Meeting	General	4	Representatives from the Housing and Community Development Division, Health and Human Services and the BNWW CoC met relative to the FY18 ESG awards (March 2017). Discussion focused on FY18 application evaluations, funding priorities and allocation recommendations.	N/A	ESG RFP Review Committee
Needs Assessment	General	7	Planning and Development staff met with the West Newton/Ward 3 City Councilors to assess neighborhood needs and identify potential projects to undertake during FY18.	N/A	West Newton/Ward 3 Councilors
Public Meeting	General	19;10	The COD discussed the FY18 AAP process, the CDBG Improvements RFP, and identification of FY18 access projects during their January and February meetings.	N/A	Commission on Disability
Public Hearing	General	TBC	Discussion of draft FY18 Annual Action Plan on April 3, 2017.	N/A	P&D Review
BEDFORD					
Public Hearing	Non-targeted/broad community	Bedford Housing Partnership members attended	Approval of plan	N/A	N/A
BELMONT					
Public Meeting	Non-targeted/broad community	12 people attended the meeting including representatives from the Planning Board	Discussed the need for more small-scale housing; affordable housing; mixed-use in appropriate locatins; how to reduce associated barriers	N/A	N/A
Public Meeting	Non-targeted/broad community	Meeting with the Belmont Housing	Discussed various goals, objectives and strategies.	N/A	N/A

Other	Other	A series of working meetings with the Board of Selectmen, Planning Board and Belmont Housing Trust.	Reviewed the draft Housing Production Plan and discussed goals, objectives and strategies.	N/A	N/A
BROOKLINE					
Public Meeting	Non-targeted/broad community	Meeting of the Housing Advisory Board	Regularly scheduled meeting included discussion of supporting a new affordable rental project being proposed by the Jewish Community Housing for the Elderly.	N/A	N/A
Public Meeting	Non-targeted/broad community	Community Workshops encouraging all residents interested in Affordable Housing	A series of four community workshops to gather resident input for the Housing Production Plan. In addition, focus groups with community stakeholders were held.	N/A	N/A
CONCORD					
Meeting	Non-targeted/broad community	Discussion with the Concord Housing Authority	None received.	N/A	N/A
FRAMINGHAM					
Public Meeting	Non-targeted/broad community	Meeting held on September 22, which had 9 attendees representing various members of the community. Four community development committee members in attendance.	Attendees provided their input on the CAPER.	N/A	N/A
Needs Assessment	Nonprofit agency providers/residents	Meeting held on December 1, 2015 which had 20 attendees representing various agencies and their representatives. Four community development committee members in attendance	Need for new and diverse amenities in the community, such as more open space, youth oriented facilities and programming and economic development initiatives that support downtown businesses.	N/A	N/A
Committee Meeting	Committee members/broad community	Meeting held on January 19 by committee members to vote in officers and set a 2016 agenda	Members set the 2016 agenda and elected officers.	N/A	N/A
Public Hearing	Non-targeted/broad community	Hearing held on January 26 to assess proposals submitted for the FY17 public services funding cycle	The community development committee met to assess applications and make decisions about grantees. Committee members asked questions about applications to grantees.	N/A	N/A
Needs Assessment Survey	Broad Community	Survey released between October 15, 2016, and November 25, 2016, to solicit input from residents and stakeholders on community amenities and services.	Community residents and stakeholders responded to survey to provide their perspectives on public services, facilities and other amenities	N/A	N/A
Internet Outreach	Non-targeted/broad community	Encouraged residents and individuals of community based organizations to attend public hearings and to remain engaged in town initiatives by signing up to receive alerts through the "Notify Me" function of the Framingham website.	Residents accepted directions to town's website and sign up for alerts.	N/A	N/A
LEXINGTON					
Public Meeting	Non-targeted/broad community	Open Meeting of Lexington Board of Selectmen, per project requirements	None received.	N/A	N/A
NATICK					
NATICK 2030+ Comprehensive Master Plan	Community-wide	Introductory meeting: 75+ people; First Input meeting: 180 people; Future input meetings: 50+ people	A 2+ year process to prepare a comprehensive master plan for Natick that recommends actions to achieve the town's desired vision for its physical environment over the next 20 years. Housing is a major component of this plan. Residents particularly support more barrier-free dwellings and a wider variety of housing types in town that can accommodate a broad array of inhabitants in various life stages.	N/A	N/A
NEEDHAM					
Public meeting	Non-targeted/broad community	The Planning Board held a public meeting on September 1, 2015 to discuss the Town's Housing Strategy.	Comments involved the support of the redevelopment of the NHA's Linden-Chambers project, a Municipal Affordable Housing Trust, new zoning to further encourage multi-family housing and mixed-uses, among other actions.	N/A	N/A

Public meeting	Non-targeted/broad community	The Planning Board and Board of Selectmen held a joint public meeting to discuss the Town's Housing Strategy on October 27, 2015.	Comments included the redevelopment of the NHA's Linden-Chambers project, encouraging new housing in the Town Center and Needham Crossing, greater emphasis on green building, 40R districts, starter housing, etc.	N/A	N/A
SUDBURY					
Public Meeting	Non-targeted/broad community	Open Meeting of Sudbury Housing Trust. Trustees in attendance only	None received.	N/A	N/A
WALTHAM					
Internet Outreach	Non-targeted/broad community	Community Needs Survey, 2017-2018.	Comments discussed need for Public Housing Upgrades, homeless services.	N/A	Paper surveys also accepted
Public Meeting	Non-targeted/broad community	Meeting held on February 13, 2017; attended by community members and represented funded agencies	Need for elderly programming, also a need for ADA upgrades to multiple facilities	N/A	N/A
WATERTOWN					
Public Meeting	Non-targeted/broad community	N/A	Meeting of the Watertown Housing Partnership	N/A	N/A
Public Meeting	Non-targeted/broad community	N/A	Planning Board Hearing on changes to Inclusionary Zoning	N/A	N/A
WAYLAND					
Public Meeting	Non-targeted/broad community	Attended by approximately 25 people from the following Boards: Wayland Housing Authority; Wayland Housing Partnership; Wayland Housing Trust; Wayland Planning Board	At this joint meeting it was agreed that the Town would form three working groups to explore how we can move the affordable housing agenda forward. Group 1: Defining a shared vision and priorities for affordable housing. Group 2: Monitoring and preserving existing affordable housing. Group 3: Assessing whether there is need for new zoning or overlay districts as outlined in the master plan or other alternatives.	N/A	N/A

Expected Resources

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

1. Introduction

The City of Newton anticipates receiving \$3,045,734 in CDBG, HOME and ESG funds, plus an additional \$225,000 in program income, during the July 1, 2017- June 30, 2018 program year. Investments are targeted to a myriad of community needs and priorities identified in the FY16-20 Consolidated Plan and include the development and preservation of affordable housing, homelessness assistance and prevention, human services, neighborhood improvements, architectural access and program administration. To maximize the impact of these HUD entitlement funds, the City strategically leverages additional funds and partnerships whenever possible.

See [AP-15: Anticipated Resources](#) at the end of this section.

2. 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 will use federal funds to leverage additional resources in several ways. With respect to affordable housing projects, federal HOME and CDBG funds will be complemented with City-controlled Community Preservation Act (CPA) funding to produce and preserve affordable units. Funding collected as a result of the City's Inclusionary Zoning Ordinance further supplements these resources. Since funding can also be used to support households earning up to 100% of AMI, CPA funding provides the flexibility to produce mixed-income developments. Inclusionary Zoning (IZ) funds are collected from developers of smaller-scale housing projects in lieu of providing affordable units on site. These funds can also be especially helpful in creating mixed-income developments, as the affordability limit for IZ funding extends up to 120% of AMI in some instances. During the needs assessment meetings held in preparation for developing the FY16-20 Consolidated Plan, many participants, particularly older adults, expressed the need for more mixed-income housing opportunities in the City. These developments should have market-rate, moderately-priced and restricted affordable units and be located in village centers or close to transportation and amenities. A combination of public investments using CDBG, HOME, CPA and IZ funding, in addition to other state investments (such as tax credits etc.) and private financing, should facilitate affordable housing development in Newton.

Relative to CDBG human services, and ESG, respondents to the City's request for proposals (RFP) must detail complete program costs and resources to be utilized in conjunction with the

CDBG funds. Leveraged funds include fundraised dollars, McKinney-Vento funds, housing vouchers, community foundations and trusts and state grants allocations.

HOME communities support housing projects by leveraging HOME funds with state, Community Preservation Act, Inclusionary Zoning and other town funds.

In FY18, the Town of Brookline plans to include approximately \$166,500 in HOME funding (in addition to \$469,000 in anticipated Program Income) as part of an overall town commitment of \$2.5 million to Jewish Community Housing for the Elderly (JCHE) for a 62-unit affordable senior housing project to be located in Coolidge Corner. Additional funding from the Town will come from its local Housing Trust Fund as well as CDBG entitlement funds. Currently JCHE is seeking state subsidies and low-income housing tax credits from the state's Department of Housing and Community Development as well as private debt, in order to complete this \$25 million project.

In the Town of Concord, the HOME funds allocated to the Peter Bulkeley Terrace project are being used as leverage to raise the \$630,000 in additional funding needed to complete the work. The HOME funds have encouraged the allocation of funds from the Town of Concord for local affordable housing projects (\$60,000) and have secured up to \$200,000 in state funding for the project. The federal funds have also been instrumental in securing a recommendation for local Community Preservation Act Funds to be used to cover the remaining \$370,804 necessary to complete the work. By leveraging these HOME funds, Concord has more than doubled the funding available for this project. The project has an April, 2017 completion date.

In FY17, the Town of Natick, through its Affordable Housing Trust, began accessing Special Permit Mitigation funds to support the development of two affordable dwellings at 299 Bacon Street. The Trust is contemplating making its first request to Town Meeting for dedicated funds to develop affordable housing in the spring of 2017.

All other Consortium communities will meet federal match and leverage requirements as necessary and applicable in FY18.

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

The City of Newton is actively working with Jewish Community Housing for the Elderly (JCHE) in the creation of nine to twelve units of housing for chronically homeless elders. An underutilized city parcel has been identified as a potential site for development and is currently being considered by the City Council's Land Re-Use Committee as a potential surplus for public procurement.

AP-15 Anticipated Resources for City of Newton & WestMetro HOME Consortium for FY18

Program	Source	Use of Funds	Expected Amount Available FY18 (FFY17)		Narrative Description
CDBG	public - federal	Acquisition/Mortgage Refinance for Housing Development, Administration & Planning, Housing Rehabilitation, Public Facilities Improvements, Architectural Access Improvements, Public Services	Annual Allocation (\$)	\$1,742,529.00	Please see word document for narrative.
			Program Income (\$)	\$125,000.00	
			Prior Year Resource(s)	\$18,750.00	
			Total(\$)	\$1,886,279.00	
HOME	public - federal	Acquisition, Homebuyer Assistance, Homeowner Rehab, Multifamily Rental New Construction, Multifamily Rental Rehab, New Construction for Ownership	Annual Allocation (\$)	\$1,143,994.00	Please see word document for narrative.
			Program Income (\$)	\$100,000.00	
			Prior Year Resource(s)	\$185,000.00	
			Total(\$)	\$1,428,994.00	
ESG	public - federal	Financial Assistance, Overnight Shelter, Rapid Re-housing, Rental Assistance, Homelessness Prevention Services, Transitional Housing, Street Outreach	Annual Allocation (\$)	\$159,211.00	Please see word document for narrative.
			Program Income (\$)		
			Prior Year Resource(s)		
			Total(\$)	\$159,211.00	

Annual Goals and Objectives

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

1. Goals Summary Information

The City of Newton receives Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Urban Development (HUD). These funds are utilized to address housing and community development needs in the City of Newton and housing needs in the WestMetro HOME Consortium communities. The FY18 (FFY17) Annual Action Plan identifies ten goals for the City of Newton.

Goal 1: Production of affordable housing

In FY18 (FFY17), CDBG and HOME funding allocated to the City of Newton will continue to be used for a variety of programs and activities to preserve and expand affordable opportunities across the City. It is anticipated that these efforts will result in 2 units of affordable rental housing and nine units of affordable homeownership housing created through a combination of CDBG and HOME assistance. Inclusionary zoning and Local Initiative Program projects will create an additional 15 affordable rental units, leveraged with non-federal resources.

Staff will administer a Downpayment/Closing Cost Assistance program to support and expand sustainable homeownership among low- and moderate-income households in Newton. The program will target homeownership opportunities in new and existing deed restricted homeownership units. The City intends to support up to nine homebuyers, whom will be purchasing the affordable units at Court Street (which are mentioned above).

Goal 2: Rehabilitation of housing

Staff will continue to market and administer the Housing Rehabilitation program (Rehabilitation program), which provides homeowners and qualifying nonprofit organizations with deferred payment loans for repairs and improvements aimed at addressing issues related to health, safety, and building code violations. In FY18 (FFY17), the Rehabilitation program will be expanded to allow for necessary repairs in properties owned by the Newton Housing Authority. The City will also consider expanding the program to existing accessory apartments. Expansion of the program will be evaluated in conjunction with amendments to the existing accessory apartment ordinance being pursued in FY17 (FFY16).

Goal 3: Provision of supportive services to the homeless and at-risk of homeless

With respect to the Emergency Solutions Grant (ESG), an estimated \$159,211 in funding will be distributed through a competitive RFP process for local agencies to provide emergency shelter, supportive services, rapid rehousing, and homelessness prevention assistance to homeless and at-risk individuals and families. The City of Newton, Balance of State CoC (BoS), and the Brookline-Newton-Waltham-Watertown Continuum participants balance consideration of the population's greatest needs in the immediate region and HUD's increased emphasis on funding rapid re-housing. During FY18 (FFY17), ESG funding will support 8 programs across 5 sub-grantees.

Goal 4: Assistance to transition homeless individuals and families to permanent housing

The Tenant-Based Rental Assistance (TBRA) program has traditionally assisted families at or below 60% of the AMI, with rental vouchers directed toward families experiencing homelessness whenever possible. In FY18 (FFY17), the City will continue to fund TBRA assistance for two households selected in FY16 (FFY15) and one new household selected in FY17 (FFY16), for successful placement in rental homes. The City, however, will not issue a new voucher for FY18 (FFY17) as staff considers the extensive administrative undertaking of TBRA, limited available capacity and overall priorities. The Division may reevaluate this goal in the future.

Goal 5: Creation of permanent and supportive housing for the homeless

In FY17 (FFY16), the City of Newton released its citywide housing strategy, *Newton Leads 2040 Housing Strategy* (Strategy), which established the goal of creating an additional 800 housing units in the City by 2021 through a number of targeted policies and action steps. The Strategy identified six sites that could potentially accommodate nine to twelve units of permanent supportive housing for chronically homeless individuals. In FY18 (FFY17), the City will work with the Jewish Community Housing for the Elderly on the development of housing for chronically homeless elders.

Goal 6: Increase awareness of fair housing policies and practices

Consistent with the 2015-2020 WestMetro HOME Consortium Regional Fair Housing Plan, the City, in conjunction with the Fair Housing Committee, will continue to collaborate to increase knowledge about fair housing laws and obligations, identify and address discriminatory actions, increase the capacity of the City and Consortium to affirmatively further fair housing and advance access to housing opportunity. City staff will be trained on the fair housing obligations and will in turn develop and sponsor programs to educate elected officials, decision makers and the general public about these obligations.

Goal 7: Provision of human services and Goal 8: Provision of human services specific to aging in place

Human service grants will support 16 public service projects through 13 sub-grantee agencies during FY18 (FFY17). An estimated \$275,000 was distributed through a competitive process held in conjunction with the ESG and CDBG Improvements RFP. Selected programs cover a wide range of services that will address the needs of these vulnerable populations parallel to the Brookings Institution's "Benchmarks for Success" model recently adopted and adapted by the City. These programs will directly benefit low-to-moderate income youth, families, persons with disabilities, and seniors and assist in moving families out of poverty. An estimated 2,929 people will be served through the human service program over the next program year.

Goal 9: Implementation of improvements to target neighborhoods

Approximately \$87,126, or five percent, will be allocated towards Neighborhood Improvements during FY18 (FFY17). These projects must be completed in targeted areas of the City having the highest concentration of low- and moderate-income individuals. Neighborhood projects can include, but are not limited to, improvements to sidewalks, pedestrian safety, intersections, community amenities, parks, and public facilities. As the City embarks on Streetscape improvements in the West Newton neighborhood, the Division is working to review and identify potential projects to undertake in this area.

Goal 10: Implementation of architectural accessibility improvements for persons with disabilities

Five percent, \$87,125, will also be allocated towards architectural access projects. CDBG funding will prioritize ADA compliant curb cuts improvements, the installation of Accessible Pedestrian Signals (APS) and accessibility improvements to open space and park pathways citywide to remove material and architectural barriers for elderly and disabled Newton residents. This project will operate only as a funding pool; once specific intersections and locations are identified, new project budgets will be set up internally and in IDIS, without invoking the substantial amendment process as defined in the Citizen Participation Plan.

HOME Consortium Goals

The Consortium communities identified the creation of new affordable housing, both ownership and rental, rehabilitation and tenant based rental assistance, for the FY18 (FFY17) program year.

The Belmont Housing Trust seeks to improve elderly public housing by increasing accessibility through the creation of more units and renovation of existing units. To achieve this, the Housing Authority is preparing to submit an application for Community Preservation Act funds in order to conduct a feasibility study to redevelop their properties.

In FY18 (FFY17), Bedford will continue to fund and operate its Tenant-Based Rental Assistance (TBRA) program to offer first month and security deposit financial assistance for eligible tenants leasing in eligible units. The TBRA program, established in 2016, has assisted five tenants to date.

There are no FY18 (FFY17) goals for Belmont.

In FY18 (FFY17), Brookline anticipates the completion of the Trustman Apartments renovation project. HOME funds will be utilized to assist with the moderate rehabilitation of the 86-unit occupied state-financed public housing development. Nineteen units in the development will be designated as HOME assisted. The HOME funds provide critical assistance in preserving the existing portfolio of affordable housing in Brookline. In FY18 (FFY17), Brookline will focus its affordable housing resources on the development of a 62-unit affordable senior housing project in Coolidge Corner. This project is being undertaken by the Jewish Community Housing for the Elderly (JCHE). JCHE is a long-standing provider of quality, affordable senior housing and services in the Greater Boston area. This project represents an excellent opportunity to expand Brookline's supply of much-needed affordable senior housing and will be located in an ideal location, given the site's access to public transportation, retail shopping, and other services.

The Town of Concord has committed HOME funds to assist in the construction of four new units at the Peter Bulkeley Terrace Senior Housing development, and will continue to work on this project. In FY18 (FFY17), Concord will continue to repay Lexington for HOME funds 'borrowed' in FY16 (FFY15).

In FY18 (FFY17), the Town of Framingham will use HOME funds to provide downpayment assistance to approximately five households, assist 21 households through tenant-based rental assistance, and develop one to four rental units of housing. In terms of housing creation, the Town is currently reviewing two proposals for large development projects.

Lexington will utilize its FY16 (FFY15), FY17 (FFY16) and potentially FY18 (FFY17) funds toward the Keeler Farm acquisition of one unit of affordable housing.

The Town of Natick is committing FY18 (FFY17) HOME funds to a Tenant Based Rental Assistance program, and is considering using HOME funds to support a new program to help preserve and renovate affordable homeownership units developed in the past under the Commonwealth's Local Initiative Program.

There are no FY18 (FFY17) goals for Needham.

There are no FY18 (FFY17) goals for Sudbury exclusive use funds, as funds in FY18 (FFY17) will be used to repay Natick. The Coolidges at Sudbury project is planning for a FY18 (FFY17) HOME funding request from the consolidated pool for the Phase 2 development. Phase 1 received HOME funding.

In FY18 (FFY17), Waltham will use HOME funds to support the city's Tenant-Based Rental Assistance program. The City expects to assist 35 households.

Watertown expects to work diligently on strengthening the Town's commitment to affordable housing creation, as evidenced by the Town Council's December 2016 vote to increase the Inclusionary Zoning set aside to 15% town-wide.

Wayland has no goals in FY18 (FFY17). The Town is continuing to work on the development of River's Edge, an 8-acre parcel town-owned parcel. In July, 2016 the Board of Selectman issued a Notice of Award to Woods Partners for the sale and development of the property and site approval will be sought in the coming months.

AP-20: Annual Goals for City of Newton & WestMetro HOME Consortium for FY18

Name of Goal	Description of Goal	Category of Goal	Geographic Area (if applicable)	Start Fiscal Year	End Fiscal Year	Outcome	Objective	Goal Outcome Indicator (GOI)	Quantity	Unit of Measurement	Priority Needs Addressed (as identified in section SP-25 of the FY16-20 Con Plan)
NEWTON											
Production of New Affordable Units	Increase production of new affordable units and visitable and accessible units through incentives, flexible funding, and inclusionary zoning.	Affordable housing	N/A - Citywide	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	2	Household housing unit	Affordable housing near amenities, additional accessible rental units and visitable housing, inclusionary zoning incentives, flexible funding for affordable housing
								Homeowner housing added	9	Household housing unit	
Housing Rehab	Continue the housing rehab program for income-eligible residents, including improvements for accessibility and safety, especially for seniors to encourage aging in place	Affordable housing	N/A - Citywide	2018	2019	Availability/accessibility	Provide decent affordable housing	Homeowner housing rehabilitated	3	Household housing unit	Housing rehab; aging in place; public housing rehabilitation
								Rental units rehabilitated	5	Household housing unit	
Supportive Services (ESG + CDBG)	Provide supportive services for individuals and families that are homeless or at-risk for homelessness	Homeless	N/A - Citywide	2018	2019	Availability/accessibility	Create suitable living environments	Other-Assistance to homeless and at-risk for homelessness	estimated 1,309	Persons assisted	Supportive services
Improve Transition to Permanent Housing	Continue support of transition as families and individuals move from homelessness into permanent housing through the pilot TBRA program. Will not issue new voucher during FY18.	Homeless	N/A - Citywide	2018	2019	Affordability	Provide decent affordable housing	Tenant-based rental assistance / rapid rehousing	0	Households Assisted	Transitional and permanent housing units; improve transition to permanent housing
Fair Housing	Meet the need for more fair housing education, enforcement, and obligations.	Other - Please Specify	N/A - Citywide	2018	2019	Availability/accessibility	Provide decent affordable housing	Other-Educational events	1	Other-Educational events held	Fair housing
								Other-Publicity and outreach	1	Other-Publicity items	
Human Services	Provide financial support for organizations and agencies serving individuals that fall under key areas of need, including children, teens, families, persons with disabilities, and seniors.	Non-homeless special needs	N/A - Citywide	2018	2019	Availability/accessibility	Create suitable living environments	Public service activities other than Low/Moderate Income Housing benefit	1,847	Persons assisted	Human services
Neighborhoods Improvements	Continue to meet the need for improvements to public facilities, infrastructure, and open space that best benefit low- and moderate-income residents in and around eligible census block groups in the West Newton target neighborhood	Non-housing community development	Based on area-benefit eligible block groups; Citywide	2018	2019	Availability/accessibility	Create suitable living environments	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing (LMH) Benefit	1,495	Persons Assisted	Neighborhood improvements
Architectural Access	Increase access, throughout the City, to public thoroughfares, public buildings, parks and recreational facilities, and nonprofit agencies.	Non-housing community development	N/A - Citywide	2018	2019	Availability/accessibility	Create suitable living environments	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing (LMH) Benefit	6,050	Persons Assisted	Architectural Access
BEDFORD											
Rental housing	Funds will be used to assist the creation of rental housing or to assist the rehabilitation of rental housing	Affordable housing	Bedford	2018	2019	Affordability	Provide decent affordable housing	Tenant-based rental assistance / rapid rehousing	4	Households Assisted	Tenant-based rental assistance
BELMONT											
No FY18 goals.											
BROOKLINE											
Preservation of Rental Housing	Funds will be used to preserve affordable rental housing for extremely low-, low-, and moderate-income households.	Affordable housing	Brookline	2018	2019	Affordability	Provide decent affordable housing	Rental units rehabilitated	19	Household housing unit	Rental Housing
CONCORD											
Creating new Senior and Accessible Units	Funds will be used to assist the creation of rental housing for senior and disabled individuals	Public Housing	Concord	2018	2019	Availability/accessibility	Provide decent affordable housing	Rental units constructed	4	Household housing unit	Creating New Affordable Units in close proximity to Town Center
FRAMINGHAM											
Housing Development	Promote the development of new affordable units.	Affordable housing; public housing	Framingham	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	1-4	Household housing unit	Housing development
Tenant-based Assistance	Provide funding support to organizations that deliver rental assistance to local residents	Affordable housing	Framingham	2018	2019	Affordability	Provide decent affordable housing	Tenant-based rental assistance / rapid rehousing	21	Households Assisted	Tenant-based rental assistance

Name of Goal	Description of Goal	Category of Goal	Geographic Area (if applicable)	Start Fiscal Year	End Fiscal Year	Outcome	Objective	Goal Outcome Indicator (GOI)	Quantity	Unit of Measurement	Priority Needs Addressed (as identified in section SP-25 of the FY16-20 Con Plan)
LEXINGTON											
Rental housing	Funds will be used to assist the creation of rental housing or to assist the rehabilitation of rental housing	Affordable housing	Lexington	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	1	Household housing unit	Rental Housing
NATICK											
Rental Assistance	Funds will be used to assist in alleviating rental demands of persons earning at or below 80% AMI.	Affordable housing	Natick	2018	2019	Affordability	Provide decent affordable housing	Tenant-based rental assistance / rapid rehousing	20	Households Assisted	Rental Housing
NEEDHAM											
No FY18 goals.											
SUDBURY											
No FY18 goals. All funds in this year will be used to repay Natick for funds borrowed to finance the Coolidge at Sudbury project.											
WALTHAM											
Affordable Housing/Rental Assistance	Funds will be used for the TBRA Security Deposit program to provide first month's rent and security deposit payment to income-eligible households	Affordable Housing	Waltham	2018	2019	Affordability	Provide decent affordable housing	Tenant-based rental assistance / rapid rehousing	35	Households Assisted	Rental Housing
WATERTOWN											
Create affordable housing	Create additional affordable housing units	Affordable Housing	Watertown	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	5-10	Household housing unit	Rental Housing
Create additional affordable housing (families)	Create additional affordable housing with a minimum of 3 bedrooms, suitable for families	Affordable housing	Watertown	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	5-10	Household housing unit	Rental Housing
Create affordable housing suitable for the elderly	Create additional affordable housing suitable for the elderly	Non-homeless special needs	Watertown	2018	2019	Affordability	Provide decent affordable housing	Rental units constructed	5-10	Household housing unit	Rental Housing
Create affordable housing suitable for those with disabilities	Create additional housing suitable for those with disabilities	Non-homeless special needs	Watertown	2018	2019	Availability/accessibility	Create suitable living environments	Rental units constructed	5-10	Household housing unit	Rental Housing
WAYLAND											
No FY18 goals.											

AP-35 Projects - 91.420, 91.220(d)

1. Introduction

During the third year of the 2016-2020 Consolidated Plan, funding will continue to address unmet community needs and continuing commitments to priority multi-year initiatives. Proposed projects and activities remain consistent with HUD priorities, seeking to primarily assist vulnerable low-to-moderate income residents through the creation and preservation of decent housing, suitable living environment and expanded economic opportunity.

See sheet [AP-35: Projects](#) at the end of this section.

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

Division staff has allocated CDBG funding to five general categories: Housing/Homelessness, Human Services/Public Services, Neighborhood Improvements, Architectural Access, and Program Administration. These categories are funded based on the priorities and needs detailed in the FY16-20 Consolidated Plan.

Housing/Homelessness

The majority of funds (approximately 55 percent) will be allocated to Affordable Housing/Homelessness. This funding will be used to facilitate housing rehabilitation, site acquisition, and development of units for low- and moderate-income households.

Human Services/Public Services

The Human Service Grants will fund 16 public service projects through 13 sub-grantee agencies and city departments during FY18 (FFY17). These programs directly benefit low-to-moderate income residents, offering a critical network of supports to provide essential services for low-to-moderate income children, youth, families, adults, seniors and persons with disabilities and assist in moving vulnerable families out of poverty. The City intends to allocate 15 percent of CDBG funds, approximately \$275,000, the maximum allowed by regulation.

Neighborhood Improvements

This project category will receive approximately five percent (\$87,126) of CDBG funds over the next program year. Neighborhood projects can include, but are not limited to, improvements to sidewalks, pedestrian safety, intersections, community amenities, parks, and public facilities. These projects will be targeted within areas of the City that have the highest concentration of low- and moderate-income individuals. The City is in the process of identifying an eligible project to undertake in the West Newton neighborhood during FY18 (FFY17).

Architectural Access

Five percent (\$87,126) of the City's annual CDBG allocation will be directed towards architectural access projects. These projects will enhance accessibility for persons with disabilities and can be completed citywide, without geographic restriction. FY18 funding will prioritize curb cuts, Accessible Pedestrian signals and accessible open space.

Program Administration

The maximum allowable amount of 20 percent will be allocated toward program administration.

The primary obstacle to addressing underserved needs in the categories listed above is limited funding. For FY18 (FFY17), the City expects to receive level federal funding, but has not received notice of final allocations.

AP-35: Projects for City of Newton & WestMetro HOME Consortium for FY18

Project Name	Target Area (if applicable)	Priority Needs Addressed	Project Description	Estimated Funding Allocation	Target Date of Completion	Estimate the number and type of families that will benefit from the proposed activities:	Planned Activities:
Housing Rehabilitation and Development Program Fund (CDBG)	N/A	Affordable housing near amenities; provide affordable housing in mixed-income developments; additional accessible rental units and visitable housing; increase production of new affordable housing units; housing rehab; aging in place	CDBG funds will be used for the following purposes: 1. rehabilitation of owner-occupied one- and two-family residential structures, owner-occupied condominium units and rental units owned by the Newton Housing Authority and nonprofit affordable housing development organizations and providers; 2. acquisition of housing units for permanently restricted affordable housing; 3. write down of mortgages for the purpose of creating permanently restricted affordable housing; and 4. the preservation of existing affordable housing.	\$ 568,399.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	TBD
Housing Program Rehab Revolving Loan Fund (CDBG)	N/A	Housing rehab; aging in place	Estimated program income from repayment of housing rehabilitation loans to be used for new housing rehabilitation projects.	\$ 81,250.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	Receipt of program income from the repayment of housing rehabilitation loans to be used for new housing rehabilitation projects. Approximately 7 homeownership units will be rehabilitated in FY17.
Housing Program Delivery (CDBG)	N/A	All housing-related priority needs identified	Administrative services in support of developing new affordable housing and the rehabilitation and preservation of existing affordable housing. A portion of these funds may be used for Fair Housing activities.	\$ 390,000.00	6/30/2018	N/A	Administrative services and costs.
Public Services (CDBG)	N/A	Human services	Funds for public services for low- and moderate-income Newton residents focusing on the following populations: children and youth, disabled adults, adults and families, and elderly. Funding is comprised of 15% of FY18 CDBG Entitlement funds (\$261,375) plus 15% of FY17 program income (\$18,750 estimate)	\$ 275,000.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	16 Human Service Grants have been awarded to 13 different agencies to provide services to children and youth, persons with disabilities, survivors of domestic violence, adults and families, and elderly.
Neighborhood Improvements (CDBG)	Target Neighborhood: West Newton	Neighborhood improvements	Funds for projects for improvements of (including but not limited to) public facilities, infrastructure, parks and open space, and accessibility.	\$ 87,125.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	Project for the FY18 West Newton target neighborhood is TBD
Architectural Access (CDBG)	N/A	Architectural access	Funds for projects for improvements of (including but not limited to) public facilities, infrastructure, parks and open space, and accessibility.	\$ 87,125.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	FY18 Access Curb Cut/APS/Open Space funding pool.
Program Administration (CDBG)	N/A	All priority needs identified	Funds for the management and implementation of the CDBG program including citizen participation.	\$ 348,505.00	6/30/2018	N/A	Administrative services and costs.
HOME Administration	N/A	N/A	Funds for the administration of the WestMetro HOME Consortium, which is equal to 10% of the annual allocation. 7% of the allocation goes to local communities for administration of their projects. 3% of the allocation is set aside for general Consortium administration and compliance.	\$ 114,399.40	6/30/2018	N/A	Administrative services and costs.
Tenant-Based Rental Assistance (HOME)	N/A	Improve transition to permanent housing	Provide income-eligible renters with rent and/or security deposit assistance.	\$ 162,562.00	6/30/2018	One additionally income-eligible household will receive assistance in FY18, in addition to a continued second year of assistance for the 3 households assisted in FY17.	TBD
Homebuyer Assistance (HOME)	N/A	N/A	Funds for downpayment and closing cost assistance.	\$ -	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	TBD
Housing Development (HOME)	N/A	Affordable housing near amenities; provide affordable housing in mixed-income developments; additional accessible rental units and visitable housing; increase production of new affordable units; promote private entities' use of other funding sources	Funds for the creation of new affordable housing units.	\$ 371,569.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	TBD
Housing Rehabilitation (HOME)	N/A	Housing rehab; aging in place	Funds for single-family housing rehabilitation.	\$ 83,283.00	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	TBD
CHDO Operating Expenses (HOME)	N/A	All housing-related priority needs identified for the WestMetro Consortium communities	Funds for operational expenses for Community Housing Organizations operating in the WestMetro HOME Consortium.	\$ 57,199.70	6/30/2018	N/A	Administrative services and costs.
CHDO Set-Aside (HOME)	N/A	Affordable housing near amenities; provide affordable housing in mixed-income developments; increase production of new affordable units	Funds reserved for CHDO acquisition projects	\$ 171,599.10	6/30/2018	Extremely low-, low-, and moderate-income families will benefit from this project. The number of families is to be determined.	CHDO projects are determined by an annual HOME RFP generally held in the fall.
Loan Repayment (HOME)	N/A	N/A	Repayment of loans from one WestMetro community to another	\$ 180,980.00	6/30/2018	N/A	Repayment of loans from WestMetro community to another.
ESG16 Newton	N/A	Supportive services; improve transition to permanent housing	Funds for the City of Newton are planned to operate shelters for the homeless, conduct street outreach activities, and provide homelessness prevention as well as support program administration.	\$ 159,211.00	6/30/2018	Extremely low-, low-, and moderate-income, and homeless families will benefit from this project. The number of families is to be determined.	Activities will include shelter services, street outreach, and homelessness prevention as well as support program administration, though agencies and funding amounts for each activity are to be determined.

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

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

As the Community Development Block Grant (CDBG) is intended to predominantly serve low- to moderate-income residents, CDBG funding is allocated to projects that are either within CDBG eligible areas or directly impact low-to-moderate income beneficiaries. The City of Newton has identified four “target neighborhoods” within which to allocate CDBG funding on an area basis: West Newton, Newtonville, Nonantum and Newton Corner. This designation is based on the geographic boundaries of the eligible census block groups that met or surpassed the required Low Moderate Income threshold as determined by HUD Low and Moderate Income Summary Data, computed from three year American Community Survey (ACS) data. Traditionally, block groups must be comprised of at least 51% of low- and moderate-income residents for a neighborhood to be eligible for area-benefit activities. This threshold, however, is reduced for Newton, because it contains only two block groups that meet that standard. HUD classifies Newton as an exception community, meaning that block groups are considered eligible for expenditures if comprised of greater than or equal to 30.68% low- and moderate-income residents.

During FY18 (FFY17), five percent of CDBG funds will be invested to address the needs in the West Newton neighborhood. Approximately \$87,125 will be allocated towards a project within the Target Neighborhood. The complete scope and cost is currently being reviewed by the Division.



Consortium Communities

Community Development Department staff in the Town of Framingham use census tract information to determine whether to target a specific area of the community with HOME funds. With this strategy, HOME funds are designated for use in census tracts 383600.2, 383501.2, 383300.1, 383400.3, 383400.2, 383200.4, 383200.1, 383101.2, 383101.1, 383102.1, and 383102.2. These tracts house the highest number of low- and moderate-income residents.

Six census tracts (3686; 3685; 3688; 3684; 3683; 3682) are included in Waltham’s Southern Neighborhood District. This area 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. A total of 55 percent of the total

population in the area is considered low-to-moderate income and an overwhelming majority of residents are also living below the poverty line.

No other Consortium communities identify target geographic areas.

2. Rationale for the priorities for allocating investments geographically

Previously, the funding for neighborhood improvements operated on a six-year alternating rotation. Newton Corner and Nonantum each received funding once every three years, while Newtonville and West Newton each received funding once every six years. Division staff recently streamlined planning efforts by developing the CDBG Improvement Request For Proposal (RFP) to identify neighborhood improvement, accessibility and public facility projects for inclusion in the July 1, 2017- June 30, 2018 Annual Action Plan. CDBG Improvement projects are prioritized based on their ability to efficiently address identified needs and their shovel-ready status rather than allocated on a prescribed timeline.

See narrative above and section SP-10 in the Strategic Plan chapter of the FY16-20 Consolidated Plan for more information on the designation of the target neighborhoods, and see the Citizen Participation Plan in the appendix for more information.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

1. Introduction

In FY18 (FFY17), CDBG and HOME funding allocated to the City of Newton will continue to be used for a variety of programs and activities to preserve and expand affordable opportunities across the City. It is anticipated that these efforts will result in 17 units of affordable rental housing and nine units of affordable homeownership housing created through a combination of CDBG/HOME assistance, inclusionary zoning, and Local Initiative Program projects. In addition to the new units that will be created in FY18 (FFY17), the City will continue to support projects that are currently in various stages of development, but not yet permitted. This includes the creation of nine to twelve units of permanent supportive housing for the chronically homeless; housing for homeless families, and housing for adults with developmental disabilities.

In FY17 (FFY16), the City completed the *Newton Leads 2040 Housing Strategy (Strategy)*, which established the goal of creating an additional 800 housing units in the city by 2021 through a number of targeted policies and action steps. The Strategy identified possible locations for affordable housing and housing types appropriate for those locations, in addition to policies that can be implemented to expand diverse housing choices in Newton. The City began implementing the Strategy in FY17 (FFY16) and will continue this work in FY18 (FFY17). In FY18 (FFY17), the City will administer programs that were successful in FY17 (FFY16) as well as develop and administer new programs which support housing opportunities in Newton.

- The City will make CDBG and HOME funds available for the rehabilitation and creation of new affordable rental units. The City will work to strengthen its relationship with existing housing providers in order to support diverse housing choices in Newton.
- The City will issue a Request for Proposals for the reuse of the city-owned water tower site on Stanton Avenue as affordable housing at the end of FY17 (FFY16). It is anticipated that a developer will be selected for this project in early FY18 (FFY17).
- Staff will continue to market and administer the Housing Rehabilitation program (Rehabilitation program), which provides homeowners and qualifying nonprofit organizations with deferred payment loans for repairs and improvements aimed at addressing issues related to health, safety, and building code violations. The Division anticipates that eight units will be rehabilitated in FY18 (FFY17). In FY18 (FFY17), the Rehabilitation program will be expanded to allow for necessary repairs in properties owned by the Newton Housing Authority. The City will consider expanding the

Rehabilitation program to existing accessory apartments that require repairs to ensure resident health, safety, and building code compliance. Expansion of the program will be evaluated in conjunction with amendments to the existing accessory apartment ordinance being pursued in FY17 (FFY16).

- Staff will administer a downpayment/closing cost assistance program to support and expand sustainable homeownership among low- and moderate-income households in Newton. The program will target homeownership opportunities in new and existing deed restricted homeownership units. The City intends to support up to ten first time homebuyers.
- Two new Local Initiative Program projects will be completed in FY18 (FFY17). The projects include a 36-unit mixed-income homeownership project, featuring nine affordable homeownership units and an eight-unit rental project featuring two affordable units.
- In FY18 (FFY17), the City intends to pursue amendments to its existing Inclusionary Housing Ordinance in order to better leverage private development to support additional affordable housing in Newton.
- In FY18 (FFY17), the City will continue to fund Tenant-Based Rental Assistance (TBRA) assistance for those three families successfully placed in rental homes during FY17 (FFY16) and FY16 (FFY16). However, the City will not issue a new voucher during FY18 (FFY17).

Consortium Communities

The Town of Bedford plans to assist at least four households with financial rental assistance in FY18.

The Town of Belmont anticipates a large number of housing units to become available in FY17, including affordable units. The Royal Belmont (formerly known as 'Belmont Uplands') (298 rental units with 20% affordable) will begin leasing in spring 2016 with occupancy expected in spring 2017. Cushing Village (115 rental units with 10% affordable) is expected to conclude the financing process in fall 2016, and subsequently begin construction. Occupancy of Cushing Village is expected to begin in 2019. These two projects will provide a significant increase in the supply of both market and affordable rental housing.

In Brookline, a new project with a total of 62 new units of affordable rental senior housing will be initiated in Brookline during FY18 (FFY17). This project was started in FY17 (FFY16) and it's expected that project close-out will occur in FY20 (FFY19), when it is fully occupied. The Town continues to process a number of 40B projects which will add additional affordable units to the Town's housing stock. In addition, the Town is working with owners of two large parcels in Coolidge Corner on mixed use redevelopments that will each contain a large number of residential units, including affordable units. It is anticipated that, if approved, these projects will add nearly 1,000 new units of housing over the next several years with 15% – 25% of these being affordable to households earning less than 80% of area median income.

The Town of Concord has a history of supporting efforts to establish and maintain affordable housing. The Town currently has 710 affordable units, with 10.36% of its housing included in the Commonwealth's Subsidized Housing Inventory (SHI).

The Town of Framingham's Community Development Department is committed to operating a tenant-based rental assistance program and downpayment assistance program as well as creating new affordable housing through partnerships in FY18 (FFY17). In the coming year, Framingham will foster housing development by providing more incentives, such as tax increment financing; enforcing newly implemented zoning changes that encourage developer investment in the downtown; and using obsolete properties for new affordable or mixed-income housing.

The Town of Lexington plans to assist one very low income household with rental housing through sponsoring the acquisition of one unit at Keeler Farm.

The Natick Affordable Housing Trust is using several previous years' HOME allocations to support renovation of the Coolidge House Congregate building which will be converted from 18 Single Room Occupancy units to 10 one-bedroom units, and will eventually be leased to the Massachusetts Department of Mental Health in FY18.

The Town of Needham approved three affordable rental developments that were permitted through the Chapter 40B comprehensive permit process, most through the state's Local Initiative Program otherwise known as the "friendly 40B" process. These projects included five affordable units that were mandated by special zoning for new independent living units as part of a Continuing Care Retirement Community developed by Wingate. Another 390 rental units were approved for the Second Avenue Residences development which is part of the redevelopment of a business area into mixed office, retail, residential and recreational uses. This project will include 98 affordable units. The permitting of another large rental housing project, Needham Modera, will generate a total of 136 units, 34 of which are affordable. These projects put the Town at a 12.61% level of affordability.

The Watertown Town Council approved an increase to 15% for the Inclusionary Zoning set aside, and a deeper affordability for larger projects, at 65% of Area Median Income for 5% of the total units set aside as affordable.

The Town of Wayland has been working on the development of affordable rental housing, concentrating on the proposed River’s Edge Project, over the last 3 years. The site consists of approximately 8 acres of town-owned land. In July, 2016 the Board of Selectman issued a Notice of Award to Woods Partners for the sale and development of the property. Wayland will also be hiring a consultant to assist the Town Board of Selectman, Community Preservation Committee and staff with affordable housing decisions.

One Year Goals for the Number of Households to be Supported (By Population Type)	
Population Type	Number of Households
Homeless (units reserved for homeless individuals and/or households):	14
Non-Homeless (for all units NOT reserved for homeless individuals and/or households):	59
Special-Needs (units reserved for households that are not homeless but require specialized housing or supportive services)	17
Total (Consortium-wide) >>>>	90

NOTE: Units that are acquired and rehabilitated are only reported once under either rehabilitation or acquisition

One Year Goals for the Number of Households Supported Through (By Program Type)	
Program Type	Number of Households
Rental Assistance (for programs such as TBRA and one-time payments to prevent homelessness):	80
The Production of New Units (construction of new units, including conversion of non-residential properties):	35
Rehab of Existing Units (including reconstruction):	27
Acquisition of Existing Units (for programs such as downpayment assistance):	2
Total (Consortium-wide)>>>>	144

NOTE: Units that are acquired and rehabilitated are only reported once under either rehabilitation or acquisition.

AP-60 Public Housing - 91.420, 91.220(h)

1. Actions planned during the next year to address the needs to public housing

The Newton Housing Authority (NHA) is currently working on expanding its Resident Services program and has been using CDBG funds to support its Resident Services program through the work of the newly hired licensed social worker. The Newton Housing Authority was awarded CDBG funds for the FY17 (FFY16) operating year. The licensed social worker position addresses tenants' needs through a variety of services such as, but not limited to: case management, mental health/health assessments, eviction prevention and tenancy preservation, outreach, accessibility needs for residents, and engagement activities.

Capital needs are assessed at all NHA properties annually and emergency and preventative maintenance is used to address needs as they arise.

CDBG housing rehabilitation program funds are available as applicable for improvements and emergency maintenance for Newton Housing Authority properties.

Consortium Communities

In FY16 (FFY15), the Bedford Housing Authority launched its Social Service Program to connect families to the resources necessary to stabilize their living situation and improve their quality of life. The program will provide financial literacy education, skill training, career coaching, and other support services to a maximum of 15 low-income households currently residing in Bedford Housing Authority units. This project continues into FY18 (FFY17) with additional CPA funding requests from Town Meeting.

In FY18 (FFY17), the Town of Brookline will begin to examine the Brookline Housing Authority's goals for rehabilitating two large family developments of state-owned public housing to identify ways in which the Town might provide support and preserve these units. The two developments contain a total of 306 units and are in need of substantial rehabilitation.

In FY18 (FFY17), Concord will complete the four new units at Peter Bulkeley Senior Housing Development, which is owned and operated by the Concord Housing Authority.

The Framingham Community Development Department will continue working with the Framingham Housing Authority in FY18 (FFY17) to find projects that support rental housing and create homeownership opportunities. The City will notify their PHA of the availability of HOME funds for collaborative projects, as well as CDBG-funded activities and services that are open to housing authority residents.

The Natick Housing Authority successfully rehabilitated 6 Plain Street with HOME funds in FY17 (FFY16) and is focused on the successful rehabilitation of the Coolidge House in FY18 (FFY17).

Though not yet ready for funding in FY18 (FFY17), the Town of Needham continues to work with the Needham Housing Authority on plans to potentially redevelop its antiquated 152-unit Linden-Chambers project, ultimately creating a new community with additional affordable units.

The City of Waltham is working with the Waltham Housing Authority to contribute HOME funds to rehabilitate two WHA properties, 80-86 Orange Street and 37 Banks Street.

In Watertown, the Housing Authority is working with the state Department of Housing and Community Development to administer a state initiative implemented in FY15 (FFY14) called Mass Learning, Employment and Asset Program (MA LEAP). This program's primary goal is to increase the earned income of public housing residents through measurable, targeted improvements in several areas: post-secondary education; career planning and employment; and financial literacy and asset development. The Watertown Housing Authority is one of five housing authorities in Massachusetts participating in this five-year pilot program and has, to date, enrolled 21 residents.

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

The Newton Housing Authority does not participate in any homeownership programs. Residents are involved in the PHA Plan and capital needs identification process through annual tenant meetings and communication with the Resident Advisory Board.

Information about new homeownership opportunities created through the Court Street development and the City's downpayment assistance program that will support the purchase of units at Court Street will be disseminated to NHA tenants.

Consortium Communities

In Bedford and Lexington, residents gather monthly in the community building for a social event.

In the Town of Belmont, the PHA holds bi-monthly meetings at each of its developments, where time is set aside for residents to voice any concerns. When a major improvement is proposed

for a specific development, residents of that development are encouraged to provide feedback on the proposed improvement.

In Brookline, as any affordable homeownership unit becomes available through turnover, the Town's Housing Division manages this resale process and engages in extensive outreach and a lottery process. Public Housing tenants interested in homeownership opportunities are notified through the Housing Authority or by signing up for the Town's affordable housing list serve. A number of public housing tenants have taken advantage of these opportunities in the past.

In Framingham, the Town's Fair Housing Committee is organizing public forums on housing rights and education for public housing residents. In FY18 (FFY17), the Town will be working to further engage public housing residents in community development programs and services through targeted events and outreach.

The Watertown Housing Authority has an active Tenant Association and Resident Advisory Boards (RABs) in the family and elderly developments. The Authority communicates all capital need plans and operational issues to all the resident groups. As noted above, the Authority is also a member of the MA LEAP Program to enhance resident employment and life skills.

3. If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. No PHAs in the Consortium have been designated as "troubled."

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

- 1. Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**
 - Continue to Allocate Emergency Solutions Grant funds for a Street Outreach Program and Allocate Additional Funds towards Homelessness Prevention

The City will continue to allocate Emergency Solutions Grant funding for Street Outreach and Homelessness Prevention within the BNWW Continuum of Care Service Area during FY18 (FFY17). The Community Day Center of Waltham, awarded outreach funds in FY17 (FFY16), utilizes a dedicated case worker to conduct the outreach in order to connect unsheltered individuals and families to emergency shelter, housing or critical services, and non-facility-based care for those unwilling or unable to access appropriate housing.

Consistent with existing needs, HUD priorities, evaluation of ongoing programming, and CoC recommendations, Division staff will also ensure level funding toward Homelessness Prevention activities during FY18 (FFY17). Homelessness Prevention is an effective method to reduce homelessness and has proven to be successful over the past several years.

- Implement, Evaluate, and Adapt the Continuum of Care's Coordinated Entry System

Newly merged with the Balance of State, the BNWW CoC will begin to integrate within the BoS Coordinated Entry System. Division staff and state officials have scheduled Coordinated Entry (CE) training opportunities for BNWW service providers, seeking to complete integration by April 2017. Coordinated Entry aims to allocate assistance as effectively as possible, improve coordination, avoid duplication of services, assess and prioritize based on vulnerability, while identifying service gaps and potential resources. All individuals identifying as homeless are evaluated, regardless of initial residency, by outreach workers and service providers. CE Staff then work to connect each individual to the appropriate services based on information provided in the centralized intake. Previously, the BNWW CoC worked with The Cloudburst Group to execute a Coordinated Entry System within the BNWW region utilizing a standardized intake and assessment process and a "no wrong door" methodology.

Consortium Communities

Though homelessness is not a significant issue in the Town of Belmont, the Town operates a food pantry that is open twice a month. This interaction allows staff to see if clients need further assistance, and can provide referrals to appropriate agencies. The Town is also a member of the Tri Community Coalition to End Homelessness (Belmont, Waltham, and

Watertown), which seeks opportunities to bring together various nonprofit organizations to address housing concerns in the participating communities.

The Town of Framingham actively participates in the Balance of State Continuum of Care, including through committee involvement and the coordination of trainings. Community Development staff coordinates efforts with municipal departments and local nonprofits to better understand the needs of the homeless population and deploy resources through a referral-based process.

The Natick Affordable Housing Trust used town funds to provide emergency hotel vouchers to individuals who become homeless unexpectedly in FY17 (FFY16), and will continue to do so in FY18 (FFY17).

In the City of Waltham, police and an outreach specialist reach out to unsheltered individuals frequently in the city and wooded areas. The outreach specialist works 19 hours per week with a six-person police task force, which helps connect homeless individuals to services.

All consortium communities coordinate with local agencies and municipal departments to refer individuals and families who are homeless, or at-risk for homelessness, to appropriate programs, resources, and services.

2. Addressing the emergency shelter and transitional housing needs of homeless persons

- Review Shelter Services Allocation from the Emergency Solutions Grant

The US Interagency Council on Homelessness and the Balance of State, have established strategic goals to end and prevent homelessness, particularly to veteran, family, youth and chronically homeless populations. Division staff utilizes ESG funds for various shelter services, including those for survivors of domestic violence and men's and women's emergency shelters. ESG funds are also awarded to the only day shelter in Waltham, which provides basic medical care, food, case management, counseling, legal services, and referrals to appropriate service providers. This funding source serves as a valuable resource for these emergency shelter providers, especially since those types of projects are not eligible to receive McKinney-Vento Act funds. The Pine Street Inn, though not funded by ESG, operates several projects within the CoC and manages an experienced outreach team that engages those unable or unwilling to use a shelter. Pine Street Inn staff provides these individuals with referral information, food, clothing, hygiene products, and blankets.

However, thousands of families live in shelters and motel on a given night across the state. During the 2017 sheltered Point in Time Count, 350 individuals were reported as residing in DHCD-funded Emergency Assistance (EA) overflow beds located in motels in Waltham. Division staff also carefully evaluates the appropriation of Emergency Solutions Grant funds towards the rapid rehousing and homelessness prevention components of the ESG program, which can help reduce the number of families and duration of homelessness. Although there is a clear need and benefit of providing the shelter services, the CoC must implement the creation of permanent housing stability and economic mobility in order to effectively end homelessness.

- Issue additional tenant-based rental voucher(s)

In FY15 (FFY14), the City inaugurated the Tenant-Based Rental Assistance Program (TBRA), with three households selected for participation to date. Under this program, the funds have provided rental subsidy and support services for income-eligible households currently living in the Commonwealth's overflow emergency shelters and working with the Metropolitan Boston Housing Partnership (MBHP). The program is predicated on the goal of coupling housing with supportive services geared toward guiding economic self-sufficiency. The program will continue to support the existing three households selected for assistance, but the Division will not be issuing one new voucher for FY18 (FFY17).

Consortium Communities

The Town of Belmont does not contain any emergency shelters, transitional housing, or other permanent housing specifically for homeless individuals and families. The Belmont Housing Authority provides emergency housing for income-eligible families who have lost their homes to fire or other catastrophe.

The Natick Affordable Housing Trust partners with the Family Promise program to transitionally house formerly homeless families at the affordable duplex it is developing at 299 Bacon Street in Natick. The Trust also uses town funds to provide emergency hotel vouchers to individuals who become homeless unexpectedly.

In the City of Waltham, homeless service providers and City staff manage a minimum barrier overnight homeless shelter for men and women aged 18 and older. The homeless shelter opens December through March between the hours of 8pm and 8am on days when the temperature reaches 32 degrees or below, or in the event of inclement weather like snow or freezing rain.

3. 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. Shortening the period of time that individuals and families experience homelessness

ESG funding will continue to target Rapid Rehousing and Street Outreach activities to quickly connect individuals and families with the support they need to exit homelessness and ensure efficient housing stability. City staff and the BoS will continue to assess the challenges of the existing rental market within the neighboring communities of Brookline, Newton, Waltham and Watertown to determine the feasibility of scaling up this approach through local partnerships.

b. Preventing individuals and families who were recently homeless from becoming homeless again

- Utilize Emergency Solutions Grants for Homeless Prevention and Rapid Rehousing
- Educate service providers and CoC communities about available funds

In addition to Rapid Re-housing, the Division will also utilize ESG funding for Homeless Prevention to reduce the number of individuals and families who are evicted from housing. These funds provide the financial resources to keep at-risk households housed, as well as the supportive services to help stabilize the household and ensure successful tenancies.

- Research and disseminate best practices for working with at-risk populations
- Identify and engage job training and employment services providers

A central goal of the City, BoS, and federal partners is to reduce the number of individuals and families becoming homeless through the provision of appropriate supportive services and financial assistance. Engaging, educating and seeking cooperation with stakeholders, regarding the decrease of risk factors leading to homelessness, will assist in accomplishing this goal. Key partners will be necessary to ascertain and ensure that critical services are available to adequately engage in the prevention of homelessness and to comprehensively support previously homeless individuals and families experiencing community integration issues. Enforcement of ESG policies and procedures will supplement these efforts, through the

promotion and access of mainstream services with particularly at-risk households.

c. facilitating access for homeless individuals and families to affordable housing units

- Finalize and Review Housing Strategy to identify sites for permanent supportive housing

Following the directive of the United States Interagency Council on Homelessness (USICH) and the BoS's Ten-Year Plan to End Homelessness, the City's Department of Planning and Development is focused on developing permanent affordable housing integrated with supportive services. The Housing Strategy, completed in 2016, identified potential sites and strategies for the development of permanently affordable housing. The City has partnered with a local organization, Jewish Community Housing for the Elderly (JCHE) for the creation of nine to twelve units of permanent supportive housing for chronically homeless elders, in accordance with the HUD Conciliation Agreement dated May 5, 2015. The City and JCHE are actively pursuing a city-owned parcel for this development. The City Council's Real Property Reuse Committee is currently reviewing the possible solicitation, sale and/or lease of this property.

- Prioritize existing beds for chronically homeless individuals

CoC recipients of federal McKinney-Vento Act competition funds continue to prioritize existing permanent supportive housing beds for chronically homeless individuals upon turnover whenever possible. Participating organizations include: Pine Street Inn, Advocates, and Vinfen. Twelve of these beds are located within Newton.

Consortium Communities

The Bedford Youth and Family Services works with Bedford residents who are receiving public assistance and may be at risk of losing housing by providing information about counseling, income supports like food stamps, fuel assistance, or TAFDC, and emergency financial assistance. The veterans' agent works closely with the Department of Veterans Affairs and provides state financial and medical (Chapter 115) benefits to an average of 50 veterans, over half of whom have been previously homeless and now reside in VA housing.

The Massachusetts Department of Social Services and Department of Mental Health provide 83 units of housing in Belmont. The majority of these units are occupied by persons with mental and/or physical disabilities. Additionally, McLean Hospital, a psychiatric hospital located in the Town, provides services within the community to ensure that patients have access to appropriate supportive housing and services necessary to reduce recidivism.

The Town of Concord's Community Services Coordinator and the Health, Fire, and Police Departments work on an individual basis to assist homeless persons in finding emergency shelter and transitional housing, while also working together to identify any at-risk households or individuals and assist them in seeking assistance programs as needed. In addition, Concord works with regional resources when there are homelessness issues resulting from a home foreclosure.

The Sudbury town social worker manages the HOPE Sudbury applications that provide a range of homeless prevention services, including: grants toward rent to prevent evictions, landlord mediation, budgeting education and information referrals.

The City of Waltham allocates CDBG funds for homelessness prevention through an emergency assistance program. Individuals and families facing homelessness due to rent or energy billing arrears, or other unforeseen circumstances, are able to apply for financial assistance in order to prevent homelessness.

- 4. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Creating and preserving permanent affordable housing that integrates supportive services will help individuals and families with the greatest need. During FY18 (FFY17), the City will advance the Housing Strategy that has defined the approaches and actions necessary to enable Newton to reach its goal of achieving a minimum of 10% of Newton's housing stock affordable to low- and moderate-income households by 2021. This includes substantial progress to the development of nine to twelve units of permanent supportive housing for chronically homeless elders.

Additionally, a robust ESG program that appropriately targets homeless prevention and rapid re-housing programs will provide vulnerable individuals and families with critical resources to avoid crisis and stabilize. ESG recipients and CoC providers work closely with the MA Department of Children and Families (DCF) and the MA Department of Mental Health (DMH) on discharge policies for youth and clients of DMH. Brookline Community Mental Health Center develops individualized service plans and transition plans for Transition to Independent Living Program participants (ages 16-22). Youth are routinely discharged to reunify with their families or to another housing option if the youth's age permits or if reunification is not possible.

The BoS will be a key partner in fostering relationships with facilities potentially discharging participants to homelessness, establishing a far-wider continuum and network of services. These services range from safety and basic needs at the emergency shelter level, to case management and daily living skills at the transitional and supportive housing stage, and finally to sustainable community integration through permanent housing.

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

- 1. 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**

As in many other communities throughout greater Boston, one of the biggest challenges to the development of affordable housing in Newton is the Zoning Ordinance. While reasonable regulation of new development is important and to be expected, it is essential that the City closely examine its ordinances for potential obstacles to affordable housing development. Particular zoning and other city policies that have the potential to limit affordable housing include the following:

- Multi-family permitting processes. In Massachusetts, either a special permit or a comprehensive permit under Chapter 40B is typically required to create any multi-family housing (i.e. more than two units). These processes add time and cost to developments that could otherwise more easily create affordable housing units, and the process can become controversial.
- Accessory apartment zoning. Accessory apartments are often more affordable to rent because they tend to be smaller, but the process for approval of these units is complicated and typically requires a special permit. It is estimated that there are 1,000 illegal accessory apartments in the City, all of which have not been properly inspected for compliance with the state Building Code and may pose serious health and safety concerns for occupants. Recently the City's Zoning Ordinance was amended to streamline the permitting of illegal accessory apartments which can be proven to be pre-existing from 1999, if they can be made code compliant.
- Citizen participation process. Neighborhood opposition to large-scale housing projects has also been a barrier to providing additional subsidized units and residential investment. City staff recognizes that there can be legitimate concerns about larger projects, so in July 2013, the City adopted an amendment to its Citizen Participation Plan to better inform the general public and abutters early on in the process of permitting an affordable housing project. This facilitates the incorporation of public input into the project design at an early stage.

- Procurement policies. The City’s procurement policy for affordable housing projects that utilize CDBG and HOME funds can increase overall project costs and the upfront time required to develop plans and specifications. The City may explore changes to the policy that could mitigate this barrier while ensuring fair and open competition

In recognition of these existing barriers to the development of affordable housing, Division staff along with staff in the Long Range Planning Division intend to focus on the following programs and topic areas in the upcoming year.

Zoning Reform

In FY18 (FFY17), the City will pursue amendments to the existing Inclusionary Zoning Ordinance in an effort to further leverage private development to create affordable housing. The City also intends to revise its zoning to increase permitting flexibility and development incentives for affordable housing. Potential zoning revisions include: adopting controls which are less reliant on special permits or 40B approvals; facilitating both new development and the adaptation of existing housing to better serve needs of older and disabled residents; rewarding the provision of more affordable housing than the required share of affordable units, or rewarding developments incorporating such provisions as “accessibility” and “visitability.” These measures will build on the City’s efforts in FY17 (FFY16) to amend the accessory apartment ordinance to further support housing choice in Newton.

In addition to pursuing amendments to the Inclusionary Zoning Ordinance, the City will seek additional regulatory changes in FY18 (FFY17) through the City’s Council’s Zoning Redesign Project. Zoning Redesign was initiated in 2011 and Phase One of the project was completed in 2015. The initial phase successfully reorganized the existing ordinance, making it easier to understand and interpret.

Phase Two of the Zoning Redesign Project will create a new, context-based zoning ordinance that provides guidance and rules for the development and redevelopment of land in Newton. Context-based means the new zoning will sustain the City’s existing development forms, reflect the building patterns of Newton’s different neighborhoods and village centers, and allow new growth to occur in appropriate places and at appropriate scales. The Zoning Redesign Project intends to bring more predictability to land use regulation and the permitting process.

Expansion of the Homeowner Rehabilitation Program

The City will consider expanding the Rehabilitation program to existing accessory apartments that require repairs to ensure resident health, safety, and building code compliance. Expansion of the program will be considered in conjunction with amendments to the existing accessory apartment ordinance being pursued in FY17 (FFY16). Rental income from these apartments can help low- and moderate-income owners make mortgage payments and also offer “naturally

affordable” small housing units for low- and moderate- income renters that are identified in the FY16-20 Consolidated Plan’s Needs Assessment as a means toward encouraging diversity in the City’s housing stock. In FY18 (FFY17), the Housing Rehabilitation program will be expanded to allow for necessary repairs in properties owned by the Newton Housing Authority.

Fair Housing

Actions anticipated for addressing concerns regarding fair housing include the following:

- The City has embarked on the redesign of its current Zoning Ordinance, the most major revision to its zoning in decades. Division staff and the Fair Housing Committee (FHC) will actively ensure that proposed zoning changes support the City’s goal to affirmatively further fair housing and avoid creating disparate impacts to protected classes.
- The City will seek to ensure that consideration of fair housing goes beyond regulatory minimums in order to implement the City’s documented fair housing development goals and objectives. The Fair Housing Committee assisted the City in developing the Fair Housing Project Consideration Tool for staff to utilize during project review. The tool seeks to go beyond the reach of regulatory measures as City staff evaluate applicable housing development projects for consistency with fair housing goals and policies as outlined in the FY16-20 Consolidated Plan. All evaluations will result in a statement that “the objectives of the City’s Consolidated Plan, including fair housing, have been considered in this review.”
- The City posted information designed to guide the public and developers on the process for developing affordable housing and Comprehensive Permit projects in Newton on the Planning and Development Department website. The webpage also details the City’s fair housing policy and obligation to affirmatively further fair housing.
- The City’s Fair Housing Statement is currently posted on its website, however updates are underway to ensure its publicized more centrally for easier access. This Statement is also available in written documents through city departments, venues, sponsored events, activities and to abutters of pending development, and zoning related actions affecting housing. At community meetings related to pending housing developments, the City will inform the public of the City’s responsibility to affirmatively further fair housing, disseminating in writing, the City of Newton’s Fair Housing Statement. The City will include the US Department of Housing & Urban Development’s (HUD) Fair Housing logo on all pertinent housing documents.

- The City and FHC will revamp its efforts to plan for informative and meaningful fair housing programming, striving for a minimum of one event and one outreach campaign annually. Training will be provided on an annual basis to city councilors, city staff, community partners, the general public and others involved in activity related to the provision of housing. Presentations may include a variety of topics such as disparate impact and fair housing principles. Recent experience has unfortunately dictated that a single fair housing educational event and publicity item presented annually may be most effective, as previous events have reported low attendance. Additional events and outreach will be undertaken if circumstances support these efforts.
- The City's fair housing complaint process is driven by the Newton Human Rights Commission through an online discrimination reporting tool. The City, Division staff and the FHC will promote this resource, particularly to individuals and families of protected classes, in an effort to report and stem potentially discriminatory actions. Division staff will also encourage nonprofit housing providers to report similar acts of discrimination and enforce responsiveness consistent with City policies to address discriminatory matters.
- Additionally, the City will progress on efforts to create nine to twelve units of permanent supportive housing for chronically homeless individuals. Jewish Community Housing for the Elderly (JCHE), having been identified as a project partner, will seek to acquire a vacant city parcel adjacent to their existing Golda Meir facility for the proposed development. The priority parcel in question is currently going through the City's disposition process to be "surplused" and subsequently made available through public procurement.

Consortium Communities

In June of 2015, the City of Newton and the WestMetro HOME Consortium submitted its Regional Fair Housing Plan for the years FFY2015-2020.

The Town of Bedford also completed its Analysis of Impediments to Fair Housing Choice in 2013, which outlined five key barriers to affordable housing: lack of accessory apartments; monitoring and maintenance; density and cluster developments; parking; and other ongoing efforts. Town staff will continue to examine the Accessory Apartment Bylaws to determine how to increase the number of accessory units. Staff will work with the Regional Housing Services Office (RHSO) to fulfill monitoring requirements, as well as seek out additional affordable housing opportunities to create units within existing zoning guidelines. Finally, staff will review zoning bylaws to gain a better understanding of the impact of parking standards on affordable

housing development, promote fair housing and encourage the recruitment of minority applicants to town boards and committees.

The Belmont Housing Trust is working to complete a Housing Production Plan (HPP) that will look at housing issues in town and identify goals, objectives, and strategies to meet the Town's housing needs. The HPP will also lay the groundwork for updating the portion of the Zoning Bylaw that specifically relates to regulating housing options. It is expected that the HPP will call for increased housing opportunities in town and identify several zoning amendments to achieve this goal. The Belmont Housing Trust will work with the Planning Board and the developer of Cushing Village to ensure that the approved development, a mixed-use, 115 unit development with 12 units of affordable housing units, will be built as permitted and required by the town's Inclusionary Housing Bylaw.

Brookline recently completed a Housing Production Plan which was approved by the state in November of 2016. This Plan outlines strategies that the Town will pursue to increase affordable housing production. It also identifies specific areas of Town that can support additional affordable and mixed-income housing, with a particular focus on underutilized parcels in Brookline's commercial corridors. Brookline will continue to use its Zoning Bylaw proactively to encourage affordable housing as part of a market-rate project through its inclusionary zoning provision. In addition, the Housing Advisory Board continues to explore options to allow Accessory Dwelling Units in conjunction with the Brookline Community Aging Network.

To address identified impediments, Concord proposes three specific actions. First, Concord will address the high cost of existing housing and shortage of available land by working with the Concord Housing Development Corporation to develop affordable housing on former state lands in West Concord; using CPA funding to restore the affordability of units at the Emerson Annex building when they become available and establish new affordable housing restrictions; assisting the CHDC's Small Grants Program to help low- and moderate-level homeowners make necessary safety and other improvements to their existing homes; and utilizing HOME funds to rehabilitate and improve the accessibility of existing affordable housing units and create new units when possible. The Town will also continue to support the work of the Concord Housing Authority and of the Concord Housing Development Corporation wherever possible.

Second, to address local policies which limit development, the Town will encourage development which provides new affordable units dispersed widely throughout the community; consider new Smart Growth legislation and other models for developing housing within the community; encourage mixed-use developments which provide some affordable

housing at close proximity to transportation and community services; and, provide guidance and assistance to existing affordable housing homeowners and potential developers in identifying energy efficient programs and incentives to defray the cost of new construction and reduce overall housing costs.

Third, Concord will address its limited water and sewer infrastructure issues by seeking state and federal approvals to increase the capacity of the existing waste water treatment plant using its current release systems; revising the Public Works Commission's "capacity allowance model" and other town regulations; and, continuing efforts to identify and acquire additional land for the construction of a second waste water treatment facility.

The Town of Framingham operates with an inclusionary zoning bylaw that addresses many impediments to fair housing. This law requires 10% of units in housing developments with 10 or more units to be affordable to a household at or below 80% of AMI.

The Town of Lexington completed its Analysis of Impediments to Fair Housing Choice in 2013. The single largest barrier to fair housing choice in Lexington is its high cost of entry, as a result of the relative scarcity of housing units combined with the high regional demand. In 2014, the Lexington Board of Selectmen completed the Housing Production Plan for the Town.

Natick faces the barriers of the high cost of construction and high demand for property, which makes it difficult to maintain and develop housing that is affordable to a diverse population. Natick has seen several 40B, 40R and local HOOP projects which encourage developers to provide affordable housing while developing these cost restrictive properties. Natick also promotes zoning bylaws which encourage the further development of affordable housing, including the expanding of 40R and HOOP districts and implementing Inclusionary Zoning. The Town is also exploring the creation of "Tiny Houses" to provide low-cost housing, and adopting a Transitional Overlay Option Plan (TOOP) that will help promote development of accessible, barrier-free housing.

Given limited developable property and zoning constraints, the Town of Needham is promoting rental redevelopment projects in primarily commercial areas, where higher densities are more appropriate and where housing can create a "work, live and play" environment. For example, the Town is working with developers of property in Needham Crossing, a major business park, to develop some of their recently acquired property for residential use, including affordable housing. This project has been processed through the state's Local Initiative Program (LIP), the "friendly Chapter 40B" alternative, to override local zoning. Construction is beginning on the 390 rental units, 98 of which will be affordable based on state LIP requirements. The Town also

approved a 136-unit Chapter 40B rental development on Greendale Avenue that will include 34 affordable units. Another five affordable rental units were created as part of special zoning through an Elder Services Overlay District that required 10% of all independent living units be affordable. A new Mixed-Use Overlay District (MUOD) was recently approved to promote mixed uses, including a mandate for including affordable housing, in an area in proximity to Route 128 and Highland Avenue that is appropriate for higher housing densities and mixed residential and commercial uses. Town Meeting is expected to rule on this new zoning at its spring 2016 meeting.

Another Needham initiative involved a grant from the Massachusetts Association of Health Boards for Healthy Aging to conduct an assessment of community conditions and barriers to senior-friendly housing and transit. The project included special focus groups, interviews, research and data analysis, and a community survey. The most prominent theme in all of the focus groups was the lack of affordable and senior-appropriate housing in the community. Recommendations from the study included ways to adapt existing homes to enable seniors to age in place, to modify zoning to allow accessory apartments, and to create new housing opportunities for seniors. The Board of Selectmen is currently studying these recommendations.

Sudbury completed an Analysis of Impediments to Fair Housing Choice in 2013, and identified three key barriers to housing: zoning, high cost of land, and lack of community support.

The City of Waltham will utilize its HOME budget towards the removal of architectural access barriers within the existing affordable housing stock to increase the number of units available for low-income residents with mobility impairments. Additionally, two fair housing trainings will be held for residents, landlords, and contractors. The City has also contracted with a consultant to provide recommendations to amending the zoning ordinance (including inclusionary zoning) and the current zoning maps in order to remove barriers to affordable housing.

In December, 2016, Watertown approved increasing its Inclusionary Zoning Ordinance set-aside percentage from 12.5% to 15%. The Town also revised the zoning ordinance to deepen the affordability of Inclusionary units. A possible barrier to the development of affordable housing in the Town is the relatively high parking requirement for studios, two- and three-bedroom units. Through the adopted Design Standards and Guidelines process, Watertown has lowered the parking requirements for multi-family developments. The Town also adopted the Community Preservation Act in the fall of 2016. Some of the funding from this local tax is expected to be used to create additional affordable housing. Finally, Watertown has a

reasonable accommodation procedure that helps those who need assistive measures, such as ramps, get them reviewed and approved in a way that zoning is less of a barrier.

The Town of Wayland is pursuing Chapter 40B developments to override local zoning and provide additional affordable housing units. The Town has initiated an affordable accessory apartment program that provides incentives for homeowners to rent to Section 8 voucher holders.

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

1. Actions planned to address obstacles to meeting underserved needs

Please refer to section AP-35: Projects.

Consortium Communities

Many of the Consortium communities will continue to work with staff, developers, consultants, and property owners to look for affordable housing development opportunities.

The Town of Bedford has successfully worked with the U.S. Coast Guard to make available surplus land for affordable housing. A developer has been selected, and project work will start later in FY17 (FFY16) and into FY18 (FFY17).

The Belmont Housing Authority will seek Community Preservation Act funds in order to conduct a feasibility study to examine the possibilities of developing its properties to increase the number of housing units and renovate the existing units.

The Town of Framingham will collaborate with town departments and community organizations such as the Veterans Department, South Middlesex Opportunity Council, Inc., and United Way of Tri-County to disseminate information about the Town's security deposit assistance program and down payment assistance program. These programs help families returning to the rental market or exploring the possibility of homeownership.

The Town of Natick is considering adopting a Transitional Overlay Option Plan (TOOP) into its Zoning Bylaw that will help promote development of accessible, barrier-free housing.

In the City of Waltham, 13 percent of the lowest income census tract is made up of non-English speaking residents, which creates a barrier between service providers, potential employers, potential landlords, and the residents. Waltham works closely with applicants of the tenant-based rental assistance program and social service providers to ensure the non-English speaking population understands the program and is able to apply.

Watertown Department of Community Development and Planning staff will participate in planning a forum, to be held in March or April, with a focus on seniors and their families and housing options, including affordable housing and home modification.

2. Actions planned to foster and maintain affordable housing

In FY18 (FFY17), the City will pursue strategies to preserve and maintain existing affordable housing units. The City will administer a Downpayment/Closing Cost Assistance Program to support the resale of existing deed-restricted homeownership units to low-income households. The City will also continue to make rehabilitation funds available to nonprofit owners of affordable housing to preserve the physical integrity of the City's affordable housing resources.

Consortium Communities

The Town of Belmont is fortunate that the majority of its affordable housing units, as identified on the SHI, are preserved in perpetuity (305 out of 388). The remaining 83 units are operated by Mass. DSS and DMH.

No Consortium communities have any properties with expiring use deadlines in FY18.

3. Actions planned to reduce lead-based paint hazards

Newton's Housing Rehabilitation program currently uses CDBG funding to provide grants to income-eligible homeowners to remove lead-based paint, asbestos, and other health hazards. The program also offers these homeowners zero-interest deferred payment loans to fix building and safety code violations. This successful program will be continued in FY18 (FFY17).

As noted in the Needs Assessment and Market Analysis Chapters of the FY16-20 Consolidated Plan, the reported incidence of lead poisoning is low in Newton and surrounding communities. However, over 80% of housing in the City was built before 1980 and therefore a majority of those units are presumed to have lead hazards. As a result, the City will continue to make lead paint abatement and the removal of asbestos and other such health hazards a priority in the Housing Rehabilitation program. These statistics on percentage of housing built prior to 1978, when lead paint was banned, are comparable to the statistics for the Consortium as a whole.

These specific lead-based paint hazard prevention and remediation activities are incorporated into the City's housing policies and procedures. The City's Housing Rehabilitation program is marketed to income-eligible homeowners and/or landlords with more than 50% income-eligible tenants to ensure suitable safe living conditions – one of the primary tenets of the CDBG program. In addition, once a rehabilitation application is accepted, the City's Housing Rehabilitation and Construction Manager walks through the entire house with the homeowner, not just the area identified by the applicant as needing repair. In this way, staff is able to identify and remediate all unsafe or unhealthy living conditions. Often the issues identified are

mental health related (i.e. hoarding, dementia etc.) as well as general physical disrepair. In these cases, the homeowner can be referred to a social service agency whose staff can appropriately address those other needs as well.

Consortium Communities

Many of the Consortium communities cited MassHousing's *Get the Lead Out* program as an option for residents. For all of the Consortium communities, new affordable construction is free from lead paint.

The Town of Concord operates a Small Grants Program that will continue to serve as a financial resource for low- and moderate-income families who need to fund lead paint remediation and other necessary repairs to maintain safe and healthy homes.

The Massachusetts Department of Public Health's Childhood Lead Poisoning Prevention Program does not consider Bedford to be a high-risk community.

All new construction in the Consortium communities is free of lead paint.

4. Actions planned to reduce the number of poverty-level families RP

One of the priorities of the Housing and Community Development Program is to fund programs and services for poverty-level individuals and families. According to data from the previous decennial Census (in 2000), 2.6 percent of families and 4.3 percent of individuals in Newton were living below poverty level. These percentages represent 811 families and 3,604 individuals. For the most recent five-year ACS estimate (2010-2014), those figures increased to 3.9 percent and 5.6 percent, respectively, which represent approximately 1,215 households and 4,868 individuals. These numbers are similar to the 2013 estimates, as they were 4.5 and 6.5 percent respectively. The 2016 and 2017 federal poverty guidelines are listed in the following table.

Size of Household	POVERTY GUIDELINES(48 Contiguous States and D.C.)	
	2016	2017
1	\$11,880	\$12,060
2	\$16,020	\$16,240
3	\$20,160	\$20,420
4	\$24,300	\$24,600
5	\$28,440	\$28,780
6	\$32,580	\$32,960
7	\$36,730	\$37,140
8	\$40,890	\$41,320
For each additional person, add	\$4,160	\$4,180

Division staff administers the City’s Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs. The funds from these federal programs are used locally for programs and projects that target and provide the maximum benefit to extremely low- and moderate-income persons.

The City prioritizes the funding of human service and homelessness assistance programs to support low-income Newton families in achieving self-sufficiency. Continued support for these anti-poverty programs is crucial as they provide vulnerable, at-risk families access to critical supportive services, housing and relocation stabilization services, advocacy, affordable child care, emergency housing, financial literacy, skill building and job preparedness. The provision of such programming is necessary in addressing the economic, housing and health challenges facing low-to-moderate income residents, helping families move out of poverty.

Additionally, the BNWW CoC, newly merged with the BoS CoC, works together to ensure the support services are well targeted, especially for chronically homeless persons within the geographic area. In 2014, the CoC developed a Ten-Year Plan to promote community-wide

support to end homelessness, detailing the following strategies aiming to reduce the families living in poverty: Prevention, Housing for Homeless and Chronically Homeless Individuals and Families, Supportive Services, Engagement of Key Stakeholders and Public Education and Awareness. The goals set forth in the Commonwealth's Plan to End Homelessness for implementation by the BoS align closely, and include:

- Increasing the number of permanently supportive housing units;
- Improving job readiness and achieving employments;
- Providing homelessness prevention and rapid rehousing assistance; and
- Providing case management services to increase the likelihood of residential stability.
-

The public service needs assessment conducted for the FY16-20 Consolidated Plan identified the following priorities for families and individuals in poverty.

- To increase the number of transitional (for survivors of DV and their families, as well as unaccompanied homeless youth) and permanent housing units within the CoC's communities of Brookline, Newton, Waltham, and Watertown;
- Continue to use CDBG, ESG, and other financial resources to provide support services for individuals and families that are homeless or are at-risk of homelessness;
- Continue to improve the transition as individual families move from homelessness to permanent housing.

A number of Newton's programs serving poverty-level and low-income households are directly administered by local organizations, including The Second Step, REACH Against Domestic Violence and the Community Day Center of Waltham. These programs are designed to impact the needs of this vulnerable population.

Consortium Communities

The Bedford Youth and Family Services (YFS) envisions its role as a force in fostering a healthy community and improving the quality of life for all Bedford residents by identifying and addressing the social, emotional, and developmental needs of children, youth, adults, and families. The Bedford YFS provides eligible households with fuel assistance and makes referrals to other needed resources.

The Belmont Housing Trust works with the Belmont Municipal Light Department and the Council on Aging to publicize the Earned Income Tax Credit program and completes income eligible residents' income taxes for free. The Council on Aging offers elderly homeowners a Property Tax Work-Off Program to reduce their property taxes up to \$1,000 by 'volunteering' a number of hours to the Town, based on the current minimum wage. Additionally, a variety of

exemptions are available to reduce property tax obligations for certain qualifying taxpayers: elderly persons, blind persons, disabled veterans, surviving spouse or orphaned minor child, widow or orphaned minor of police officer or fire fighter, and extreme hardship. Furthermore, the Belmont Food Pantry provides food to residents of the Town regardless of their income.

The Town of Framingham's housing programs directly reduce poverty by creating rental and homeownership opportunities or by subsidizing housing repairs for low-income households. The Framingham Community Development Department sponsors ESL programs; after school programs; hunger relief services for individuals and families experiencing economic and personal challenges; and other programs with the goal of alleviating poverty.

Waltham will reduce the number of poverty-level families through the Tenant-Based Rental Assistance Program, which provides eligible families with security deposit assistance.

Watertown continues to work closely with social services specialists at Wayside Youth and Family Support Network, the Brookline Community Mental Health Center, and other area agencies to connect Watertown residents with needed services.

5. Actions planned to develop institutional structure

The Housing and Community Development Division will continue to enhance program coordination functions through improved inter-departmental communication, earlier identification of projects and priorities, continued engagement of local, private, non-profit, state and federal partners and a greater focus on outcome measures.

For many of the Consortium communities, the biggest gap in institutional structure results from limited departmental capacity due to larger workloads, staff turnover, and small numbers of staff.

In FY18 (FFY17), Framingham will continue to coordinate with its partners, other governmental agencies, non-profit organizations, private enterprises and individuals for increased opportunities to clients. The Town is working with DHCD to enhance the Coordinated Entry system, which is the standard assessment tool being developed, implemented and supported by the agency to enhance homeless services. This work supports services that assist and identify need, eligibility and availability of programs to the local homeless population and facilitate acceleration of placement.

The Town of Needham is considering the establishment of a Municipal Affordable Housing Trust

that will enable it to create a municipal entity to oversee housing issues as well as a dedicated fund to support its efforts to address unmet community housing needs.

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

Please refer to section AP-10: Consultation at the beginning of this plan.

Program Specific Requirements

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

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

- 1. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

Bedford, Belmont, Concord, Lexington, Needham, Sudbury and Wayland

These communities are unable to utilize HOME funds for ownership units due to the conflicts between the state's affordable housing deed riders and the HOME Program rule, with respect to the resale and recapture provisions. These communities understand that if a HOME-assisted homeownership project or program is put forward, the recapture/resale provision will have to be submitted to HUD (through the Consortium Administrator) for approval prior to HOME funds being used for such assistance. This guideline has not changed since the submission of the FY16-20 Consolidated Plan.

Brookline

When providing homebuyer assistance, that is, funding directly to a homebuyer to purchase an existing unit at a market price, the Town will continue to pursue two different strategies.

- (1) If the unit is located in a property with fewer than six units, at the time of resale, the seller will repay to the Town the down payment assistance provided plus that portion of the net appreciation, if any (current market price minus original sales price, appraisal fee, if any, brokerage fee up to five percent of resale price, and the depreciated cost of approved capital improvements) which reflects the proportion of public subsidy to total equity invested. Total equity consists of Town homebuyer assistance, owner down payment, owner pay-down of principal and, for consistency with HUD requirements, the cost of capital improvements referenced earlier. In no case will the owner be required to repay the Town more than the net proceeds for the sale, that is, the sales price minus non-HOME loan repayment and sale-related and closing costs.
- (2) If the unit is in a property with six or more units, the Town will have a right of first refusal at a price which represents the original purchase price, minus the subsidy, adjusted by changes in AMI or 80 percent of median income, whichever is lower,

plus compensation for the depreciated cost of approved capital improvements, plus the amount in the condominium association's segregated capital replacement account attributable to the unit. In the event that the Town cannot exercise its rights, the seller will be free to sell on the market and repay the loan with shared appreciation in accordance with (1), above.

The Town will continue to use the Commonwealth of Massachusetts' Affordable Housing Deed Rider as a resale restriction for units which are offered – through inclusionary zoning, the state Chapter 40B program and/or various non-HOME subsidies. According to this deed rider, resale price is based upon increases over time in Area Median Income, adjusted by the commercially reasonable cost of approved capital improvements, depreciated over the remaining years of the owner's occupancy, as long as the price at resale is neither more than what a range of income-eligible buyers can afford nor less than the owner's initial purchase price.

However, where HOME funds are provided to a developer in order to acquire and rehab or build new units for sale at affordable prices, the Town will use a resale agreement running with the land that will provide the owner with a fair return on investment, while assuring that the unit will be affordable to a range of income-eligible buyers at least through the HOME period of affordability. Resale price will be the initial sales price plus the commercially reasonable cost of approved capital improvements depreciated over the remaining years of the owner's occupancy, plus return on investment. Investment will be defined as the original downpayment, annual contributions to principal, and commercially reasonable cost of approved capital improvements. Return on investment will be calculated as the sum of the annual interest on the owner's cumulative investment (without compounding), based on the interest rate of ten-year bond obligations of the United States Treasury.

With regard to repayment for capital improvements, capital improvements must be approved beforehand, and be of function and quality (or be so valued) consistent with the use of the housing as affordable housing. The capital improvements are those owned by the condominium owner (and not part of common space) and might include, for example, the replacement, due to damage or long term wear and tear, of windows, heating or hot water systems, and stove, refrigerator or dishwasher.

The Town understands that, to the extent that resale price for a HOME-subsidized unit during the HUD period of affordability exceeds what a range of income-eligible buyers can afford, it may be obligated to fund the difference. A resale price is within the range of income-eligible buyers if it is based upon what a household with a size which equals the number of bedrooms plus one and an income 10 percent below the relevant income limit can afford when spending

no more than 30 percent of gross income on housing costs (mortgage, real estate taxes, home and private mortgage insurance, and condo fees), assuming current interest rates offered plus one quarter percent for a 30 year, no point fixed-rate loan with a down payment of five percent of total costs.

With regard to the preservation of affordable rental housing, when providing funding to developers/owners of rental properties, the Town will continue to structure the subsidy as a long-term deferred interest loan, which may be extended if required for continued affordability, and to reserve for the Town a right of first refusal to purchase the property should the owner seek to sell.

Framingham

The Town of Framingham employs a deed restriction to serve as a recapture mechanism for its HOME-funded downpayment assistance and housing rehabilitation programs. For both types of assistance, if the premises are sold, cease to be the mortgagor's primary residence or there is any change in the title during the term of the promissory note, which commences upon the completion date, or the mortgagor is not in substantial compliance with the promissory note and mortgage, the town will recapture the full HOME loan or the net proceeds, if the net proceeds are less than the full amount of the HOME loan and the Mortgagor's investment.

Natick

The Town of Natick will use the recapture provisions for those housing units that are not intended to be listed on the DHCD Subsidized Housing Inventory (SHI), or do not qualify for the DHCD Local Initiative Program and/or Local Action Units. In these cases, the amount subject to recapture is the amount of the direct subsidy provided to the homeowner, and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance. The HOME assistance will be recaptured in the full amount of the direct subsidy based on the availability of net proceeds which is defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

For those housing units that are intended to be listed on the DHCD SHI and/or qualify for the DHCD Local Initiative Program or Local Action Unit, the Town of Natick will use the resale provisions to ensure long term affordability. In these cases during the HOME period of affordability, the property must remain affordable to low income homebuyers spending no more than 30 percent of gross income on mortgage payments (PITI) and condo fees; and be sold at a price that provides the owner a fair return on investment. The sale of the property is limited to a credit-worthy eligible purchaser earning between seventy and eighty percent (70-

80%) of the Area Median Income for an appropriate size household. During the initial 90 days of marketing, the Town will have a Right of First Refusal to purchase the property.

The basis for a fair return on investment includes the homebuyer's original investment and capital improvements and is dependent on a maximum sales price based on the change in Area Median Income (AMI) over the period of ownership. The maximum sales price is determined by taking the ratio of the original HOME assisted unit sales price over the purchase year AMI, and multiplying this number by the current AMI to get the current base sales price, to which is added closing costs and capital improvements. Capital improvements must be approved by the Town to be considered and are defined as a necessary improvement, not covered by a condo or homeowner fee, that if not done would compromise the structural or functional integrity of the original property. The value of capital improvements at the time of resale will be based on a depreciation schedule. The Town understands that, to the extent that resale price for a HOME-subsidized unit during the HUD period of affordability exceeds what a range of income-eligible buyers can afford, it may be obligated to fund the difference.

Newton

The City of Newton utilizes HOME Program funds for new construction and rehabilitation of homeownership housing, as projects arise. Direct downpayment assistance is provided through local Community Preservation Act funds. Newton uses a resale provision when HOME program funds are used for homebuyer activities, which is incorporated into an affordable housing covenants running with the land. The terms of the resale provision, which apply during the HOME Period of Affordability, are as follows:

Long-Term Affordability. All HOME-assisted units must be sold only to a buyer whose family qualifies as a low-income family earning up to 80 percent of the Boston-Cambridge-Quincy MA-NH Area Median Income (AMI), as published by the U.S. Department of Housing and Urban Development, for the duration of the HOME Period of Affordability. If an eligible buyer is not identified within the allotted resale timeframe the City may exercise a purchase option to ensure that the HOME-assisted unit is resold to a low-income family.

Principal Residence Requirement. The initial purchaser, and all subsequent buyers of a HOME-assisted unit, must use the property as his/her/their principal residence. Newton conducts annual monitoring to ensure this requirement is met.

Resale Price & Fair Return on Investment. If the HOME-assisted unit is sold by the owner during the HOME Period of Affordability, the resale price is calculated as the percentage change of 80

percent of the AMI, as published by HUD, during the term of ownership by the homeowner, plus approved Capital Improvements depreciated over the course of their usual life.

Calculating Fair Return on Investment. Fair Return on Investment is calculated by multiplying the initial purchase price of the HOME-assisted unit by a fraction, the numerator of which is 80 percent of the AMI as published by HUD as of the date of receipt of the owner's notice to sell the affordable unit (Conveyance Notice) and the denominator of which is 80 percent of the AMI as published by HUD as of the date of the initial closing, plus approved Capital Improvements, depreciated over the course of their useful life. The original homeowner's investment (e.g. any downpayment) is included as part of the initial purchase price.

Capital Improvements. Capital Improvements are elements which may add to the value of the unit or prolong its useful life, are of function and quality consistent with comparable affordable housing units, and are owned solely by the owner (not part of any common areas). Maintenance is not considered a capital improvement. The City must approve all capital improvements prior to costs being incurred. These approved capital improvements are subject to depreciation based on the remaining useful life of the element at time of resale. Improvements that are funded by federal, state or local grant programs are not eligible. Some examples of capital improvements include the replacement of non-operational heating or hot water systems, built-in appliances, installation of energy-efficient windows, and insulation.

Continued Affordability to Homebuyers. In accordance with the HOME regulations, Newton is obligated to ensure that the owner of a HOME-assisted unit receives a Fair Return on Investment and that the unit remains affordable to a range of income eligible households upon resale. To maintain continued affordability, the City will target subsequent purchase to appropriately-sized households earning between 70 and 80 percent of the AMI spending no more than 35 percent of gross household income on fixed housing costs (principal, interest, property taxes, condominium fees, if applicable, and insurance), assuming current interest rates offered plus one quarter percent for a 30-year, fixed rate loan and a downpayment of 5 percent. If the resale price exceeds what an eligible household can afford, the City will subsidize the difference with downpayment assistance, mortgage buydown, or other subsidy, as appropriate. To be considered eligible, homebuyers will also be subject to an asset limit of \$75,000. However, any assets up to \$200,000 from the sale of a Newton residence shall be excluded from that determination (but still considered in determination of income eligibility) provided that:

- (a) the sellers must have been no less than 62 years old at the time of that sale; and
- (b) the sale of the residence must be an arms-length transaction.

Waltham

The City of Waltham enforces a recapture provision on all Down Payment assistance loans that it has provided through the WestMetro HOME Consortium. If the premises are sold, cease to be the Mortgagor's primary residence or there is any change in the title during the term of the Promissory Note, which commences upon the Completion Date, or the Mortgagor is not in substantial compliance with the Promissory Note and Mortgage, the City will recapture the full HOME loan or the net proceeds, if the net proceeds are less than the full amount of the HOME loan and the Mortgagor's investment. The City specifically reserves the right to require full repayment, notwithstanding any deficiency in the amount of the net proceeds, in the event that repayment is triggered by a willful violation by the Borrower of the terms of the Note, or the Mortgage or any applicable HOME regulations. This recapture provision conforms to HUD HOME regulation 24 CFR 92.254 (a)(5)(ii). HUD defines the net proceeds as the sales price minus non-HOME loan repayments and closing costs. If the net proceeds are sufficient to repay both the HOME loan and the Borrower's investment (HUD defines Borrower's investment as the Borrower's down payment and any capital improvement investment), the City must recapture the full HOME loan. Please note, however, that when the net proceeds are insufficient to repay the full HOME assistance, the City will not permit the Borrower to recover more than his/her investment.

The Principal sum may be deferred annually by the City based upon annual review by the Lender of the Borrower's compliance with the terms of this Mortgage, the HOME Program and HOME Project funding agreement and the Promissory Note. The City of Waltham defines capital improvements as a necessary maintenance improvement, not covered by a condominium or homeowners association fee, that if not done would compromise the structural integrity of the property. To be considered a capital improvement, work should meet the following criteria:

- It is not a repair to keep your home in good operating condition.
- It is a new element or replacement of a permanent component of the home, which has reached the end of its useful life.
- It is not part of a common area nor covered by the condominium association fee. This applies to all condo-developed property. (If the condominium or homeowner's association has a special assessment, the City will take into consideration the cost to the homeowner on a case-by-case basis. Additional documentation will be necessary to provide proof of the special assessment.)

Repairs funded by any Federal or state or local Grant Programs are not counted or approved. Improvements such as installation of outdoor decks, additions, garages, and landscaping are luxury improvements and will not be considered as capital improvements.

Watertown

Watertown, on any new projects using HOME funds, through the Watertown Housing Partnership, will use the Massachusetts Department of Community Development and Housing's Capital Improvements Policy and Procedures. Watertown uses a recapture provision which requires the HOME loan recipient to repay the loan, and, in some cases, a pre-payment penalty and a share in the appreciation in the project from the proceeds of the sale.

2. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Bedford, Lexington, Needham, Sudbury, and Wayland

These communities are unable to utilize HOME funds for ownership units due to the conflicts between the state's affordable housing deed riders and the HOME Program rule, with respect to the resale and recapture provisions. This guideline has not changed since the submission of the FY16-20 Consolidated Plan.

Belmont

Belmont's guidelines for resale or recapture of HOME funds have not changed since the FY16-20 Consolidated Plan was drafted.

Brookline

When providing homebuyer assistance, that is, funding directly to a homebuyer to purchase an existing unit at a market price, the Town will continue to pursue two different strategies.

- (1) If the unit is located in a property with fewer than six units, at the time of resale, the seller will repay to the Town the down payment assistance provided plus that portion of the net appreciation, if any (current market price minus original sales price, appraisal fee, if any, brokerage fee up to five percent of resale price, and the depreciated cost of approved capital improvements) which reflects the proportion of public subsidy to total equity invested. Total equity consists of Town homebuyer assistance, owner down payment, owner pay-down of principal and, for consistency with HUD requirements, the cost of capital improvements referenced earlier. In no case will the owner be required to repay the Town more than the net proceeds for the sale, that is, the sales price minus non-HOME loan repayment and sale-related and closing costs.
- (2) If the unit is in a property with six or more units, the Town will have a right of first refusal at a price which represents the original purchase price, minus the subsidy, adjusted by changes in AMI or 80 percent of median income, whichever is lower, plus compensation for the depreciated cost of approved capital improvements, plus the amount in the condominium association's segregated capital replacement account attributable to the unit.

In the event that the Town cannot exercise its rights, the seller will be free to sell on the market and repay the loan with shared appreciation in accordance with (1), above.

The Town will continue to use the Commonwealth of Massachusetts' Affordable Housing Deed Rider as a resale restriction for units which are offered – through inclusionary zoning, the state Chapter 40B program and/or various non-HOME subsidies. According to this deed rider, resale price is based upon increases over time in Area Median Income, adjusted by the commercially reasonable cost of approved capital improvements, depreciated over the remaining years of the owner's occupancy, as long as the price at resale is neither more than what a range of income-eligible buyers can afford nor less than the owner's initial purchase price.

However, where HOME funds are provided to a developer in order to acquire and rehab or build new units for sale at affordable prices, the Town will use a resale agreement running with the land that will provide the owner with a fair return on investment, while assuring that the unit will be affordable to a range of income-eligible buyers at least through the HOME period of affordability. Resale price will be the initial sales price plus the commercially reasonable cost of approved capital improvements depreciated over the remaining years of the owner's occupancy, plus return on investment. Investment will be defined as the original downpayment, annual contributions to principal, and commercially reasonable cost of approved capital improvements. Return on investment will be calculated as the sum of the annual interest on the owner's cumulative investment (without compounding), based on the interest rate of ten-year bond obligations of the United States Treasury.

With regard to repayment for capital improvements, capital improvements must be approved beforehand, and be of function and quality (or be so valued) consistent with the use of the housing as affordable housing. The capital improvements are those owned by the condominium owner (and not part of common space) and might include, for example, the replacement, due to damage or long term wear and tear, of windows, heating or hot water systems, and stove, refrigerator or dishwasher.

The Town understands that, to the extent that resale price for a HOME-subsidized unit during the HUD period of affordability exceeds what a range of income-eligible buyers can afford, it may be obligated to fund the difference. A resale price is within the range of income-eligible buyers if it is based upon what a household with a size which equals the number of bedrooms plus one and an income 10 percent below the relevant income limit can afford when spending no more than 30 percent of gross income on housing costs (mortgage, real estate taxes, home and private mortgage insurance, and condo fees), assuming current interest rates offered plus

one quarter percent for a 30 year, no point fixed-rate loan with a down payment of five percent of total costs.

With regard to the preservation of affordable rental housing, when providing funding to developers/owners of rental properties, the Town will continue to structure the subsidy as a long-term deferred interest loan, which may be extended if required for continued affordability, and to reserve for the Town a right of first refusal to purchase the property should the owner seek to sell.

Framingham

In Framingham, HOME-assisted units must meet the affordability requirements of five to 20 years beginning after project completion. The affordability requirements apply without regard to the term of any loan or mortgage or the transfer of ownership. They are imposed by deed restrictions approved by HUD.

Natick

The Town of Natick will use the recapture provisions for those housing units that are not intended to be listed on the DHCD Subsidized Housing Inventory (SHI), or do not qualify for the DHCD Local Initiative Program and/or Local Action Units. In these cases, the amount subject to recapture is the amount of the direct subsidy provided to the homeowner, and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance. The HOME assistance will be recaptured in the full amount of the direct subsidy based on the availability of net proceeds which is defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

For those housing units that are intended to be listed on the DHCD SHI and/or qualify for the DHCD Local Initiative Program or Local Action Unit, the Town of Natick will use the resale provisions to ensure long term affordability. In these cases during the HOME period of affordability, the property must remain affordable to low income homebuyers spending no more than 30 percent of gross income on mortgage payments (PITI) and condo fees; and be sold at a price that provides the owner a fair return on investment. The sale of the property is limited to a credit-worthy eligible purchaser earning between seventy and eighty percent (70-80%) of the Area Median Income for an appropriate size household. During the initial 90 days of marketing, the Town will have a Right of First Refusal to purchase the property.

The basis for a fair return on investment includes the homebuyer's original investment and capital improvements and is dependent on a maximum sales price based on the change in Area Median Income (AMI) over the period of ownership. The maximum sales price is determined by taking the ratio of the original HOME assisted unit sales price over the purchase year AMI, and multiplying this number by the current AMI to get the current base sales price, to which is

added closing costs and capital improvements. Capital improvements must be approved by the Town to be considered and are defined as a necessary improvement, not covered by a condo or homeowner fee, that if not done would compromise the structural or functional integrity of the original property. The value of capital improvements at the time of resale will be based on a depreciation schedule. The Town understands that, to the extent that resale price for a HOME-subsidized unit during the HUD period of affordability exceeds what a range of income-eligible buyers can afford, it may be obligated to fund the difference.

Newton

Under resale provisions, all properties acquired through a development subsidy or receiving direct homebuyer assistance with HOME funds will have a recorded deed restriction stating the affordability period and the process for calculating the resale amount to ensure long term affordability to an income-eligible household during the affordability period. Additionally, any loan issued by the City is secured by a mortgage and promissory note.

Waltham

Under recapture provisions, all properties receiving direct homebuyer assistance and/or rehabilitated with HOME funds will have a recorded mortgage stating the affordability period and the process for calculating the recapture amounts.

Watertown

Under recapture provisions, all properties receiving direct homebuyer assistance with HOME funds will have a recorded mortgage stating the affordability period and the process for calculating the recapture amounts.

3. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

No communities have plans to refinance existing debt secured by properties that have HOME funds in FY18 (FFY17)

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

- 1. Include written standards for providing ESG assistance (may include as attachment) In accordance with federal regulations set forth in 24 CFR Part 567, the City of Newton’s Department of Planning and Development has developed written standards guiding the provision and prioritization of Emergency Solutions Grant (ESG) funding.**

Service providers contracted with the City of Newton to provide services in conjunction with the Emergency Solutions Grant must become thoroughly familiar with all regulations promulgated by the United States Department of Housing and Urban Development (HUD) governing the Emergency Solutions Grant Program and Newton’s written standards. The provider is responsible for implementing the service in accordance with these regulations. *(Please also see Written Standards for the Provision of ESG Assistance in the appendix)*

- 2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

The BoS Coordinated Entry aims to allocate assistance as effectively as possible, improve coordination, avoid duplication of services, assess and prioritize based on vulnerability, while identifying service gaps and potential resources. All individuals identifying as homeless are evaluated, regardless of initial residency, by outreach workers and service providers through centralized intake. CE staff then work to connect individual(s) to appropriate services and programming. To assist in the transition, BoS staff is working with the City of Newton to coordinate training to integrate BNWW agencies into the BoS Coordinated Entry system.

- 3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).**

The distribution of Emergency Solutions Grant funding to sub-recipients is determined through a competitive, annual RFP process. Division staff also consults with sub-recipients as to their programs and funding needs. The RFP requires the respondents to indicate how their programs will assist homeless individuals and families or those at risk of homelessness in each of these areas, as well as how the programs will help clients meet the 8 Benchmarks for Social Mobility. The City adopted and adapted these benchmarks based on the Brookings Institution’s “Benchmarks for Success” from the Social Genome Model to

promote economic mobility and stability across the lifespan for individuals and families.

In advance of the distribution of the FY18 (FFY17) RFP, the Brookline-Newton-Waltham-Watertown Continuum of Care (CoC) met to deliberate and approve allocation percentages across eligible program components helping homeless individuals and families and those at-risk of becoming homeless. These components include Shelter Operations/Services, Rapid Re-housing, Homelessness Prevention, and Street Outreach. The CoC's recommendation strikes a balance between funding existing shelter services and outreach activities and focusing resources on HUD's long-term priorities of homelessness prevention and rapid re-housing. These principles align with the BoS' and US Interagency Council on Homelessness' Strategic Plans to End Homelessness.

- 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

To the extent possible, outreach is made to residents who have experienced homelessness. Each year, Division staff coordinates the Point-In-Time Count (sheltered and unsheltered) and the Housing Inventory Count for the CoC. Moving forward, these efforts will be done in conjunction with the BoS. In support of this effort, staff develops a survey to determine demographic information about this vulnerable population as well as specific reasons for why someone is homeless and/or, whenever possible, what services may be needed to improve his/her situation in the future.

In addition, the representatives of the four municipalities, as well as the non-ESG recipient agencies, meet annually to determine the percentage allocation for each category of eligible services: Shelter Operations/Services, Rapid Re-housing, Homelessness Prevention, and Street Outreach. Agency staff have direct contact with potential beneficiaries, as well as long track records of providing services directly to the homeless and at-risk homelessness populations, and their work specifically informs this allocation.

5. Describe performance standards for evaluating ESG.

Prior to the review and release of the RFP, City staff evaluates the uses and outcomes of existing ESG funded projects should the providers choose to re-apply for funds for the upcoming fiscal year. This is accomplished through the analysis of reports of monitored programs, as well as a review of quarterly performance reports that are submitted during the grant year. The RFP will also be evaluated with the assistance of a quantitative scoring sheet.

As allocations are increasingly becoming more data-driven, ESG and CoC service providers must navigate the Efforts to Outcomes (ETO) HMIS system, or the DV equivalents, to input client intake/exit information and ensure accurate data compilation and reporting. Towards this end, The City's DV ESG sub-recipients are also working with their database administrators to ensure compatibility with to the ESG CAPER Reporting Tool (eCART).

APPENDIX

City of Newton Emergency Solutions Grant

WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE

OVERVIEW

In accordance with federal regulations set forth in 24 CFR Part 567, the City of Newton's Department of Planning and Development has developed the following written standards guiding the provision and prioritization of Emergency Solutions Grant (ESG) funding.

The City of Newton receives ESG funds annually from the U.S. Department of Housing and Urban Development (HUD) under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009. The ESG program supports eligible activities that enable communities to prevent homelessness, identify sheltered and unsheltered homeless persons, as well as those at-risk of homelessness, and provide the supportive services necessary to ensure that homeless individuals and families are rapidly-rehoused and move toward independent living.

ESG provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

Newton's ESG funds may be used for the following eligible program components:

- **Emergency Shelter Services- Essential Services** for individuals and families currently residing in an emergency shelter; Shelter Operations generally include such operating costs as maintenance, rent security, fuel, equipment, insurance utilities, and furnishings; Renovation of a building to serve or that currently serves as an emergency shelter.
- **Homelessness Prevention- Housing relocation and stabilization services and/or short-and/or medium-term rental assistance** necessary to prevent the individual or family from moving into an emergency shelter or meets HUD's homeless definition.
- **Rapid Re-housing- Housing relocation and stabilization services and short-and/or medium-term rental assistance** as necessary to help individuals and families currently living in an emergency shelter or other places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- **Street Outreach- Essential Services** necessary to reach out to **unsheltered** homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care.

Service providers contracted with the City of Newton to provide services in conjunction with the Emergency Solutions Grant must become thoroughly familiar with all regulations promulgated by the United States Department of Housing and Urban Development (HUD) governing the Emergency Solutions Grant Program and the enclosed written standards. *[See, in particular, 24 CFR Part 576 – Emergency Solutions Grant Program.]* The provider is responsible for implementing the service in accordance with these regulations. The following standards are essential, but are not exhaustive of HUD requirements.

I. Standard Policies and Procedures for Evaluating Individuals' and Families' Eligibility for Assistance under ESG

The Brookline-Newton-Waltham-Watertown Continuum of Care (BNWW CoC) have developed and implemented a Coordinated Entry System, providing a standardized intake and assessment process for each service provider within the CoC's area network using a "no wrong door" approach. All applicants are processed through this standard centralized or coordinated assessment system, as required by HUD in 24 CFR 576.400(d). *(Note: A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system.)* Each provider is able to conduct a general assessment of the person's needs and connect them with appropriate housing and/or supportive services.

ESG subrecipients and service providers are required to conduct an initial evaluation to determine the eligibility of each individual or family for ESG assistance and the types of assistance needed to regain stability in permanent housing. The assessment must determine the applicants' income status, availability of resources, or lack thereof, to sustain existing housing or obtain new housing and the types of assistance needed to regain stability in permanent housing.

1a. Emergency Shelter

Applicants entering into the emergency shelter system must meet the HUD criteria for defining homelessness as described in 24 CFR 91.5 and 24 CFR 576.2 and in Attachment 1 entitled "Criteria for Defining Homelessness." Clients will be prioritized within the shelter system based on need and available resources. Requirements are further described in Section IV.

1b. Street Outreach

Eligible clients include people who qualify as 'unsheltered homeless,' based on Category 1 ("Literally Homeless") of the "homeless" definition found at 24 CFR 576.2 (and in Attachment 1, Criteria for Defining Homelessness). Services must coincide with requirements as outlined below in Section III and 24 CFR 576.101.

1c. Homelessness Prevention/Rapid Re-Housing

To be eligible for homelessness prevention, an applicant must meet the standards for at-risk of homelessness as defined in 24 CFR 91.5 and 24 CFR 576.2. (Please also see Attachment 2, Criteria for Defining At-Risk of Homelessness) Further, applicants must have an annual income at or below 30% of Area Median Income (AMI).

FY 2016 Income Limits	
Household Size	30% Extremely-Low Income Limits
1	\$20,650
2	\$23,600
3	\$26,550
4	\$29,450
5	\$31,850
6	\$34,200
7	\$36,730
8	\$40,890

The standard that must be used for calculating annual income is established in 24 CFR 5.609. Applicants are eligible for future services only if they have no other housing subsidies from local, state, or federal sources and have no other viable resources to keep or obtain housing. The City of Newton may establish other priorities to be applied to applicants.

Program participants seeking rapid re-housing must meet HUD criteria for defining homelessness (Please see Attachment 1, Criteria for Defining Homelessness) and can be either be shelter or street homeless. If eligible, funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability.

Id. Case Management and Re-evaluation

Every eligible program participant or household is to be assigned a case manager or referred to an agency within the community that can provide equivalent care. It is required that the case manager or agency have experience in working with people who are homeless or at-risk of homelessness.

The case manager must work directly with each participant or household, to accomplish the following:

- Determination of the appropriate type of service needed and the amount of financial assistance that is required using guidelines approved by the City of Newton;
- Development of both a short-term and long-term service plan;
- Counseling concerning housing needs;
- Monitoring and evaluating program participant progress, meeting no less than once a month to assist the participant’s long-term housing stability needs;
- Credit repair (including credit counseling, budget management, debt management, and making realistic financial choices);
- Communication with landlords and utility companies;
- Assurance that program participants are receiving necessary services from essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service providers, including schools, child care services, legal services, financial resources, health and mental health services, dispute resolution, etc;

- Obtaining all needed local, state, and federal services to benefit the program participant, including public housing, employment assistance and job training, SNAP, SSI or SSDI, TAFDC, Medicaid [*MassHealth in Massachusetts*], WIC, etc. The Case Manager is responsible for referrals and working agreements for on-going collaboration and cooperation. All program participants must have full access to mainstream resources; and
- The development of a longer-term housing stability plan to extend beyond completion of ESG support is required.

Case managers assigned to homelessness prevention and rapid-rehousing programs must also re-evaluate the program participant’s eligibility for services and the amount of financial assistance required:

- No less than every three months for participants receiving homelessness prevention assistance;
- No less than once annually for participants who are receiving rapid re-housing assistance; and

At a minimum, Re-evaluations of each program participants’ eligibility must establish that:

- The program participant does not have an annual income that exceeds 30 %AMI, as determined by HUD; and
- The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

II. Policies and procedures for coordination among providers

Recipients and subrecipients of Emergency Solutions Grants and funds authorized under the McKinney-Vento Homeless Assistance Act (Continuum of Care funding) must coordinate and integrate, to the maximum extent practicable, funded activities and services with mainstream housing, health, social services, employment, education, and youth programs for which homeless and at-risk families and individuals may be eligible. Strategies must include continued collaboration between housing and service providers like the state Department of Mental Health, Department of Developmental Services, Department of Children and Families, Bureau of Substance Abuse Services, Newton Public Schools or applicable school district, local healthcare providers, transportation officials, workforce development, children/ family service providers and case management providers. Funded agencies will ensure that program participants access appropriate benefits and services, including, but not limited to Section 8, Public Housing, HOME Investment Partnership (HOME), the Workforce Investment Act, Women, Infants and Children Nutrition Program (WIC), the Supplemental Nutrition Assistance (SNAP) and Temporary Assistance for Needy Families (TANF) programs.

The City communicates and coordinates with the CoC concerning all the relevant points of services to be provided, performance standards, and policies and procedures for the operation and administration of the HMIS. Additionally, funding allocations are aligned with the priorities, needs and strategies of the Continuum.

Except where statutorily exempt, all data on persons served and activities assisted under the Emergency Solutions Grant must be entered into the applicable community-wide Homeless Management Information System (HMIS) in accordance with the data and technical standards established by HUD. All staff must input pertinent data detailing all services provided into one uniform HMIS client data tracking system. In the case of victim services providers, however, data is to be entered into an alternative database. All data reported to HUD is to be compiled from HMIS or the alternative database. All provider agencies offering ESG services are responsible for overseeing the operation of the HMIS and assuring that all relevant data is entered in the system.

III. Standards for targeting and providing essential services related to street outreach

ESG funded **Street Outreach** targets unsheltered individuals and families within the Brookline-Newton-Waltham-Watertown (BNWW) Continuum of Care (CoC) geography. As set forth in 24 CFR 576.101, funding may be used to provide the essential services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible services consist of engagement, case management, emergency health and mental health services, services for special populations and transportation.

Subrecipients must determine an individual or family's vulnerability and/or ability to access emergency shelter, housing or health care facility to ensure that assistance is granted toward those demonstrating the greatest need. After the initial assessment of needs and eligibility, activities consist of providing crisis counseling, addressing urgent needs and actively connecting homeless persons to information, referrals and resources.

Funds may be used to provide services for special populations, including youth, victims of domestic violence and people with HIV/AIDS so long as the costs are eligible as defined above.

IV. Policies and Procedures for Admission, Diversion, Referral, Operation and Discharge by Emergency Shelters Assisted under ESG

The **Emergency Shelter Services** component of ESG, as set forth in 24 CFR 576.102, may be used to provide essential services to homeless families and individuals in emergency shelters, to renovate buildings to be used as emergency shelter for homeless families and individuals, and to operate emergency shelters. Services generally consist of case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation.

Subrecipients and service providers must conduct the initial evaluation and determine if individuals and families meet one of the four (4) categories of homelessness, as detailed in the attached and further defined in 24 CFR 576.2. Following the evaluation and program triage, service providers must determine whether the participant is to be admitted to emergency shelter, diverted to a provider of other ESG-funded components, like homelessness prevention or rapid re-housing and/or connected to applicable supportive services and mainstream resources. Once admitted, emergency shelter program participants must be reassessed on an ongoing basis to determine the earliest possible time

that they can be discharged into permanent housing. Subrecipients must work with program participants regularly in identifying their most critical needs, housing and stabilization options.

In accordance with HMIS policy, all data must be logged on services provided, referrals and discharges. Additionally, all facilities must meet the minimum standards with regards to sanitation, safety, habitability and access as specified in 24 CFR 576.403 and Section VIII of the enclosed ESG Written Standards.

Funds may be used to provide services for special populations, including youth, victims of domestic violence and people with HIV/AIDS so long as the costs are eligible as defined above.

V. Determining and Prioritizing which Eligible Families and Individuals will Receive Homelessness Prevention Assistance and which Eligible Families and Individuals will Receive Rapid Re-Housing Assistance

Prioritization of services may be negotiated between the City of Newton and the Selected Provider. It is recommended that the highest priority applicants for homelessness prevention would be those living in a habitable unit but who have been notified in writing that they are being evicted within 21 days after the date of their application for assistance. Likewise, the highest priority applicants for rapid re-housing are those currently homeless persons for whom a potential living unit has been identified and will be available in less than a month.

The case manager assigned to the program participant is responsible for determining the type, amount, and duration of housing stabilization or relocation services to provide a program participant. In addition, the case manager is to be responsible to determine the type of service that is most appropriate for the program participant and the amount of financial assistance required. Financial assistance cannot be provided to persons who are already receiving the same type of assistance through other public sources. For instance, rental assistance cannot be provided to a person who is receiving tenant-based rental assistance or living in a housing unit receiving project-based rental assistance.

All housing must be determined to meet HUD's minimum standards and requirements for habitability, sanitation, lead-based paint, and rent reasonableness.

Part of the financial evaluation of each participant is a calculation of net assets. Other than the value of an automobile and the worth of retirement savings accounts, if the participant has a net worth exceeding a threshold of \$15,000, the participant would need to pay 100% of rent, utilities, and other costs until his/her net worth drops below the threshold amount.

According to HUD policy, rental assistance cannot be provided if the rent exceeds the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and must comply with HUD's standard of rent reasonableness, as established under 24 CFR 982.507. The HUD Boston-Cambridge-Quincy Metro Fair Market Rents for FY17 and FY16 are identified below.

Final FY 2017 FMRs By Unit Bedrooms					
	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Final FY 2017 FMR	\$1,194	\$1,372	\$1,691	\$2,116	\$2,331
<u>Final FY 2016 FMR</u>	\$1,056	\$1,261	\$1,567	\$1,945	\$2,148

Eligible financial assistance may include housing search, rent application, security deposit, utility deposits, moving costs, first and last month's rent and utility payments. A one-time payment of rental arrearage may be made for a period of up to six months. The provider may make rental assistance payments only to an owner with whom the provider has entered into a rental assistance agreement. The agreement must require that the owner provide a copy of any eviction action or any notice to the program participant to vacate the rental unit.

VI. Determining the Share of Rent and Utilities Costs that Each Program Participant Must Pay, if any, While Receiving Homelessness Prevention or Rapid Re-Housing Assistance

It is expected that negotiations will be held with all relevant parties at the outset to determine:

- a) The type of financial assistance required and agreement of amounts and method of payment;
- b) The proportion of financial participation by the program participant; and
- c) Other specific commitments of the program participant (e.g. to work toward self-sufficiency).

Determinations of the share of rent and utility costs to be paid on behalf of a program participant must be made on a case by case basis. Program participants are expected to contribute as great a share of the cost of rent and utilities as is affordable to them. In addition, they are required to seek alternative sources of financial assistance.

Financial assistance allocations are to be determined on a month to month basis for the first three month period. After three months, a complete re-evaluation of the program participant who has received homelessness prevention services must be conducted by the Case Manager to determine the program participant's eligibility for services and to determine the participant's ability to increase her/his share of rental payments. A similar re-evaluation must be conducted every three months thereafter, as long as the program participant receives financial assistance. If the service is rapid re-housing, a re-evaluation of program participant status (re: eligibility) is required no more than one year from the initial evaluation. At any point during the provision of financial assistance, the program participant must be declared ineligible for further assistance if her/his income exceeds 30% of the area median income as determined by HUD or if it is determined that the program participant has other resources or support networks that would allow her/him to retain the housing without ESG assistance.

Other than the possible exception of payment of first month's rent and a required security deposit, program participants are required to pay some portion of rent, minimally 30% of the program participant's income. Income will be calculated by totaling gross wages on pay stubs received by the participant after application to the program. The participant's share of rental payments ideally should increase incrementally throughout the period of assistance. Hardship waivers to reduce or forgo contributions can be granted in extreme circumstances at the discretion of the case manager and/or agency. Requests for waivers must be reviewed and approved by a supervisor, with the appropriate documentation kept on file.

VII. Standards for Determining How Long a Particular Program Participant will be provided with Financial Assistance and whether and How the Amount of that Assistance will be Adjusted Over Time

Rental assistance is to be provided for the least amount of time possible and will only be provided so long as the case manager determines it to be absolutely necessary in helping participant(s) regain stability in permanent housing. Normally, the maximum period of rental assistance will be nine months. Only in cases of extreme need will rental assistance will be provided for a full year. Regardless of the length of the period of subsidy, all program participants who are receiving rental assistance must have a legally binding, written lease for the rental unit that is between the owner and the program participant. A lease is not required in the case of a rental arrearage payment.

In general, assistance with utility payments is limited to emergencies, such as if it is necessary for a program participant to move into a new unit or if the utility arrearages are so great that a negotiated settlement must be made with the utility companies to avoid shut-off. Program participants must work with the case manager to negotiate a payment plan for utilities arrearages.

Meetings with the program participant, landlord or prospective landlord, and the case manager are to be held, as needed, to assure that the program participant or program participant household achieves stability in housing.

Due to the anticipated large number of eligible individuals and families seeking housing stabilization or relocation services, program participants may only receive benefits for one period of time, as determined by the case manager.

VIII. Habitability, Sanitation, Safety and Lead-Based Paint Standards

All ESG subrecipients and service providers must adhere to federally required standards to ensure that shelter and housing facilities are safe, sanitary, accessible and adequately maintained for program participants.

In accordance with 24 CFR 576.403, all units in which program participants are receiving emergency shelter or housing assistance must meet HUD Habitability and Lead-Based Paint Standards. Subrecipients are required to complete the ESG Minimum Habitability Standards Checklist and Lead Screening Worksheet (please see Attachments 3 and 4). The only exception to this requirement is in cases where **only** security deposits assistance and/or rental arrearage assistance is being provided.

Assisted units must meet federal lead paint requirements if the unit was constructed before 1978 and if a child under 6 and/or a pregnant woman is or will be residing in the unit. Subrecipients must document these inspections using the Habitability Checklist. The habitability and visual lead

inspections are not required to be completed by certified inspectors, but the unit must comply with ALL standards on the checklist, otherwise the unit will not be eligible to grant assistance.

The inspection must include, at a minimum:

- Verification of age of structure;
- Visual assessment and confirmation that paint surfaces are not chipping, cracking or peeling using the Habitability Checklist; and
- Verification that the unit has been de-leaded or paint encapsulated from a Massachusetts approved de-leading vendor.

If a HUD approved inspection for Section 8 has been recently completed for the unit, a copy of that inspection report in the client's file is sufficient because the regulations governing Section 8 inspections are more stringent than those governing ESG inspections. A lead-free certification for a unit can also be used to satisfy the lead paint requirement.

Subrecipients are highly encouraged to complete an online tutorial on completing lead based paint visual inspections which takes approximately 20 minutes to complete and is described at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

Shelters must be accessible and should have a second means of exiting the facility in the event of an emergency. Every assisted facility must establish appropriate safeguards in order to meet the safety and shelter needs of special populations and enact the proper security precautions to those in its care. In addition, each shelter and housing unit must be maintained in a sanitary condition with each program participant having access to sanitary facilities that are clean and in proper operating condition.

IX. Fair Housing and Affirmative Outreach

Subrecipients and service providers must communicate and make known that the use of ESG funded facilities, assistance and services are available to all on a nondiscriminatory basis. Subrecipients are required to develop and implement affirmative outreach procedures and communication tools and materials in conformance with all federal, state and local fair housing statutes to inform persons without regard race, color, sex, age, disability, religious creed, familial status, national origin or ancestry, genetic information, marital status, veteran or military status, sexual orientation, gender identity or expression or status as a recipient of public and/or rental assistance, how to obtain access to facilities and services. Additional outreach measures must be taken to ensure that program outreach will reach those who wouldn't traditionally access such opportunities.

In addition, reasonable accommodations for persons with disabilities must be available in order to ensure disabled participants have an equal opportunity to utilize housing, including shelters, and receive essential services. Greater levels of accessibility may be required for some shelters in compliance with The Americans with Disabilities Act.

X. Matching Funds

Subrecipients must match 100% of awarded ESG funds from non-ESG sources. The matching requirement may be met with cash contributions and/or non-cash contributions, including the value of any real property, equipment, goods, or services contributed to the organizations applying for ESG funds, provided that the organization had to pay for those items with grant funds. Non-cash contributions may also include the purchase value of any donated building.

If matching contributions include funds from the Continuum of Care Program or another federal program, the applicant must ensure that all laws governing those federal funds are followed and that matching requirements do not prohibit those use of those funds for match.

XI. Termination of Assistance

As outlined in 24 CFR 576.402, the subrecipient may terminate assistance if the program participant has violated program requirements in accordance with a formal process established by the subrecipient. Termination of services may occur in situations where the participant violates program standards, misrepresents eligibility status, violates the lease agreement and engages in criminal activity. The subrecipient must exercise judgment, examine and document all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases. The termination must be preceded by a due process recognizing the rights of individuals affected, to include, at a minimum:

- Written notification and clear statement of reasons for termination from the program;
- Opportunity to appeal to a third party; and
- Prompt appeal response.

Participants who are terminated cannot re-apply for services until all outstanding issues are cleared to the satisfaction of the City of Newton.

Forms and Attachments

1. Criteria for Defining Homelessness
2. Criteria for Defining At-Risk of Homelessness
3. ESG Minimum Habitability Standards Checklists
4. ESG Lead Screening Worksheet
5. ESG Program Components Quick Reference
6. ESG Applicable Requirements for Rental Assistance and Housing Relocation and Stabilization Services Matrix

Newton Community Development Block Grant Program - FY18 Budget- DRAFT

PROJECT #	IDIS #	Env. Review	Budget Code	Account	Projects	Letter-of-Credit (LOC) Budget	FY18 Program Income (Estimated)	Prior Year(s) Program Income (FY17)	Total Budget
HOUSING PROGRAM									
CD18-01A		Exempt	15W114	Various	Housing Program Delivery	\$390,000.00			\$390,000.00
CD18-01B		project by project	15W114	5796	Housing Rehabilitation and Development Program Fund	\$568,399.00			\$568,399.00
CD18-01C		project by project	15W114	5796C	Housing Program Rehab Revolving Loan Fund (estimated rehab loan repayments)		\$81,250.00		\$81,250.00
HOUSING PROGRAM TOTAL						\$958,399.00	\$81,250.00	\$0.00	\$1,039,649.00
ARCHITECTURAL ACCESS									
CD18-03A		project by project	15W114	586001	FY18 Access Curb Cuts/APS Units/Open Space	\$87,125.00			\$87,125.00
ARCHITECTURAL ACCESS TOTAL						\$87,125.00	\$0.00	\$0.00	\$87,125.00
HUMAN SERVICES									
CD18-05A		Exempt	15W114	5797	Barry Price Rehabilitation Center / Building Independence and Self-Esteem Through Employment	\$15,000			\$15,000.00
CD18-05B		Exempt	15W114	5797	Boys and Girls Club /Summer Camp and Team Leadership Program	\$13,000			\$13,000.00
CD18-05C		Exempt	15W114	5797	EMPath / Career Family Opportunity Program	\$35,875		\$ 13,625	\$49,500.00
CD18-05D		Exempt	15W114	5797	Family ACCESS of Newton / Social Mobility for Young Families	\$45,500			\$45,500.00
CD18-05E		Exempt	15W114	5797	Horace Cousens Industrial Fund / Emergency Payment for Families in Financial Crisis	\$10,000			\$10,000.00
CD18-05F		Exempt	15W114	5797	Jewish Community Housing for the Elderly / Caring Choices and Wellness Nursing for Low-Income Seniors	\$12,500			\$12,500.00
CD18-05G		Exempt	15W114	5797	Jewish Family & Children's Service/ Stabilization & Recovery	\$10,000			\$10,000.00
CD18-05H		Exempt	15W114	5797	Newton Community Development Foundation / Resident Services Program	\$22,000			\$22,000.00
CD18-05I		Exempt	15W114	5797	Newton Housing Authority / Resident Services Program	\$12,500			\$12,500.00
CD18-05J		Exempt	15W114	5797	Plowshares Education Development Center / Tuition Assistance for Preschool and After School	\$10,000			\$10,000.00
CD18-05K		Exempt	15W114	5797	REACH / Individual Support and Advocacy including Emergency Hotline and Community Outreach	\$10,000			\$10,000.00
CD18-05L		Exempt	15W114	5797	Riverside Community Care / Mental Health Services Promoting Economic Mobility	\$40,000			\$40,000.00
CD18-05M		Exempt	15W114	5797	The Second Step / Residential and Community Programs for Survivors of Domestic Violence	\$25,000			\$25,000.00
CD18-05N		Exempt	15W114	5797					\$0.00
CD18-05O		Exempt	15W114	5797					\$0.00
CD18-05P		Exempt	15W114	5797					\$0.00
CD18-98D		Exempt	15W114	5797	Human Service Program Income Reserve**** (for FY19 projects- do not include in FY18 budget totals)		\$18,750		
HUMAN SERVICES TOTAL (Cannot exceed 15% of current year LOC + 15% of prior year program income)						\$261,375.00	\$18,750.00	\$13,625.00	\$275,000.00
NEIGHBORHOOD IMPROVEMENTS									
CD18-08X		project by project	15W114	586001	Neighborhood Improvements Project - West Newton TBD	\$87,125.00			\$87,125.00
NEIGHBORHOOD IMPROVEMENTS TOTAL						\$87,125.00	\$0.00	\$0.00	\$87,125.00
PROGRAM ADMINISTRATION									
CD18-09A		Exempt	15W114	Various	Program Administration	\$347,505.00	\$25,000.00		\$372,505.00
CD18-09B		Exempt	15W114	Various	Citizen Participation	\$1,000.00			\$1,000.00
CD18-99		Exempt	15W114	5797	Contingencies	\$0.00			\$0.00
ADMINISTRATION TOTAL (Cannot exceed 20% of current year LOC + 20% of current year program income- must also include Planning activities)						\$348,505.00	\$25,000.00	\$0.00	\$373,505.00
GRAND TOTAL ALL PROGRAM AREAS						\$1,742,529.00	\$125,000.00	\$13,625.00	\$1,862,404.00 ****
FY18 CDBG Letter of Credit Funds from HUD B-17-MC-25-0019						\$1,742,529.00			

* FY18 CDBG is a **1.48% decrease** from FY17 (\$1,742,529)

**** FY18 Program Income for Human Services (\$18,750) is not included in total as it is reserved for FY19 programs

Newton Emergency Solutions Grants Program - FY18 Budget - DRAFT

Program Funding Vote Per Continuum of Care- unanimous vote on 1.19.2017

ESG Review Committee Recommendations made on 3.9.17

P&D Board Approval TBD

Mayoral Approval TBD to be included in FY18 AAP

Project Number	Envir. Review	IDIS #	ESG PROJECTS	BUDGET CODE	ACCOUNT	ACCOUNT TITLE	ESG Funds
HES18-01A	Exempt		Bristol Lodge Men's & Women's Shelters -- Middlesex Human Service Agency	18A11418	5797	Grants	\$ 15,900.00
HES18-01B	Exempt		Transitional Residence Operations -- The Second Step, Inc.	18A11418	5797	Grants	\$ 19,034.00
HES18-01C	Exempt		Shelter Services -- Community Day Center of Waltham	18A11418	5797	Grants	\$ 16,084.00
HES18-01D	Exempt		Emergency Shelter Operations -- REACH	18A11418	5797	Grants	\$ 12,666.00
HES18-02A	Exempt		Homelessness Prevention -- Brookline Community Mental Health Center	18A11418	5797	Grants	\$ 44,579.00
HES18-02B	Exempt		Homelessness Prevention -- The Second Step	18A11418	5797	Grants	\$ 6,500.00 *
HES18-03A	Exempt		Rapid Re-housing -- Brookline Community Mental Health Center	18A11418	5797	Grants	\$ 22,507.00 *
HES18-03B	Exempt		Rapid Re-housing -- The Second Step	18A11418	5797	Grants	\$ 10,000.00 *
HES18-04A	Exempt		Street Outreach -- No applications received FY18	18A11418	5797	Grants	\$
HES18-05A	Exempt		ESG Administration	18A11418	5797	Grants	\$ 11,940.83
TOTAL							\$ 159,210.83
FY18 ESG Letter of Credit Funds E17-MC-25-0019							\$ 159,211.00

FY18 ESG is a **.19% decrease** from FY17 (\$159,211)

* The original allocation intended for Street Outreach was distributed amongst Homelessness Prevention and Rapid Re-housing programs.

WestMetro HOME Partnerships Program FY18 Projects - **DRAFT**

Project #	Budget Code	Account Code	IDIS #	Environ. Review	PROJECT NAME/TYPE	FY18 Budget
BEDFORD						
HM18-01A	16S1141	5715		Exempt	Bedford HOME Administration	\$ 2,082.00
HM18-01B	16S1141	5797		Project by Project	Bedford TBRA	\$ 20,821.00
TOTAL						\$ 22,903.00
BELMONT						
HM18-02A	16S1142	5715		Exempt	Belmont HOME Administration	\$ 3,283.00
HM18-02B	16S1142	5797		Project by Project	Belmont Projects / Programs	\$ 32,833.00
TOTAL						\$ 36,116.00
BROOKLINE						
HM18-03A	16S1143	5715		Exempt	Brookline HOME Administration	\$ 16,657.00
HM18-03B	16S1143	5797		Project by Project	Brookline Projects / Programs Loan Repayment to Waltham	\$ 166,566.00 \$ (166,566.00)
TOTAL						\$ 16,657.00
CONCORD						
HM18-13A	16S11413	5715		Exempt	Concord HOME Administration	\$ 1,441.00
HM18-13B	16S11413	5796		Project by Project	Concord Projects / Programs Loan Repayment to Lexington	\$ 14,414.00 \$ (14,414.00)
TOTAL						\$ 1,441.00
FRAMINGHAM						
HM18-09A	16S1149	5715		Exempt	Framingham HOME Administration	\$ 16,737.00
HM18-09B	16S1149	5797		Project by Project	Framingham Projects / Programs	\$ 167,366.00
TOTAL						\$ 184,103.00
LEXINGTON						
HM18-12A	16S11412	5715		Exempt	Lexington HOME Administration	\$ 2,803.00
HM18-12B	16S11412	5797		Underway	Lexington Projects / Programs Loan Repayment from Concord	\$ 28,028.00 \$ 14,414.00
TOTAL						\$ 45,245.00
NATICK						
HM18-11A	16S11411	5715		Exempt	Natick HOME Administration	\$ 3,684.00
HM18-11B	16S11411	5797		Project by Project	Natick Projects / Programs Loan Repayment from Sudbury	\$ 36,837.00 \$ 2,402.00
TOTAL						\$ 42,923.00
NEEDHAM						
HM18-05A	16S1145	5715		Exempt	Needham HOME Administration	\$ 1,922.00
HM18-05B	16S1145	5797		Project by Project	Needham Projects / Programs	\$ 19,219.00
TOTAL						\$ 21,141.00
NEWTON						
HM18-06A	16S1146	5715		Exempt	Newton HOME Administration	\$ 10,891.00
HM18-06B	16S1146	5797		Project by Project	Newton Projects / Programs	\$ 108,907.80
TOTAL						\$ 119,798.80
SUDBURY						
HM18-10A	16S11410	5715		Exempt	Sudbury HOME Administration	\$ 240.00
HM18-10B	16S11410	5797		Project by Project	Sudbury Projects / Programs Loan Repayment to Natick	\$ 2,402.00 \$ (2,402.00)
TOTAL						\$ 240.00
WALTHAM						
HM18-07A	16S1147	5715		Exempt	Waltham HOME Administration	\$ 14,174.00
HM18-07B	16S1147	5797		Project by Project	Waltham Projects / Programs/ TBRA Loan Repayment from Brookline	\$ 141,741.00 \$ 166,566.00
TOTAL						\$ 322,481.00
WATERTOWN						
HM18-08A	16S1148	5715		Exempt	Watertown HOME Administration	\$ 5,445.00
HM18-08B	16S1148	5797		Project by Project	Watertown Projects / Programs	\$ 54,454.00
TOTAL						\$ 59,899.00

WAYLAND						
HM18-14A	16S11414	5715		Exempt	Wayland HOME Administration	\$ 721.00
HM18-14B	16S11414	5797		Project by Project	Wayland Projects / Programs	\$ 7,207.00
TOTAL						\$ 7,928.00
CONSORTIUM ADMINISTRATION						
HM18-99	16S11415	5715		Exempt	Consortium HOME Administration	\$ 34,319.40
HM18-15A	16S11415	5797		Project by Project	Competitive Funding Pool	\$ -
HM18-15B	16S11415	5797		Underway	CHDO Operating Expenses Funding Pool	\$ 57,199.70
HM18-15C	16S11415	5797		Project by Project	CHDO Set Aside Funding Pool	\$ 171,599.10
TOTAL						\$ 263,118.20

TOTAL FY18 HOME CONSORTIUM BUDGET \$ 1,143,994.00

FY18 HOME Consortium Letter of Credit Funds M17-DC25-0213	\$ 1,143,994.00
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FY18 HOME is a **1.63% increase** from FY17 (\$1,143,994)

HOME Projects and Programs	\$800,795.80
Total Administrative Costs (10% of total allocation)	\$114,399.40
<i>Local Administration (7% of total allocation)</i>	\$80,080.00
<i>Consortium Administration (3% of total allocation)</i>	\$34,319.40
Total CHDO Operating Expenses (5% of total allocation)	\$57,199.70
Total CHDO Set-Aside (15% of total allocation)	\$171,599.10
TOTAL FY18 HOME CONSORTIUM BUDGET	\$1,143,994.00

CITIZEN PARTICIPATION PLAN

CITY OF NEWTON HOUSING AND COMMUNITY DEVELOPMENT PROGRAM

REVISED MARCH 2017

The City of Newton annually receives Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Community Development (HUD), which it administers through the Housing and Community Development Division of the Planning and Development Department. The primary purpose of these formula grant programs is to develop viable communities through the provision of decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income persons. As a recipient of these entitlement program funds, the City is required to produce the following documents:

- **Consolidated Plan** – a five-year plan that documents Newton’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
- **Annual Action Plan** – an annual plan that describes specific CDBG-, HOME- and ESG-funded projects that will be undertaken over the course of the upcoming fiscal year
- **Consolidated Annual Performance and Evaluation Report (CAPER)** – an annual report that evaluates the use of CDBG, HOME and ESG funds following the close of the fiscal year
- **Assessment of Fair Housing – a five-year plan that analyzes disparities in access to housing opportunities in the City and identifies priorities and goals to address these issues.**

This Citizen Participation Plan has been developed to provide citizens and other interested parties with opportunities to participate in an advisory role in the planning, implementation and evaluation of the CDBG, HOME and ESG programs which primarily benefit Newton’s low- and moderate-income residents, and to review and comment on each of the documents listed above.

Citizen participation in CDBG, HOME and ESG program activities ranges from conducting needs assessments and strategic planning to providing input on project selection, development, implementation and evaluation. The Citizen Participation Plan outlines the City’s responsibility to solicit active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Newton residents, emphasizing the involvement of low- and moderate-income residents, persons with disabilities, minorities, non-english speaking persons and residents of assisted housing;
- Inform citizens of the Newton Consolidated Plan, CAPER, the Assessment of Fair Housing and the Annual Action Plan, including funds available from CDBG, HOME, ESG and other Continuum of Care Homeless Programs and eligible activities under these programs;
- Give all citizens an opportunity to identify and respond to priority needs;
- Give all citizens an opportunity to identify and respond to proposed projects, actions, policies and the use of funds; and
- Give all citizens an opportunity to review and comment on program performance.

1. Process for Citizen Participation

Opportunities for citizen participation in the planning and development of the Newton Consolidated Plan, the Assessment of Fair Housing, the Annual Action Plan, and the CAPER will be provided through several levels of community involvement and outreach, including:

Individual Citizens

The participation of individual citizens is critical to the City of Newton's Housing and Community Development Program. Reasonable efforts will be employed to make all citizens aware of the Program-related meetings and events in their neighborhoods, as well as public hearings and citywide events that are related to the development of the Consolidated Plan, the Assessment of Fair Housing, the Annual Action Plan and the CAPER. It is the goal of the Program to create opportunities for participation for all interested citizens, including, but not limited to, low- and moderate-income residents, persons with disabilities, minorities, non-english speaking persons and residents of assisted housing.

Data Availability/City Website Accessibility

Relevant quantitative data sets are used to enhance and inform the City's citizen participation process. As an entitlement community, HUD provides the City with data to incorporate into the Assessment of Fair Housing. The Housing and Community Development Division will utilize the City website to make this HUD-provided data and other supplemental information the City plans to include in its Assessment of Fair Housing available to citizens and other interested parties in a timely manner.

Fair Housing Committee

The Fair Housing Committee works with the Mayor and City staff to promote, support and affirmatively further Newton's efforts to be a diverse and welcoming community with housing choices and opportunities free from housing discrimination. Acting in an advisory capacity to the Mayor, the City Council, and all applicable City departments, boards, and committees, this Committee aims to assure that policies and practices relating to fair housing are incorporated into City operations and community activities, facilitate public education and outreach. The committee collaborates with City staff to spearhead the community participation process for the Assessment of Fair Housing, which will be completed once every five years. The first assessment is due for submission to HUD October 5, 2019, approximately 270 days before that of the FY21-25 Consolidated Plan. The Committee's bylaws allow the Mayor to appoint up to 11 members and residents, who represent Newton-based institutions, organizations, and businesses that serve the housing needs of Newton residents. The membership shall reflect the diversity of persons who are protected by civil rights laws, and shall include one or more persons with expertise in fair housing and civil rights laws.

Commission On Disability

The mission of the Commission On Disability (COD) is to foster equal access to community life and activities for people with disabilities. Through education and advocacy, the Commission works with the Mayor and City staff to raise awareness about the needs of people with disabilities and the importance of increased accessibility to programs, housing and facilities in municipal and commercial buildings, and other public entities. The COD informs project priorities and provides

recommendations for use of Community Development Block Grant (CDBG) funds in projects that remove architectural barriers and increase accessibility throughout the City of Newton. Commission members are a diverse representation of Newton's disability population and include residents, representatives of organizations, businesses and institutions, which are based in Newton and serve the needs of Newton residents. The COD consists of not less than 5 but no more than 9 members appointed by the Mayor.

Organizations, Agencies and the Newton Housing Authority

In developing a plan for the best use of CDBG, HOME and ESG funds, the Newton Housing and Community Development Program relies heavily on the input of other agencies involved in the development and implementation of projects to assist low- and moderate-income citizens, including the Newton Housing Authority, the Balance of State (BoS) Continuum of Care (CoC), many area nonprofit organizations and state housing and community development agencies. These agencies and organizations are encouraged to participate in the development of the Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER and are asked to review and comment on the proposed documents.

Planning and Development Board

The Planning and Development Board, acting as the Community Development Board, is the governing citizen body that considers the recommendations made by Division staff and City departments, other Newton agencies and organizations and citizens related to the CDBG, HOME and ESG Programs. Following a public hearing to allow for open discussion, the Planning and Development Board forwards their recommendations to the Mayor for final review and approval. When funding requests are made to the Planning and Development Board (while acting as the Community Development Board), representatives of the party requesting project funding and/or Division staff will present the proposal to the Board. The Public Hearing is held open during the 15- or 30-day comment period to ensure that public comments made during that timeframe are adequately considered by the Board before a final funding decision is made by the Mayor.

Public hearings on the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER are conducted by the Board, as well as public hearings for proposed substantial amendments to the Consolidated Plan and/or Annual Action Plan and material changes to the Assessment of Fair Housing. The Board is composed of residents of the City of Newton and is comprised of six full members (one of which is appointed by the state Secretary of Housing and Community Development), the Planning and Development Department Director (*ex officio*), and up to five alternate members. Unless their schedule is disrupted by a holiday or inclement weather, the Planning and Development Board meets on the first Monday of every month at Newton City Hall.

City Council

The City Council is the final citizen policy body that reviews and takes action on the Consolidated Plan and the Annual Action Plan. After receiving the plan from the Mayor, the City Council considers and then votes on approval of the submission of the proposed Plan and on acceptance of the CDBG, HOME and ESG grants from HUD. After the City Council votes, the Plan can be formally submitted to HUD.

2. Public Meetings and Public Hearings

Committees including, but not limited to, the Fair Housing Committee, COD and local meetings of the BoS CoC, conduct public meetings to solicit public input on the Housing and Community Development Program. All meetings are open to the public and participation is encouraged.

Public hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals. As stated earlier, the entity responsible for conducting public hearings for the Newton Housing and Community Development Program is the Planning and Development Board. As required by law, the Planning and Development Board holds at least two public hearings each year to solicit input on housing and community needs, to review proposed uses of funds and to assess how funds were spent during the previous program year.

The two public hearings are:

- Proposed Annual Action Plan public hearing (generally held in March or April)
- Annual performance public hearing for the proposed CAPER (generally held in September)

During the development of the Consolidated Plan and the Assessment of Fair Housing, additional public hearings will be held.

The public hearings for the Consolidated Plan will cover:

- Proposed Citizen Participation Plan public hearing, where staff present proposed revisions to the existing Citizen Participation Plan;
- Needs Assessment public hearing for the Consolidated Plan, where staff describe the housing and community development needs that were identified through data analysis and community participation;
- Proposed Consolidated Plan public hearing, where staff reviews the content of the draft Consolidated Plan, including the amount of financial assistance the City expects to receive, the proposed projects that will be undertaken and the activities that will benefit low- and moderate income persons.

The public hearings for the Assessment of Fair Housing will cover:

- Fair Housing Analysis public hearing for Assessment of Fair Housing, where staff describes any disparities in housing opportunity that were identified through data analysis and community participation.
- Proposed Assessment of Fair Housing public hearing, where staff presents the content, goals and strategies of the draft Assessment of Fair Housing.

In addition to the public hearings listed above, the Planning and Development Board will conduct a public hearing whenever a substantial change is proposed to the use of CDBG, HOME or ESG Program funds from that which was listed in the Consolidated Plan or Annual Action Plan.

A substantial Amendment is defined, in accordance with 24 CFR 91.505(a), as:

- A substantial change in allocation priorities (any change greater than 25 percent in an individual project's total budget) or a substantial change in the method of distribution of funds;

- A new activity (including those funded exclusively with program income) not previously covered by the Newton Consolidated Plan or Annual Action Plan; or a
- Substantial change in the purpose, scope, location or beneficiaries of an activity.

The Planning and Development Board will also hold a public hearing whenever a material change is proposed to the Assessment of Fair Housing. A material change is defined, in accordance with 24 CFR 5.164, as:

- A change in circumstances in the City that affects the information on which the Assessment of Fair Housing is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment of Fair Housing no longer reflect actual circumstances. A material change includes, but is not limited to:
 - Presidentially declared disasters in the City that impact the steps the City may need to take to affirmatively further fair housing;
 - Significant demographic changes;
 - A civil rights finding, determination, settlement (including Voluntary Compliance Agreements), or court order.

Public hearings are generally held at Newton City Hall and in locations that meets ADA accessibility standards. Reasonable accommodations will be made for people with disabilities upon request. Language interpreters will also be provided for non-English speaking participants upon advance notice.

Citizens and other interested parties may present oral comments at the time of the hearing and/or submit written comments for 30 days after the public hearing for the proposed Consolidated Plan, Assessment of Fair Housing and any substantial or material changes and for 15 days after public hearings for the proposed Citizen Participation Plan, Annual Action Plan and the CAPER. The City will consider the views of all citizens, organizations and agencies, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER.

3. Notice of Meetings

All public meetings and public hearings are open to the public. Participation is encouraged. The following paragraphs describe the efforts that will be made to notify the public of public meetings and public hearings.

Public Meetings

Meeting notices are mailed or e-mailed to appointed members at least ten calendar days prior to meeting date. All meeting notices are posted on the Electronic Posting Board and Public Notice Board on the first floor of Newton City Hall within 48 hours of the scheduled meeting, and are listed in the Planning and Development Department's weekly "Friday Report," which is e-mailed or mailed to City officials, agency/organization representatives and residents.

Public Hearings of the Planning and Development Board

- Consolidated Plan, Assessment of Fair Housing Annual Action Plan and CAPER

Public notices for public hearings for the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER will be advertised in the *Newton TAB* at least ten calendar days prior

to each hearing. Meeting notices for the Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER will be e-mailed or mailed to Board members and posted on the Electronic Posting Board, the City webpage relevant to the subject matter (i.e. <http://www.newtonma.gov/fairhousing>), and the Public Notice Board, and broadcast on the television monitor, both located on the first floor of City Hall. Notice will also be provided on the City's website in the City Calendar and listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to City officials, agency/organization representatives and residents.

- Amendments to the Proposed Use of Funds and Material Changes to the Assessment of Fair Housing

Notices for public hearings for amendments to the use of funds proposed in the Consolidated Plan and/or Annual Action Plan and material changes to the Assessment of Fair Housing will be e-mailed or mailed to Board members. Notice will also be posted on the Electronic Posting Board, the Public Notice Board and broadcast on the television monitor on the first floor of City Hall. Notice will also be provided on the City's website in the City Calendar and listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to City officials, agency/organization representatives and residents.

4. Availability of the proposed Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER

Notice of the availability of the proposed Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER the day following the Planning and Development Board's Public Hearing will be published in the *Newton TAB* at least ten calendar days prior to the public hearing. The notice will summarize the content and purpose of these proposed documents and will include a list of locations where copies of the documents may be examined. At a minimum, copies of the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER will be available in the Newton Housing and Community Development Office and on the Housing and Community Development Division's section of the Planning and Development Department's web page, located at <http://www.newtonma.gov/cdbg> and on the Planning and Development Department's Special Reports and Studies web page: <http://www.newtonma.gov/planningreports>.

5. Access to Information

In addition to opportunities to make oral comments at public meetings and/or public hearings before the Planning and Development Board, any citizen, organization, agency or other interested party may submit written requests for information and submit written comments regarding the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and CAPER, and/or amendments to each, including the proposed use of funds and the benefit to low- and moderate-income residents. Copies of documents will be made available in other languages and/or in other formats (i.e. larger print) upon request. Documents from prior years will also be available upon request for at least the preceding five years.

Additionally, plans to minimize displacement and assist those displaced as a result of the activities in the Consolidated Plan and the Annual Action Plan are attached to this document.

6. Comments

Citizens, organizations, agencies and other interested parties are encouraged to submit their comments on the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER. All comment periods will begin the day of the public hearing held by the Planning and Development Board. Minimum comment periods are listed below:

Type of Public Hearing	Comment Period
Consolidated Plan	30 calendar days
Annual Action Plan	15 calendar days
CAPER	15 calendar days
Assessment of Fair Housing	30 calendar days
Substantial Amendments to Consolidated Plans and Annual Action Plans	30 calendar days
Material Changes to Assessment of Fair Housing	30 calendar days

The City of Newton will consider all comments in preparing its final Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER for submission to HUD, and will include a summary of all comments received and the actions taken to address each comment.

Comments may be submitted via mail, e-mail or fax to:

Housing and Community Development Division
 Newton Planning and Development Department
 1000 Commonwealth Avenue
 Newton, MA 02459
 Fax: 617-796-1142
 Phone: 617.796.1120, TDD/TTY 617-796-1089

7. Timely Response

The City of Newton will respond in writing within 15 calendar days to any written comments, questions or complaints received regarding the Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, CAPER or the Newton Housing and Community Development Program in general.

8. Technical Assistance

Upon request, Newton Housing and Community Development Division staff will provide technical assistance to groups representing low- and moderate-income persons to develop funding requests for CDBG-, HOME- or ESG-eligible activities.

9. Use of the Citizen Participation Plan

The City of Newton will be required to adhere to this Citizen Participation Plan, once adopted, as the official mechanism for obtaining citizen input into the Consolidated Plan process and during the administration of the programs covered by this Plan.

10. Jurisdiction Responsibility

The requirements for citizen participation shall not restrict the responsibility or authority of the jurisdiction for the development and execution of its Consolidated Plan. The sole and final responsibility and authority to make determinations regarding the City's CDBG, HOME and ESG funding rests exclusively with the Mayor.

DRAFT

ANTI-DISPLACEMENT AND RELOCATION PLAN

(attached to the Citizen Participation Plan)

Permanent Relocation

It is the policy of the City of Newton Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs and the WestMetro HOME Consortium to take all reasonable steps to minimize displacement as a result of CDBG- and HOME-assisted projects, including:

- Considering whether displacement will occur during feasibility determinations
- Identifying potential relocation workload and resources early
- Assuring, whenever possible, that residential occupants of buildings rehabilitated are offered an opportunity to return
- Planning rehabilitation projects to include “staging” where this would eliminate temporary displacement
- Following notification procedures carefully so that families do not leave because they are not informed about planned projects or their rights

When a project does require relocation, in order to ensure the timely issuance of information notices to displaced households, etc., staff of the City of Newton Housing and Community Development Division or of the WestMetro HOME Consortium member communities will ensure that all notices are sent in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Temporary Relocation

Temporary relocation often occurs as the result of lead abatement and other rehabilitation activities in renter- and owner-occupied units. Although the City of Newton Housing and Community Development Division is not required to, in most cases it pays for the temporary relocation of displaced renters and/or homeowners whose residences are being rehabilitated.

WESTMETRO HOME CONSORTIUM CITIZEN PARTICIPATION PLAN

Revised March 2017

The City of Newton, the lead entity for the WestMetro HOME Consortium, annually receives HOME Investment Partnerships Program (HOME) funds from U.S. Department of Housing and Community Development (HUD), which it administers on behalf of the WestMetro HOME Consortium member communities. The purpose of the HOME Program is to provide funds for a wide range of activities that create affordable housing opportunities for low- and moderate-income people. As a recipient of these formula grant funds, the HOME Consortium is required to produce the following documents:

- Consolidated Plan – a five-year plan that documents each community’s housing needs, outlines strategies to address those needs, and identifies proposed program accomplishments
- Annual Action Plan – an annual plan that describes specific HOME-funded projects that will be undertaken over the course of the upcoming fiscal year
- Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the use of HOME funds
- Assessment of Fair Housing – a five-year plan that analyzes disparities in access to housing opportunities and identifies priorities and goals to address these issues.

This Citizen Participation Plan has been developed to provide citizens and other interested parties with opportunities to participate in an advisory role in the planning, implementation and evaluation of the HOME program and to review and comment on each of the documents listed above.

Citizen participation ranges from conducting needs assessments and strategic planning to project selection, development, implementation and evaluation. The Citizen Participation Plan outlines the City’s responsibility for providing opportunities for active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all residents of the Consortium-member communities, emphasizing the involvement of low- and moderate-income residents, people with disabilities, minorities and residents of assisted housing;
- Inform citizens of the Consolidated Plan, Assessment of Fair Housing and the Annual Action Plan, including funds available from the HOME program and eligible activities under the program;
- Give all citizens an opportunity to identify and respond to priority needs;
- Give all citizens an opportunity to identify and respond to priority proposed projects and the use of funds; and
- Give all citizens an opportunity to review and comment on program performance.

This is the overall Citizen Participation Plan for the WestMetro HOME Consortium. Member communities must meet the minimum requirements set forth herein. However, members are free to add opportunities for citizen participation beyond those required here.

Please note that the Consortium’s Consolidated Plan and subsequent Annual Action Plans will cover *only* housing planning and HOME programming for the Consortium member communities. The plans will also include Newton’s Community Development Block Grant (CDBG) and

Emergency Solutions Grant (ESG) programs, as well as planning and programming for other programs. The other Consortium members will develop separate *non-housing plans*, as appropriate, and these will be submitted to HUD with the Consortium Plan, but will be separate documents.

1. Process for Citizen Participation

Participation by citizens, agencies and other interested parties in the process of developing the Consortium's Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER and Assessment of Fair Housing will be encouraged by both the Consortium and by individual member communities. All meetings and draft public documents will receive the broadest possible circulation and notice to encourage participation, especially by residents in the lowest income brackets, by minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments. Each member will work with its local public housing authority to encourage the participation of public and assisted housing residents.

Reasonable accommodations will be made for people with disabilities upon request. Language interpreters will be provided for non-English speaking participants upon advance request.

2. Public Hearings

Public participation will be provided at the following public hearings to be held by the Consortium before the Newton Planning and Development Board at Newton City Hall in an accessible location. Hearings may be combined; however, no less than two public hearings will be conducted during the program year.

- Proposed Citizen Participation Plan public hearing
- Proposed Housing Needs public hearing
- Proposed Housing Strategies public hearing
- Proposed Consolidated Plan/Annual Action Plan public hearing
- Annual Performance Public Hearing for the proposed CAPER
- Fair Housing Analysis public hearing for proposed Assessment of Fair Housing
- Proposed Assessment of Fair Housing public hearing

In addition to the public hearings listed above, member communities will also conduct public hearings in their own community whenever a substantial change is proposed to the use of HOME Program funds from that which was listed in the Consolidated Plan or Annual Action Plan. Member communities shall give notice of the proposed change to the City of Newton, which will submit the required notification to HUD once the hearing has been held and the change has been approved.

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

- A substantial change in allocation priorities (any change greater than 25 percent in an individual project budget) or a substantial change in the method of distribution of funds;
- An activity (including those funded exclusively with program income) not previously covered by the Consolidated Plan or Annual Action Plan; or a
- Substantial change in the purpose, scope, location or beneficiaries of an activity.

In addition to public hearings for a substantial change, additional hearings may be held by Consortium member communities to solicit input on proposed Plans.

Citizens and other interested parties may present oral comments at the time of the hearing and/or submit written comments for 30 days after the public hearing for the proposed Consolidated Plan, Assessment of Fair Housing, and any substantial amendments, and for 15 days after public hearings for the proposed Citizen Participation Plan, Annual Action Plan and CAPER. The Consortium will consider the views of all citizens, organizations and agencies, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER.

3. Notice of Meetings

Public notices for public hearings for the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER and Assessment of Fair Housing will be advertised in the following newspapers at least ten days prior to each hearing.

Newspaper

- Newton TAB
- Bedford Minuteman
- Belmont Citizen Herald
- Brookline TAB
- Framingham TAB
- Lexington Minuteman
- Lincoln Journal
- Natick Bulletin
- Needham Times
- Sudbury Town Crier
- Waltham News Tribune
- Watertown TAB & Press

Notices for the proposed Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER will indicate that the document will be available the day after the public hearing. Public notices for substantial changes will be advertised in the affected community's newspaper by the affected community at least ten days prior to the hearing.

Additionally, at a minimum, meeting notices for public hearings for the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER will be e-mailed or mailed to Planning and Development Board members and posted on the Electronic Posting Board and Public Notice Board, on the first floor of Newton City Hall within 48 hours of the scheduled meeting. Notice will also be provided on the front page of the City of Newton's website and listed in the Newton Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to City officials, agency/organization representatives and residents. Consortium member communities may supplement these outreach efforts.

4. Availability of the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER

Notice of the availability of the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER, and Assessment of Fair Housing, the day following the public hearing, will be published in the newspapers listed above at least ten days prior to the public hearing. The notice will summarize the purpose of these proposed documents and will include a list of locations where copies of the documents may be examined. At a minimum, copies of the proposed Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing Annual Action Plan and CAPER will be available in the Newton Housing and Community Development

Office and on the Housing and on the Community Development Division's section of the Newton Planning and Development Department's web page, located at <http://www.newtonma.gov/gov/planning/hcd/default.asp>

5. Access to Information

In addition to opportunities to make oral comments at public hearings before the Newton Planning and Development Board, any citizen, organization, agency or other interested party may submit written requests for information and submit written comments regarding the proposed Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER, and amendments to each, including the proposed use of funds and the benefit to low- and moderate-income residents. Copies of documents will be made available in other languages and/or in other formats (i.e. larger print) upon request. Documents from prior years will also be available upon request for at least the preceding five years.

Additionally, plans to minimize displacement and assist those displaced as a result of the activities in the Consolidated Plan and the Annual Action Plan are attached to this document.

6. Comments

Citizens, organizations, agencies and other interested parties are encouraged to submit their comments on the proposed Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER. All comment periods will begin the day of the public hearing held by the Newton Planning and Development Board. Minimum comment periods are listed below:

TYPE OF PUBLIC HEARING	COMMENT PERIOD
Consolidated Plan	30 calendar days
Annual Action Plan	15 calendar days
CAPER	15 calendar days
Substantial Changes	30 calendar days

The City of Newton, on behalf of the Consortium and working with member communities, will consider all comments in preparing its final Citizen Participation Plan, Consolidated Plan, Assessment of Fair Housing, Annual Action Plan and CAPER for submission to HUD, and will include a summary of all comments received and the actions taken to address each comment.

Comments may be submitted via mail, e-mail or fax to:

Rachel Powers, Community Development Program Manager
Newton Housing and Community Development Program
Planning and Development Department
1000 Commonwealth Avenue
Newton, MA 02459
E-mail: rpowers@newtonma.gov/ Fax: 617-796-1142

7. Timely Response

The City of Newton, on behalf of the Consortium and working with member communities, will respond in writing within 15 days to any written comments, questions or complaints received regarding the Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, CAPER or the HOME Program in general.

8. Technical Assistance

Upon request, Consortium staff will provide technical assistance to groups representing low- and moderate-income persons to develop funding requests for HOME-eligible activities.

9. Use of the Citizen Participation Plan

The City of Newton and the HOME Consortium member communities will be required to adhere to this Citizen Participation Plan, once adopted, as the official mechanism for obtaining citizen input into the Consolidated Plan process and during the administration of the HOME Program covered by this Plan.

10. Jurisdiction Responsibility

The requirements for citizen participation shall not restrict the responsibility or authority of the City of Newton or the HOME Consortium member communities for the development and execution of the Consolidated Plan for the WestMetro HOME Consortium.

WESTMETRO HOME CONSORTIUM ANTI-DISPLACEMENT AND RELOCATION PLAN

Permanent Relocation

It is the policy of the City of Newton Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs and the WestMetro HOME Consortium to take all reasonable steps to minimize displacement as a result of CDBG- and HOME-assisted projects, including:

- Considering whether displacement will occur during feasibility determinations
- Identifying potential relocation workload and resources early
- Assuring, whenever possible, that residential occupants of buildings rehabilitated are offered an opportunity to return
- Planning rehabilitation projects to include “staging” where this would eliminate temporary displacement
- Following notification procedures carefully so that families do not leave because they are not informed about planned projects or their rights

When a project does require relocation, in order to ensure the timely issuance of information notices to displaced households, etc., staff of the City of Newton Housing and Community Development Division or of the WestMetro HOME Consortium member communities will ensure that all notices are sent in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Temporary Relocation

Temporary relocation often occurs as the result of lead abatement and other rehabilitation activities in renter- and owner-occupied units. Although the City of Newton Housing and Community Development Division is not required to, in most cases it pays for the temporary relocation of displaced renters and/or homeowners whose residences are being rehabilitated.