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PART I
CITY OF NEWTON

Executive Summary

The *FY13 Consolidated Annual Performance and Evaluation Report* (CAPER) provides an analysis of the third year of the FY11-15 Consolidated Plan—July 1, 2012 through June 30, 2013—for the City of Newton Community Development Block Grant program (CDBG), Emergency Solutions Grant (ESG) program, the WestMetro HOME Consortium HOME Investment Partnerships program (HOME), and the American Dream Downpayment Initiative program (ADDI). These funds provided the City of Newton and 13 other communities in the WestMetro HOME Consortium with a total of \$3,092,074 in FY13 resources from HUD.

The five-year *Consolidated Plan* was developed to describe the use of these federal resources for housing and community development activities in Newton and housing activities in 11 other HOME Consortium communities (the towns of Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Needham, Sudbury, and Watertown and the City of Waltham; the towns of Concord and Wayland joined the Consortium after the completion of the Consolidated Plan). The *FY13 Action Plan* provided details to citizens, public and private agencies, and other interested parties on the program activities that were planned in response to the priority needs identified in the Consolidated Plan. The CAPER provides an assessment of how successful Newton and the Consortium communities were at meeting their goals.

The following table summarizes the amount of FY13 funds that were received and, along with prior year funding, expended, which are described in more detail below.

Program	Funds Received	Funds Expended
CDBG	\$1,686,582	\$2,070,059.94
HOME – Newton	\$175,997	\$83,863.48
HOME – Consortium	\$1,053,909	\$521,383.60
Emergency Solutions Grant	\$175,586	\$122,667.78

Significant progress was made by the Newton Housing and Community Development Program in meeting the goals and objectives of the FY11-15 Consolidated Plan and the FY13 Annual Action Plan. In FY13, the City of Newton received \$1,686,582 in CDBG funds and expended \$2,070,059.94 in FY13 and prior year funds.

Relative to housing development and housing rehabilitation activities, work continued on implementing policies to increase the number of affordable housing units and to rehabilitate those homes in need throughout the city. Public service projects continued to reach low- and moderate-income residents with their valuable programs, and neighborhood improvement and accessibility

projects made visible changes to the areas of greatest need in Newton and helped residents gain access to both public and private facilities.

During FY13, \$1,229,930 in HOME funding was allocated to the WestMetro HOME Consortium, with \$83,863.48 expended in Newton and \$521,383.60 expended throughout the Consortium in both prior and current year funds. In both the older and newer Consortium member communities, groundwork was laid for many pending HOME-assisted affordable housing development projects.

In FY13, the City of Newton received \$175,586 in ESG funding and expended \$122,667.78. Six projects provided assistance to 625 people who were either homeless or at-risk of homelessness. The types of assistance ranged from transitional housing for survivors of domestic violence, to crisis management for adolescents at-risk of homelessness, to mediation services for low-income tenants and their landlords to reach mutually beneficial agreements, thus preventing eviction and possible homelessness.

The City of Newton Housing and Community Development Program and the WestMetro HOME Consortium had much success in the third year of the *FY11–15 Consolidated Plan*. The following pages provide detailed descriptions of the accomplishments in each member community.

FY13 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**ASSESSMENT OF GOALS AND OBJECTIVES**

CITY OF NEWTON**HOUSING**

In the *FY11-15 Consolidated Plan*, the City identified three priority housing needs which are listed below. In FY13, City housing staff and members of two advisory bodies—the Newton Housing Partnership and the Fair Housing Committee—continued to work collaboratively to address these ongoing priorities.

The major activities in FY13, which contribute to addressing Newton’s priorities, include the following: In FY11, the City provided \$480,000 in HOME and CDBG funds to Citizens for Affordable Housing in Newton Development Organization, Inc. (CAN-DO), the City’s CHDO, to buy down and delead a multi-family rental property located at 61 Pearl Street. In FY13, the three-unit project, which includes one unit that is fully accessible under MA Architectural Access Board Group 2B, was completed and occupied. All three units are HOME-assisted and affordable to households whose incomes are below 60 percent of area median income (AMI). In FY13, the City committed \$690,250 in CDBG funds for the acquisition and rehabilitation of a two-unit rental property located at 54 Eddy Street. The project is currently being rehabilitated. The CDBG-funded Newton Housing Rehabilitation Program committed \$298,468 to eight projects, including \$23,400 in funding to the Newton Housing Authority for architectural accessibility improvements.

The Fair Housing Committee sponsored numerous fair housing workshops and created a new method to collect data on possible housing discrimination. Finally, housing staff had a second meeting with the Newton Board of Aldermen to discuss establishing an affordable housing trust. Staff and an invited guest with significant experience overseeing a municipal housing trust met with the Zoning and Planning and Finance Committees to review how a trust could streamline the funding review and approval process for affordable housing developments. Staff has proposed capitalizing a trust with Community Preservation Funds and cash payments from the inclusionary zoning reserve account. If the concept of a trust moves forward, the Aldermen need to hear from one or more of their peers in communities that have successfully operating trusts. These contacts (in Somerville and Boston) have been identified and it appears more likely for a housing trust to gain momentum in Newton in FY14 with feedback from political stakeholders who have direct experience with trusts in their communities to the Newton Board of Aldermen.

A brief summary of the FY13 activities is included in the following paragraphs, followed by a breakdown of the CDBG and HOME funds spent during the fiscal year.

Priority need #1: Provide deeper subsidies in affordable housing projects so that very low-income renter households have a greater range of housing choices.

In FY13, the City committed \$690,250 in CDBG funds to CAN-DO to acquire and rehabilitate a two-family, rental property located at 54 Eddy Street in West Newton. A Philadelphia-style building, the

first and second floor unit has two bedrooms and the second and third floor unit has three bedrooms. The total development cost is \$1.1 million and includes a first mortgage from The Village Bank and local Community Preservation Funds. The higher cost per unit (\$557,625/unit in total funds and \$345,125/unit in CDBG funds) is a reflection of targeting one of the units for households whose income does not exceed 50 percent of AMI, and necessitates a deeper subsidy. This past fiscal year, CAN-DO acquired the property, deleaded it, and removed asbestos from the basement. A construction contract was signed in FY13 and the property will be rehabilitated and occupied in FY14.

Priority need #2: Reduce financial and institutional barriers to increase the availability of affordable housing by increasing funding; expediting the local funding review and project approval processes; and providing more case management and financial education for tenants.

The 54 Eddy Street project was conceived and underwritten so that residents do not need to have rental assistance to be able to live at the development, which required increased funding for the project. This project is an example of how housing can be made available to lower-income households.

Priority need #3: Institutionalize principles and practices of fair housing including:

- 1. Supporting and expanding the socio-economic, ethnic, cultural, and racial diversity in Newton;**
- 2. Improving fair housing performance and compliance regarding the City's fair housing plans and applicable policies and laws; and**
- 3. Developing an institutional infrastructure that enables the City to meet its fair housing obligations regarding monitoring and compliance.**

The City accomplished a number of activities related to meeting the priority needs identified in #3 including the following:

ADA/Section 504 Accessibility Coordinator: In FY13, the City hired a part-time ADA/Section 504 Accessibility Coordinator. One of the central recommendations of the *Architectural Accessibility Action Plan* completed in FY12, the ADA /Section 504 Access Coordinator is to establish a position fully dedicated to improving accessibility citywide and responsible for updating the City's ADA plan and incorporating the requirements of Section 504 of the Rehabilitation Act of 1973. This hire is paramount in improving the planning, implementation, and enforcement of the ADA, Section 504, Fair Housing Act and other federal and state accessibility requirements. The Fair Housing Committee had an essential role in helping define the responsibilities of this position.

Public information and Education: As part of the City's 2013 Fair Housing Month celebration, the Fair Housing Committee, with assistance from Boston Private Bank and Trust Company and numerous other volunteers, co-sponsored a screening of *"The New Metropolis: The New Neighbors."* The documentary featured a group of residents and public officials in suburban New Jersey pursuing integration and revitalization of their suburban town after "white flight" had left the community with little diversity. After the screening, staff from the Metropolitan Area Planning Council presented a regional snapshot of diversity, comparing Newton's demographics with other Greater Boston suburbs. A panel of housing and diversity experts from both Newton and Winchester, Massachusetts followed. The panel offered different perspectives and community approaches in advancing diversity. The discussion included an historic viewpoint of segregation and discrimination in Newton's housing

market, citing the construction of the Massachusetts Turnpike in the 1960's that almost eliminated a historically black neighborhood, and presented current strategies of the Winchester Multicultural Network and Newton's Fair Housing Committee. The public audience and panelists engaged in identifying key stakeholders that must be involved in such efforts.

In FY13, NewTV Newton's local access television station was producing a half-hour program entitled *Newton Fair Housing: Confronting Discrimination*. It discusses the City's fair housing history, current efforts and future challenges. The program will feature a discussion with the chairperson of the Fair Housing Committee and the very first chair of the Newton Fair Housing Committee when it was originally established in 1957. The program will air in FY14. Also in FY13, staff distributed fair housing posters in public locations including City Hall, the Newton Free Library, and various businesses. These posters were created by HUD in partnership with the National Fair Housing Alliance.

In September 2012, members from the Fair Housing Committee and Newton Housing Partnership presented information at an educational forum titled *Financing Affordable Housing and Affirmatively Furthering Fair Housing in Newton*. The program was targeted to Newton's legislative branch, the Newton Board of Aldermen. The program focused on the principal components of creating affordable housing and ensuring fair and equal opportunity in all housing in Newton. Committee members discussed the community need, responsibility and financial tools available to create affordable housing as well as information on Newton's fair housing "Affirmative Duty," its applications and requirements. One of the forum's goals was to help institutionalize fair housing principles in the public sector, an important goal set forth in the *FY11-15 Analysis of Impediments to Fair Housing Choice*. The forum was sponsored by the League of Women Voters in Newton and Uniting Citizens for Housing Affordability in Newton and televised on local access television.

Fair Housing Training: In the fall of 2012, the Fair Housing Committee sponsored a program for human service providers and counselors, entitled "*Achieving Fair Housing for your Clients*." The program featured an overview on rights and responsibilities followed by small group discussions on various fair housing scenarios. The program included a review of the City's fair housing complaint process and discussion on ways to resolve fair housing issues involving clients. The program was facilitated by members of the Newton Fair Housing Committee and City staff. The program was attended by 17 individuals from 12 area agencies.

Creation and Distribution of *Housing Discrimination Questionnaire*: At the human service providers program, case workers shared stories about potential instances of discrimination in the community. However, they added that filing a complaint with the appropriate state and federal agencies was not necessarily a solution because finding clients housing was the utmost priority. In response to these experiences and the continued anecdotal stories of possible housing discrimination heard by Housing staff, the Fair Housing Committee worked with housing staff to create a *Housing Discrimination Questionnaire*.

The ultimate goal of the *Questionnaire* is to help households find housing in a prompt manner, while also turning anecdotal stories into tangible data. Housing Staff and the Committee will collect and record this data and analyze it to identify patterns of housing discrimination. The Committee may then refer incidents of possible discrimination to the Newton Human Rights Commission to conduct further fact-finding, to request "testing" to substantiate possible discrimination, or to undertake other

measures. These steps may ultimately lead to a complaint filed with appropriate state and federal agencies. Disclosing personal information is optional, so as not to dissuade an individual from completing a *Questionnaire* out of fear of retaliation. In late FY13, Housing staff distributed the *Questionnaire* to over 500 contacts in area organizations, including human service providers, realtors, and housing providers.

Civil Rights Access Checklist: For the first time, the Housing and Community Development Division utilized its newly developed Civil Rights Access Checklist as part of its annual monitoring of HOME and CDBG subgrantees. The Civil Rights Checklist evaluates civil rights compliance and current practices of subgrantees with HOME and CDBG-funded housing development projects. The Checklist was first reviewed by the Fair Housing Committee, and is an essential tool in promoting and integrating fair housing best practices into private housing where the City invests HUD funds. The Checklist includes practices such as written reasonable accommodation and modification policies, use and content of affirmative marketing plans, and posting general fair housing information in leasing offices. Integrating such best practices is an action identified in the *FY11-15 Analysis of Impediments to Fair Housing Choice*.

Eight agencies completed the Checklist including six nonprofit agencies and the Newton Housing Authority. The Checklist was most applicable to the Housing Authority and one large nonprofit management company because they receive applications from the general public, unlike the other agencies which receive applicants through their partnering social service agencies. The majority of the agencies do have accessible offices and accessible units. All have a written reasonable accommodation policy under which a person with disabilities may request a reasonable accommodation of a policy, procedure, or administrative practice.

Fair housing complaints: In FY13, Housing staff assisted with two fair housing complaints filed with the Newton Human Rights Commission (HRC).

The first complaint was filed against a private landlord on the basis of disability. The complainant was seeking punitive and monetary damages, which the Human Rights Commission does not have the power to enforce. The complainant was therefore advised by Housing staff and a Human Rights Commissioner assigned to the case to pursue filing a complaint with the Massachusetts Commission against Discrimination with the assistance of the Fair Housing Center of Greater Boston (FHCGB). The complainant later decided to file a complaint with HUD.

The second complaint was filed against a private landlord on the basis of disability and public assistance. This case was reviewed by a Human Rights Commissioner and housing staff. It was determined that the claim was not covered under either the Fair Housing Act or the Massachusetts fair housing law, Chapter 151B. The claim was ultimately dismissed for these reasons.

ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

As described in more detail in the Priority #3 narrative above, the City has made progress in many areas of its FY13 proposed actions and continued to implement actions identified in its fair housing planning documents:

- The Fair Housing Committee and housing staff continued to hold fair housing trainings and forums targeted to the public and human service providers and counselors.
- Members from the Fair Housing Committee provided fair housing education to the City's legislative body, the Newton Board of Aldermen.
- The City hired a part-time ADA/Section 504 Accessibility Coordinator, a chief action in the Fair Housing Committee's *Architectural Accessibility Action Plan* and the report, *Ramping Up: Planning for a More Accessible Newton*.
- Housing staff utilized its Civil Rights Checklist to ensure compliance and promote fair housing best practices for subgrantees that received CDBG and HOME for housing development.
- The *Housing Discrimination Questionnaire* was created and distributed to over 500 individuals to collect data on possible housing discrimination.
- A goal in the *FY13 Annual Action Plan* was the development of a consolidated Language Assistance Plan for the WestMetro HOME Consortium. Although the plan was not completed in FY13, the WestMetro Consortium began the process to update its Analysis of Impediments to Fair Housing Choice and create a Consortium-wide analysis. This level of regional analysis will help sharpen the understanding of the Consortium's current language characteristics and inform strategies to ensure equal access to persons with limited English proficiency.

NEWTON HOUSING REHABILITATION PROGRAM

In FY13, there were a number of changes made in the procurement process to ensure greater accountability and broaden participation from contractors in the Housing Rehabilitation Program. The major changes include the following:

- Revised bidding procedures that are modeled on state purchasing principles to expand open and fair competition outcomes
- Revised the contractor application to include a more comprehensive list of requirements to ensure contractors meet all local, state, and federal requirements
- Recruited new contractors through advertising and other forms of outreach
- Standardized work specifications and cost estimates by moving to a project management software program specifically written for housing rehabilitation programs

Housing staff will continue to strengthen the cost competitiveness of the Housing Rehabilitation Program in FY14. The program already maximizes energy efficient resources when energy measures are part of a project's scope of work. Priority work items already include replacing obsolete heating systems; eligible work includes increasing energy conservation and weatherization measures.

In FY13, the Newton Housing Rehabilitation Program committed funding to eight projects totaling \$298,468.01. A total of \$94,740 was committed to three clients who are more than 62 years old. The Rehab/Construction Manager responded to 14 requests for emergency assistance, including one

emergency hoarding case, and six emergency cases which were funded. The remaining cases either declined to proceed or were ineligible for the program.

FIRST TIME HOMEBUYER ASSISTANCE PROGRAM

In June of 2012, a proposal was submitted to the City’s Community Preservation Committee to recapitalize the program in the amount of \$475,000 and increase the maximum subsidy given to a homebuyer from \$115,000 to \$150,000 to better serve larger households. Before finalizing the proposal, staff met with the Newton Housing Partnership and incorporated their recommended changes into the final proposal which included the following:

- Imposing an asset limit of \$75,000 consistent with MA Department of Housing and Community Development guidelines to better reflect the impact of savings when it comes to homebuying.
- When allocating new subsidies, the amount of subsidy will be based on bedroom size. Therefore, a one-bedroom household could receive a maximum of \$115,000, a two-bedroom household would be eligible for a \$125,000 subsidy and a household requiring four or more bedrooms would be eligible for a \$150,000 subsidy.

The proposal was unanimously approved by the Community Preservation Committee on February 4, 2013 and then subsequently by the Board of Aldermen’s Zoning and Planning Committee. Currently, the program is on hold while the program awaits final approval by the City’s Board of Aldermen-Finance Committee. Staff, in conjunction with the Law Department, has provided additional information to the Committee to address the Finance Committee’s concerns regarding the programmatic changes. It is expected the Committee will resume discussion of this proposal in September 2013.

In FY13, the WestMetro HOME Consortium did not provide American Dream Downpayment Initiative (ADDI) assistance. Two homebuyers seeking to purchase homes in Waltham and Natick applied and were eligible for the assistance. However, both applicants were not approved for mortgage financing from a bank due to stringent underwriting requirements. The conflict between the Massachusetts Universal Deed Rider and the statutory requirements of the HOME Program also remains an impediment to providing ADDI assistance for eligible applicants also purchasing a deed restricted unit.

First Time Homebuyer Funds Budgeted	Funds Expended in Current Year	Accomplishment
\$968,800 (CPA; continued appropriation)	\$0	0 homebuyers assisted
\$7,544.67 (HOME; West Metro HOME Consortium)	\$0 ADDI	0 homebuyers assisted

FY13 CDBG-funded Housing Rehabilitation Projects/CDBG-funded First Time Homebuyer Loans

As of the end of FY13, there were housing rehabilitation and first-time homebuyer loans outstanding, with a principal balance owed of \$4,235,800.91. A breakdown of the loans outstanding is provided below:

Loan Type	Number of Loans	Principal Balance Owed
Housing rehab direct loans	21	\$893,287.08
Housing rehab deferred loans	93	\$2,469,212.56
Housing rehab historic deferred loans	6	\$127,348.80
First-time homebuyer loans	11	\$745,952.47
Total	131	\$4,235,800.91

STATUS OF LOANSFY13 CDBG and HOME-funded Housing Development Projects

At the end of FY13, there were 21 direct loan receivables totaling \$893,287.08 and 93 deferred loans receivable totaling \$2,469,212.56 for CDBG-funded housing rehab deferred loans. There were 13 deferred loans receivable totaling \$2,079,963.42 from HOME-funded projects. Funding assistance is generally provided in the form of deferred forgivable loans at zero percent interest for 30-year terms. All projects are subject to a perpetual Declaration of Restrictive Covenants.

MONITORINGHousing Development and First Time Homebuyer Projects

Housing staff monitored all CDBG and HOME-funded first-time homebuyer and rental projects in Newton in FY13, and found no evidence of noncompliance. The City of Newton is the lead entity in the 14-member WestMetro HOME Consortium. The Consortium communities are monitored by FinePoint Associates, a private firm that provides monitoring services and technical assistance to the members on an annual basis. In FY13, FinePoint monitored all the HOME communities that had HOME expenditures in FY12 (including Newton) and the City is awaiting the results of its review. In addition, Community Development Program staff from the HUD Boston Office monitored a sampling of HOME-funded first-time homebuyer programs and Newton's administration of the Consortium in its role as the Participating Jurisdiction, during the second week in FY13. The City received no findings, or issues of concern, as part of this review. Finally, the City's independent auditors initiated financial and compliance testing of the HOME and CDBG project files in FY13, but the audit will not be complete until mid-FY14.

DISPLACEMENT AND RELOCATION

One household was relocated temporarily while their home was deleaded.

ASSESSMENT OF GOALS AND OBJECTIVES - PUBLIC HOUSING

In FY13, the Newton Housing Rehabilitation Program committed \$23,400 to the Newton Housing Authority for an emergency access case. The City has also approved two additional applications for architectural access improvements to a common entry doorway.

In FY13, the City provided \$10,923.00 in CDBG funds to enable the Newton Housing Authority to continue to fund the Resident Services Coordinator who provides social, recreational, and referral services to Housing Authority residents.

ASSESSMENT OF GOALS AND OBJECTIVES – AFFIRMATIVE MARKETING

In FY12, the Policy and Programs Subcommittee of the Newton Housing Partnership and housing staff began exploring the feasibility of creating a standardized affirmative fair housing marketing plan for use by developers with projects under the HOME and CDBG Program affirmative marketing requirement thresholds. The purpose of the standardized plan would be to encourage developers to include a consistent level of affirmative marketing for federally-funded projects with less than five units, which is not otherwise subject to affirmative marketing requirements under HOME or CDBG. Housing staff aims to have a standardized plan finalized in FY14.

ASSESSMENT OF GOALS AND OBJECTIVES – PERSONS LIVING BELOW POVERTY LEVEL

Please refer to the Continuum of Care for People who are Homeless or At-Risk for this assessment section.

ASSESSMENT OF GOALS AND OBJECTIVES – ENERGY STAR UNITS

Although the City did not fund a project that requires Energy Star certification in FY13, the rehabilitation at 54 Eddy Street included a scope of work with a focus on energy efficiency and indoor environmental quality. For example, the sponsor will convert the current heat delivery system from steam to forced hot water, based on the Newton Housing Partnership’s recommendation. This conversion increases energy efficiency, tenant safety, and long-term cost savings for both the tenants and owner which will minimize the need for future repairs.

FY13 Housing Development Accomplishments (CDBG and HOME-funded projects)

Active Projects	Funds Budgeted	Total Funds Expended		FY13 Status
		Funds Expended in Prior Years	Funds Expended in Current Year	
54 Eddy Street CAN-DO	\$690,250 CDBG	\$0	\$601,364.31	CDBG assisted with mortgage buydown, deleading, and asbestos removal in FY13. The property is scheduled to be rehabilitated and occupied in FY14.
FY13 Totals	\$690,250 CDBG \$0 HOME	\$0 CDBG	\$601,364.31 CDBG	Funds provided for the development of 2 affordable for rental units for a household earning 50% and 80% of AMI, respectively.

Goals and FY13 Outcomes

Goals	Proposed Outcome	FY13 Actual Outcome
Housing Development		
Affordable housing units	2	3
Homebuyer assistance	2* (Funded with CPA funds)	0 (funded with CPA funds)
Housing Rehabilitation		
Housing Rehabilitation Program	12 homes rehabilitated	4

Households assisted with HOME funds by project in FY13

Project Name	Homeless Individuals	Extremely Low-Income	Low-Income	Moderate-Income	Total
Rental: 61 Pearl Street			3 households		The three HOME-assisted units are occupied to households earning no more than 60% of AMI.

PART G. ANNUAL PERFORMANCE REPORT (For CDBG projects only, no HOME projects funded in FY13)

Minority Owned Business Enterprises

	Total	Alaskan Native or American Indian	Asian / Pacific Islander	Black non-Hispanic	Hispanic	White, non-Hispanic
Number of contracts	2	1		1		
Value of contracts	\$281,865	\$228,524		\$53,341		
Number of sub-contracts	0			0		
Value of sub-contracts						

Women Owned Businesses

	Total	Women Owned	Male Owned
Number of contracts	10	1	9
Value of contracts	\$586,243.01	\$2,955	\$583,288.01
Number of sub-contracts	n/a		n/a
Value of sub-contracts			

Minority Owners of Rental Property

	Total	Alaskan Native or American Indian	Asian / Pacific Islander	Black non-Hispanic	Hispanic	White, non-Hispanic
Number of Owners	0			0		
Dollar Amt. of HOME funds						

PUBLIC SERVICES

The objectives of the City of Newton CDBG Program were addressed in FY13 by 30 different public service projects that were funded by grants from the CDBG Program and carried out by 18 different subgrantee agencies and City departments. Priority public service needs were met through services to several population groups: children, youth, adults and families, elders, people with disabilities, and people who are either homeless or at-risk of homelessness. All beneficiaries of the program have low to moderate income, and the number of people served is included in this section's table.

The accomplishments within each group are summarized below:

Services to Children: Eight projects serving priority needs of children were funded in FY13. Each of the eight programs utilized CDBG funds to award subsidies to low- or moderate-income families who needed assistance with after-school child care or summer camp services. Low- to moderate-income families benefited from childcare during after-school hours to allow them to hold needed employment or to allow the possibility to complete educational and training programs. Children needed supportive, nurturing childcare to improve their social skills, increase their sensitivity to different racial, ethnic, and cultural groups, and to achieve a higher level of educational development.

Services to Youth: Three projects serving the priority needs of youth were funded in FY13. CDBG-funded services for youth included an evening drop-in center with recreational and leadership development components supervised by trained professional adults and a mentoring program matching troubled youth with trained and supervised adults; a youth outreach program operated by professional mental health workers to serve alienated and at-risk youth with a crisis counseling program for youth and their families; and a structured summer recreational activity program for youth of middle school and high school age. The services available through these three adolescent programs included crisis management, substance abuse prevention and treatment, outdoor recreational opportunities, group counseling, and individual and family therapy.

Services to Adults and Families: Six projects serving the priority needs of adults and families were funded in FY13. One of the programs addressed the particular needs of survivors of domestic violence through hotline services, support groups, and individual advocacy. Four of the programs provided counseling, education and training for single parents and services to families. One program provided counseling and treatment to adults with substance abuse problems. One provided emergency financial assistance to families. The adults served through these projects were brought into a network of assistance that included the search for affordable housing, childcare for working adults, help in resolving financial crises, and parenting education.

Services to Elders: Five projects serving the priority needs of elders were funded in FY13. Two of the CDBG-funded programs provided a variety of social services, including minimal-cost, flexible home care services that benefited frail elders in three different low-income elder housing developments. One program provided social service outreach, including preventive health and mental health services by nurses, to frail and isolated elders in the community. Two programs within the full-service senior center provided social services, nutrition and wellness education, cultural and educational events, recreation, and physical fitness classes. All of the funded programs provided information and referral services to elders to help them in finding assistance for their healthcare and social welfare needs. An

overall goal of all elder programs is to help them to maintain their independence and their ability to continue to live in the community.

Services to People with Disabilities: Seven projects serving the priority needs of adults with disabilities were funded in FY13. One project assisted people to gain ongoing supported employment in local businesses; one project offered music therapy to people with extremely limited verbal skills; four projects helped people to experience integrated social situations and to learn social skills; and one project provided individuals with day habilitation financial assistance.

Services to People who are Homeless or At-Risk of Homelessness: Six projects served the priority needs of people who were homeless or at-risk of homelessness in FY13. One program was funded in part through CDBG and five were partially funded through the Emergency Solutions Grant (ESG) program. All the priority needs stated in Newton's FY11-15 Consolidated Plan were addressed through these services. The CDBG-funded program helped prevent homelessness through financial assistance for rent and utilities emergencies. Three programs received assistance with operating costs to help them provide emergency shelter services to homeless individuals and families, including survivors of domestic violence. Two programs provided case management and financial assistance to families and individuals who were homeless or at-risk of homelessness.

Public Services Summary: The Housing and Community Development Program of the City of Newton was able to successfully direct its CDBG and ESG funding to meet the priority needs of low- and moderate- income people of all ages including children, youth, elders, families, people with disabilities, and survivors of domestic abuse and people who were homeless or at-risk of homelessness. This funding has supported and enhanced programs that assist individuals and families to become more self-sufficient and to create new access to the services they need to either find suitable permanent housing or to stay in their homes and maintain their quality of life.

Racial/Ethnic Status of People Served	People Served
White/non-Hispanic	2,994
Hispanic	225
African American	436
Asian	206
American Indian/Alaskan Native	12
Other	47
Unknown	1,711
TOTAL	5,631

FY13 Public Service Accomplishments

Popu- lation Group Served	Priority Needs	Projects Receiving Funds		CDBG Funds Received in FY13	EL and LMI People Assisted	People Assisted Total
Children	<ul style="list-style-type: none"> Affordable childcare Assistance to single mothers Stabilization of families Social support for parents and children 	<ul style="list-style-type: none"> Bowen After School Program John M. Barry Boys & Girls Club The Newton Partnership, Inc. Newton Community Service Center Newton Parks & Recreation Dept. Peirce Extended Day Program Plowshares Education Development Center 	<ul style="list-style-type: none"> Tuition Assistance Program Kids Corps Summer Camp Scholarships Child Care Scholarships Child Care Scholarships Summer Camp Scholarships EDP Scholarships Child Care Scholarships 	<ul style="list-style-type: none"> \$4,952.00 3,891.00 1,960.00 9,905.00 13,442.00 1,960.00 4,315.00 9,905.00 	<ul style="list-style-type: none"> 14 14 19 13 28 17 24 10 	139 people
Adolescents	<ul style="list-style-type: none"> Crisis Intervention Case Management Substance Abuse Prevention/Treatment Drop-in Youth Centers 	<ul style="list-style-type: none"> John M. Barry Boys & Girls Club West Suburban YMCA Newton Health & Human Services 	<ul style="list-style-type: none"> Teen Programming Teen Center Programs Youth Outreach Counseling 	<ul style="list-style-type: none"> \$4,450.00 28,652.00 14,350.00 	<ul style="list-style-type: none"> 38 88 127 	253 people
Adults/ Families	<ul style="list-style-type: none"> Health Care Services Affordable Housing Legal Services & Advocacy Substance abuse treatment Case management for multi-problem families 	<ul style="list-style-type: none"> Newton Community Service Center Riverside Community Care REACH Beyond Domestic Violence Newton Housing Authority Cousens Fund 	<ul style="list-style-type: none"> Parent Child Home Program Parents Program Mental Health and Substance Abuse Recovery Family Crisis Stabilization Hotline and Advocacy Resident Services Coord. Emergency Assistance 	<ul style="list-style-type: none"> \$3,538.00 20,476.87 15,211.00 3,679.00 3,760.00 10,923.00 11,603.00 	<ul style="list-style-type: none"> 54 27 212 35 184 715 67 	1294 people

Elders	<ul style="list-style-type: none"> Affordable housing with supportive services Integrative services for isolated elders and immigrants 	<ul style="list-style-type: none"> Jewish Comm. Housing for the Elderly Newton Community Development Foundation Newton Health & Human Services Dept. Newton Senior Services Dept. 	Caring Choices Resident Services Mental Health Intervention for the Elderly Social Services Sr. Center Program Coordinator	\$ 8,720.00 16,816.86 25,328.00 21,223.00 15,211.00	64 30 46 416 3165	3721 people
People with Disabilities	<ul style="list-style-type: none"> Affordable, accessible housing Job training and employment opportunities Available transportation 	<ul style="list-style-type: none"> Barry L. Price Rehabilitation Center Charles River Assoc. for Retarded Citizens Newton-Wellesley-Weston Committee for Community Living 	Job Developer/Job Coach Person-Centered Planning Music Therapy Children’s Programs Scholarships Clinical Services and Supports Community Access Program Wednesday Drop-in Program	\$13,442.00 2,547.00 2,632.00 3,820.00 4,598.00 3,962.00 4,315.00	24 12 17 1 40 42 88	224 people
FY13 Totals		30 Projects, 18 Agencies and City Departments	FY13 Project Funds Received	\$286,729.73	5631 people assisted	

FUNDS LEVERAGED

Since public funding alone is not usually adequate to complete projects and achieve accomplishments, CDBG, HOME and ESG funds often must be combined with other funding sources. Listed below is a summary of the CDBG, HOME and ESG funds expended during FY13 by the City of Newton and the funds leveraged through these expenditures.

FY13 Funds Leveraged with Newton CDBG, HOME and ESG Funds

Program	CDBG Expenditures	HOME Expenditures	ESG Expenditures	Funds Leveraged
Public Services	\$286,729.73	\$0	\$155,235	\$3,939,227

Public Services and Emergency Solutions Grant Programs

Housing and Community Development staff members, along with Human Service Advisory Committee members, conduct annual monitoring of CDBG-funded public service projects and Emergency Solutions Grant projects. In FY13, monitoring was performed on nine public service projects and two ESG projects. City staff make direct phone and e-mail contacts on a monthly to quarterly basis with every individual agency. Such contacts are made for the purpose of discussing their activities and their progress in meeting project goals. The City also has access to ESG project data through the designated HMIS of the Continuum of Care. In addition to personal contacts with agencies, each project submits program reports on a quarterly basis to provide information about project outcomes and numbers of low- and moderate-income individuals served. Housing and Community Development staff members provide technical assistance and are available for trainings throughout the grant period.

FY13 Proposed and Actual Outcomes

CDBG Public Services Priorities for FY13	Proposed Number Assisted	Actual Number Assisted
Elder services	4,400 people	3,721 people
Adolescent services	1,000 people	253 people
Children’s services	350 people	139 people
Adult/family services	575 people	1,294 people
Services for people with disabilities	190 people	224 people

ARCHITECTURAL ACCESS

In FY13, two of nine active CDBG-funded access projects were completed or substantially completed and considerable progress was made in two high priority areas addressed in the FY13 Annual Action Plan. Three other projects which were no longer needed or could not move forward were reprogrammed to benefit City priorities, as identified in the Consolidated Plan.

PRIORITY #1: PUBLIC PEDESTRIAN ACCESS IMPROVEMENTS

In FY13, an accessible median and four curb cuts and were constructed using CDBG funds. The median work was a continuation of the project at Commonwealth Avenue and Washington Street, a large intersection for which had work on another accessible median and six curb cuts was completed in FY12. The other four curb cuts were at the intersection of Pearl Street and Jackson Road, which makes accessible a path to the polling location at Lincoln-Eliot Elementary School, which has been a priority for the City.

The work at Commonwealth and Washington included installing new and moving existing accessible pedestrian signals to make them accessible to the newly constructed curb cuts and median crossings. This project will be completed in FY14, when the final corner of accessible curb cuts are installed and APS units are moved to the new curb cut locations, which shorten and straighten the crossings of the two streets.

The Commission on Disability also approved in FY13 a major curb cut and sidewalk improvement project in Newton Centre, which involves two intersections along Centre Street. That work will begin in early FY14.

PRIORITY #2: PUBLIC RECREATION FACILITIES ACCESS IMPROVEMENTS

The City anticipates installing two new accessible paths in Newton Centre Park and Playground, funded with FY13 and FY14 funds, in fall 2013 or in spring 2014. These projects require design work provided by Engineering and approval by the City's Conservation Commission before the work can begin.

PRIORITY #3: ACCESS IMPROVEMENTS TO NONPROFIT AGENCIES

In FY12, the Newton Community Service Center bid out the ramp construction project, and received quotes far in excess of the \$5,000 budgeted for the project. After investigating a variety of options, the Commission on Disability approved the reprogramming of these funds to go toward a curb cut and sidewalk accessibility improvement project in Nonantum.

PRIORITY #4: ACCESS IMPROVEMENTS TO PUBLIC BUILDINGS

A project which had been identified as a high priority by the Commission on Disability, Vertical and Acoustical Access for the War Memorial in City Hall, is underway in the form of a feasibility study. The study is reviewing several alternatives for access, including a lift, a limited use elevator, and a regular elevator, and will be completed in FY14. The study will then inform the best means to make the War Memorial accessible. The City also completed the City Hall Access Improvements project, installing accessible door hardware on meeting room doors and department entrances throughout City Hall.

Two prior year projects which had stalled previously were reprogrammed in FY13 to go towards other projects. The FY12 Newton Cultural Center Ramp Design project (\$6,760) was no longer needed when

the City elected to use the facility again for swing space while other schools are renovated, and the building will be made fully accessible through that project. These funds are going to the accessibility improvements in Nonantum. The FY12 Senior Center Vestibule project (\$61,860), which had stalled due to a requirement from the Fire Department to install sprinklers in the entire building, will move forward with City funds, and the full amount has been reprogrammed to go to curb cut improvements.

SUCCESS AND INDIVIDUALS SERVED

The City of Newton has had positive experiences and has had success in implementing these projects, and believes that no changes are needed to the program.

The beneficiaries of architectural access projects are considered to be “adults meeting the Bureau of the Census’ Current Population Reports definition of “severely disabled,” and are presumed to have low to moderate incomes. Based on estimates from the 2000 Census, which provides the necessary detail to provide a racial and ethnic breakdown of beneficiaries as required by HUD, the City of Newton improvements provide new, improved, or no longer substandard access to 3,394 residents with disabilities.

FY13 Proposed and Actual Outcomes

Goals	Proposed Outcome	Actual Outcome
Architectural Access		
Public thoroughfare improvements	4 curb cuts constructed	6 curb cuts constructed 2 pedestrian signals improved
Public building improvements	0 improvements	0 improvements
Parks and recreational facilities improvements	1 improvement	0 improvements
Nonprofit agency improvements	0 improvement	0 improvements

FY13 Architectural Access Accomplishments

Consolidated Plan Objectives	Active Projects	Funds Budgeted	Total Funds Expended	Funds Expended in FY13	Project Status
Public Pedestrian Access	FY12 Curb Cuts (Funding Pool)	\$57,794.01	\$0	\$0	Canceled - Funding Pool – Funds moved to Comm. & Washington
	FY12 Commonwealth & Washington	\$83,170.60	\$60,712.14	\$29,396.61	Underway
	FY13 Installation of Accessible Pedestrian Signals	\$6,609.25	\$0	\$0	Requires completion of improvements at Centre & Centre in Newton Corner
	FY13 Retrofitting Curb Cuts	\$4,548.82	\$0	\$67.68	Underway
	FY13 Curb Cuts	\$55,900	\$0	\$0	Canceled - Funding Pool – Funds moved to Newton Centre Project
	FY13 Pearl & Jackson	\$42,669.00	\$11,033.46	\$11,033.46	95% Complete
	FY13 Newton Centre Curb Cut & Sidewalk Improvements	\$102,464	\$0	\$0	Underway
Public Recreation Facilities Access	Newton Centre Playground Pathway – Phase IV	\$40,000	\$54.14	\$54.14	Underway
Nonprofit	Newton Community Service Center – Auditorium Ramp	\$5,000	\$0	\$0	Canceled – Funds moved to Nonantum Infrastructure Impmts.
Public Buildings	Jackson Homestead – Archives Access	\$40,000	\$33.98	\$0	Underway
	War Memorial Vertical and Acoustical Access Feasibility Study	\$80,000	\$33,820	\$33,820	Underway
	Senior Services – Senior Center Vestibule	\$61,860	\$0	\$0	Canceled – Funds moved to FY14 Curb Cuts
	Newton Cultural Center Ramp Design	\$6,760	\$0	\$0	Canceled – Funds moved to Nonantum Infrastructure Impmts.
7 Active Projects / 2 Projects (Substantially) Completed/ 5 Canceled & Reprogrammed		\$594,025.68	\$112,904	\$74,371.89	

ECONOMIC DEVELOPMENT

The City of Newton had two economic development programs in FY13—the Microenterprise Loan Program and the Family Day Care Grant Program. The Microenterprise Loan Program was designed to assist in the creation, continuation, or expansion of microenterprises in Newton through low-interest loans of up to \$35,000. To qualify, an applicant must either be a low- to moderate-income business owner or be willing to create a job to be filled by a low- to moderate-income person. Historically, there has never been a big demand for the Microenterprise Loan Program. The program typically generates a handful of inquiries and averages less than one loan approval per year. In FY13, there were three inquiries which resulted in no applications submitted.

The Family Day Care Grant Program was created in partnership with the Newton Community Service Center's (NCSC) Family Day Care System to assist low- to moderate-income Newton residents start, continue, or expand an in-home family day care through small grants of up to \$2,500. Unfortunately, NCSC recently cut the program due to lack of eligible applicants relative to the administrative cost.

The FY13 goal for these programs was to award one microenterprise loan and one family day care grant. During FY13, no microenterprise loans or family day care grants were awarded.

Funding for the microenterprise loan pool and the family day care grant pool came from the CDBG revolving loan funds which is supplied by loan repayments. In FY13, \$27,492.97 was added to the loan pool from repayments from the four active loan cases. At the end of FY13, there was \$137,241.76 available in the microenterprise loan pool with three active loan cases with a total balance of \$17,284.97 remaining and \$7,500 in the family day care grant pool with no active participants.

In light of this situation, the Community Development staff has been looking for new opportunities to assist the business community, particularly in the target neighborhoods. The Economic Development Advisory Committee (EDAC), comprised of four members of the business and nonprofit community that help guide the City's allocation of CDBG economic development funds, requested that staff evaluate the current programs' viability and look for other ways to foster economic development using CDBG funding.

Following a thorough analysis by the Planning staff and based on the recommendations of the EDAC, expressions of interest from the business community, a review of the *Newton Comprehensive Plan*, which emphasizes vibrant attractive village centers serving adjacent residential communities and identifies the need for incentives for small business development in those village centers, and the options allowed within the CDBG program, a façade improvement program was determined to be one way to address these collective interests. This program will take the place of the two FY13 programs and will look to assist several small businesses in FY14.

FY13 Microenterprise Assistance Projects in Repayment

Project	Year Assisted	Amount of Assistance	LMI Entrepreneurs Assisted	LMI FTE Jobs Created	Principal Owed as of 6/30/13
DSH Design Group	FY04	\$35,000	0	1	\$2,916.14
Lincoln Street Coffee	FY05	\$35,000	0	2.5	\$0
Brussels Sprouts	FY06	\$35,000	1	0	\$9,344.46
Cocoa Metro	FY10	\$15,000	1	0	\$5,024.37
Total Active Loans		\$155,000	2	4.5	\$27,492.97

FY13 Proposed and Actual Outcomes

Goals	Proposed Outcome	Actual Outcome
Economic Development		
Microenterprise loan	1	0
Family day care grant	1	0

MONITORING

Monitoring in various forms was undertaken for both economic development programs. Each family day care was monitored once during the one-year grant term. Each microenterprise was monitored via a delinquent loan report issued by the bank that services the loans each month, which allows for early intervention in the event of a late payment. Upon consecutive missed payments, a delinquent payment notice would be issued to the borrower and a follow-up phone call would be made.

NEIGHBORHOOD IMPROVEMENTS

Neighborhood improvement projects are carried out in four target neighborhoods, including portions of Newton Corner, Newtonville, Nonantum, and West Newton. These target neighborhoods are composed of the Census block groups in Newton with the highest concentrations of low- and moderate-income people. Funds for neighborhood improvement projects are distributed among the four target neighborhoods on a three-year rotating basis, with Nonantum and Newton Corner receiving funds every three years and Newtonville and West Newton sharing alternating slots.

In FY13, the Newton Corner target neighborhood received CDBG Neighborhood Improvement funds. Listed below are the funding priorities for Newton Corner as stated in the *FY11-15 Consolidated Plan* and the *FY13 Annual Action Plan* followed by a description of accomplishments achieved during the fiscal year.

FY13 PRIORITY: NEWTON CORNER TARGET NEIGHBORHOOD

Priority #1: Parks/Open Space Improvements

- Charlesbank Park Improvements - \$100,000

Accomplishments in FY13 included completion of the following projects:

- 1) Charlesbank Park Improvements – The Planning and Development Department collaborated with Parks and Recreation and the Department of Public Works to remove the decaying retaining wall and large tree stump at Charlesbank Playground. Using CDBG funding, the wall was replaced with a new retaining wall using recycled concrete sidewalk panels, an ornamental fence and a decorative mahogany sign.
- 2) Carleton Park – Using CDBG funds the City of Newton contracted a professional landscape company to renovate Carleton Park, a .1-acre neighborhood pocket park located on Carleton Street in the village of Newton Corner. During this renovation the City planted trees, shrubs, a new lawn, and installed an ADA-compliant seating area.
- 3) Centre and Richardson - CDBG funds were used for the installation of curb extensions and ADA-compliant curb cuts at the intersection of Centre and Richardson in Newton Corner to improve pedestrian safety and mobility.

During FY13, a project in the Newtonville neighborhood was also completed. The Lowell Park Area Improvements project completed the implementation of the park master plan in spring of 2013, with additional tree plantings and a water spigot added by Engineering.

One project is substantially complete and is expected to be finalized within the next fiscal year:

- 1) Washington Street Corridor Improvements – The West Newton Advisory Committee has agreed upon a plan to make aesthetic improvements along Washington Street, both on the commercial side of the street as well as the side bordered by the Massachusetts Turnpike; extensive tree and shrub plantings were installed in the fall 2012 and are guaranteed to be in healthy condition for a year.

Some projects are ready for construction and are expected to break ground in FY14. In other cases, previous phases of the projects have been completed and the next phases are nearing commencement. Some of these projects include:

- 1) Nonantum Parks Improvements – Construction documents are completed for Pellegrini Park improvements, including installation of new playground equipment and a half basketball court and landscaping. Construction is anticipated for fall 2013.
- 2) Newton Corner Pedestrian Safety Improvements – Traffic-calming improvements are currently in the planning stages for Parks Street at Vernon Street with an anticipated construction date for fall 2013.

The following table provides a breakdown of CDBG grant funds spent on activities addressing each neighborhood improvement goal and objective during FY13. Neighborhood improvement projects from prior fiscal years that were active in FY13 are listed in addition to the new FY13 neighborhood improvement projects.

FY13 Proposed and Actual Outcomes

Goals	Proposed Outcome	Actual Outcome
FY13 Neighborhood Improvements Projects		
Public Facilities Improvements	1	4

The program anticipates no changes, as it has been successful in implementing a variety of projects.

FY13 Neighborhood Improvements Accomplishments

Target Neighborhood	Priorities	Projects (Year Funded)	Low/Mod* Residents out of total Service Area Population	Current Budget	Total Funds Expended	Funds Expended in Current Fiscal Year	Project Status
Nonantum	Parks	Nonantum Parks Improv. (FY11)	2,387/6,754 35.0%	\$183,576	\$30,527	\$13,368	Construction anticipated in fall of 2013
Newton Corner	Traffic	Newton Corner Pedestrian Safety Improv. (FY10)	745/2,143 34.8%	\$38,461	\$350	\$0	Planning Stages
		Centre and Richardson Pedestrian Improv. (FY10)	745/2,143 34.8%	49,530	\$18,021	\$18,021	Complete
	Parks	Charlesbank Playground Improv. (FY13)	1,051/3,997 26.3%	\$100,000	\$37,055	\$37,055	Final Landscaping underway
		Carleton Park Improv. (FY10)	890/3,007 29.7%	\$18,325	\$13,685	\$8,000	Complete

FY13 Neighborhood Improvements Accomplishments (continued)

Target Neighborhood	Priorities	Projects (Year Funded)	Low/Mod* Residents out of total Service Area Population	Current Budget	Total Funds Expended	Funds Expended in Current Fiscal Year	Project Status
Newtonville	Traffic & Parks	Lowell Park Area Improv. (FY09)	1,470/ 4,912 29.9%	\$134,403	\$123,409	\$8,000	Complete
West Newton	Open Space Improvements	Washington Street Area Improvements	714/1,641 43.5%	\$103,500	\$93,223	\$92,397	Planting Guarantee through 2013
		Neighborhood Improvement - Fencing	714/1,641 43.5%	\$12,375	\$6,226	\$6,167	Complete
FY13 Totals	8 Projects: 4 Completed, 4 Active			\$640,170	\$322,496	\$183,008	

***26.3% low/moderate income threshold must be met for project to be eligible in Newton target neighborhood.**

CONTINUUM OF CARE/SERVING THOSE WHO ARE HOMELESS OR AT-RISK OF HOMELESSNESS

One of the goals of the Housing and Community Development Program is to fund programs and services for people who are homeless or at-risk of homelessness. The City of Newton serves as the collaborating entity between the Brookline-Newton-Waltham-Watertown Continuum of Care (BNWW CoC), administers available Emergency Solutions Grant (ESG), and targets CDBG funds as applicable. Beneficiaries of these programs all have low to moderate incomes. The *FY11-15 Consolidated Plan* identified the following priority needs for people who are homeless or at-risk of homelessness:

- Continue to support existing emergency shelter, transitional housing, and permanent supportive housing for homeless individuals and families;
- Continue to use CDBG, Continuum of Care, and other financial resources to create more units of permanent affordable housing to enable residents of transitional housing programs to become self-sufficient, and
- Continue to support prevention programs for individuals and families at-risk of homelessness.

FY13 CDBG and ESG Accomplishments

Consolidated Plan Objectives	Active Projects	Funds Budgeted	Funds Billed in Current Fiscal Year	Target Population	Number Assisted
Housing and Prevention Services	The Cousens Fund – Emergency Rent and Utilities Program	\$11,603 CDBG	\$11,603 CDBG	People at-risk of homelessness	116 People
	Brookline Community Mental Health Center – Rapid Re-housing	\$31,564.75 ESG (Grant began on 2/1/2013)	\$7,644.65 ESG	Homeless Families and Individuals	5 People
	Brookline Community Mental Health Center – Homelessness Prevention	\$94,694.25 ESG (Grant began on 2/1/2013)	\$30,023.13 ESG	People at-risk of homelessness	32 People
Emergency Shelter Services and Operations	Middlesex Human Service Agency – Bristol Lodge Women’s and Men’s Emergency Shelters	\$24,000 ESG	\$24,000 ESG	Homeless individuals	403 People
	Second Step – Transitional Residence	\$41,400 ESG	\$41,400 ESG	Transitional housing for survivors of domestic violence	39 People
	REACH – Emergency Shelter	\$19,600 ESG	\$19,600 ESG	Emergency shelter for survivors of domestic violence	30 People
FY13 Totals		\$11,603 CDBG \$211,259 ESG	\$11,603 CDBG \$122,667.78 ESG	625 People Assisted	

FY13 Funds Leveraged with Newton CDBG, HOME, and ESG Funds

Program	CDBG Expenditures	HOME Expenditures	ESG Expenditures	Funds Leveraged
Shelter Support and Housing and Prevention Services	\$11,603	\$0	\$211,259	\$7,036,500

ESG AND CDBG OUTCOMES

The City of Newton, as the administrator of ESG funds within the BNWW CoC, has been working to coordinate efforts to more efficiently and effectively utilize limited resources. During FY13, the Housing and Community Development Department successfully used CDBG and ESG funds to address each priority need from the Consolidated Plan. Three programs (one CDBG and two ESG) working to prevent families from becoming homeless and to rapidly house those that do become homeless served 48 families/households (153 individuals). The emergency shelters for individuals accomodated 403 guests in FY13. The two programs providing services to survivors of domestic violence served 29 families/households (69 individuals).

The City of Newton’s progress in meeting objectives for reducing and ending homelessness begins with outreach and the annual Point in Time (PIT) Count. In FY13, the City, as Collaborative Applicant for the Brookline-Newton-Waltham-Watertown Continuum of Care (CoC), coordinated the PIT on January 30, 2013; it included a count of sheltered and unsheltered homeless individuals and families within the CoC. The City of Newton, through its leadership within the CoC and administration of CDBG, ESG, and CoC funds, supports and furthers the efficacy of programs and services addressing the needs of the homeless populations in the City and throughout the CoC. These programs involve a range of services for homeless individuals and families including supportive services, emergency shelter, transitional housing and permanent supportive housing for chronically homeless individuals and families, survivors of domestic violence, veterans and their families, and unaccompanied youth. The City acknowledges that the prevention of homelessness is a financially prudent means of addressing homelessness and demonstrates this through funding of programs assisting families/individuals experiencing crises or financial hardships and working to rapidly re-house those who have become homeless. The City, through the CoC, partners with the Massachusetts Interagency Council on Housing and Homelessness (MAICHH) which oversees discharge planning for health care facilities, mental health facilities, foster care, and youth and general population corrections institutions. The efforts of the City provide the homeless populations with assistance in transitioning to housing, accessing mainstream benefits, and achieving and sustaining an enhanced quality-of-life.

FY13 Proposed and Actual Outcomes

Goals	Proposed Outcome	Actual Outcome
Housing and Prevention Services	425 people	153 people
Shelter Support for Operations and Services	580 people	472 people

Racial/Ethnic Status of People Served	People Served
White/non-Hispanic	345
Hispanic	92
African American	148
Asian	27
Native American	4
Other	9
TOTAL	625

The information below provides details about the performance of each program funded, and how they meet a variety of needs present within the community:

- The Horace Cousens Industrial Fund – Emergency Assistance for Rent and Utilities – This program assisted 40 households in providing support to families facing a financial emergency that could result in a loss of housing. The average grant was \$580.
- Middlesex Human Service Agency – Bristol Lodge Men’s/Women’s Shelters – In FY13 these shelter programs helped 50 individuals move to permanent housing or transitional housing. Funds also helped provide new flooring for both shelters and new interior paint for the Men’s Shelter.
- REACH Beyond Domestic Violence – Emergency Shelter – This year, fifteen families/households participated in this program. Nine of the households moved out of the shelter into permanent housing or transitional living programs.
- The Second Step – Transitional Residence – During FY13, this program served 14 families/households and helped seven of them move into permanent housing. All families at the residence gained access to mainstream benefits. Four heads-of-household gained employment and ten heads-of-household enrolled in job training or other educational programs.
- Brookline Community Mental Health Center – Homelessness Prevention and Rapid Re-housing – This grant was initiated on 2/1/2013 (grant period ends on 8/14/2014) and in the five months of FY13 the programs served eleven families/households comprised of 37 persons. Services ranged from case management and budgeting to financial assistance to prevent homelessness and the housing of households already homeless.

EMERGENCY SOLUTIONS GRANT MATCH

Each agency receiving Emergency Solutions Grant funds matches the ESG funds with, at least, an equal amount of funds from other sources. All funded agencies report that their total of matching funds exceeds the required match and the majority of agencies are many times over the required match. A breakdown of the source and amount of match received is provided below:

Source of Match	Amount
MA Department of Children and Families	\$232,943
MA Department of Housing and Community Development	\$795,147
City of Waltham, MA	\$8,800
Federal Emergency Management Agency	\$20,000
Cash and In-Kind Donations	\$660,153
Brookline Community Mental Health Center	\$9,460
Total	\$1,726,503

BROOKLINE-NEWTON-WALTHAM-WATERTOWN CONTINUUM OF CARE

The City of Newton is the Collaborative Applicant in the BNWW CoC and is responsible for submitting the CoC Consolidated Application for McKinney-Vento funds for homelessness assistance programs each year. The most recent application to HUD, submitted on January 18, 2013, included a request for \$1,217,328 for 13 project renewals and a Planning Application. In response to the application the CoC received \$1,204,639 in project renewal funds for 13 projects and was not awarded the Planning Application. Funds were distributed among five housing and human service providers including Advocates, Inc., Brookline Community Mental Health Center, Pine Street Inn, The Second Step, and Vinfen. Of the total funds received, \$741,940 was for Newton-based projects. These funds leveraged \$1,793,599 in state, local, and private funds and have been used to provide housing and supportive services for homeless people at transitional housing and permanent supportive housing sites in each of the four CoC communities. The City intends to apply for McKinney-Vento funds in FY14 as well as continue its role as lead in managing the CoC.

Also in FY13, the CoC began implementing the Action Plan developed from the CoC Check-up process of FY12. Executing the Action Plan and creating a Ten-Year Plan to End Homelessness within the CoC communities (initiated in FY13) are steps to solidify the CoC's compliance with the federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The Action Plan determines the CoC's activities relative to building governance and organizational infrastructure, increasing HMIS data integrity, expanding administrative and organizational capacity, and furthering housing services (e.g. reducing and eliminating homelessness) in the four member communities of the CoC.

Additional functions of the CoC are coordinating and performing the annual HUD Point-in-Time (PIT) count of homeless persons. In FY13, the PIT included an unsheltered count. The unsheltered count is required biennially and, with the sheltered count, was conducted from sundown on January 30 through sunrise on January 31, 2013. The City of Newton, in collaboration with the Town of Brookline, facilitates the PIT and Housing Inventory Count (HIC) on an annual basis; this is the principal way in which the City systematically reaches out to the homeless and, once the data is tabulated, is able to assess their needs. The PIT data included law enforcement counts that indicated there were two unsheltered homeless individuals in Newton and five in Waltham and an additional 18 unsheltered individuals were surveyed at a Community Center in Waltham. The Massachusetts Department of Housing and Community Development (DHCD) is also housing 188 homeless families/households in motels located in the City of Waltham. These families are comprised of 489 persons including 274 children of whom 74 are school-aged. In FY14, the City will facilitate the HIC and PIT count for the sheltered homeless sometime during the last 10 days of January 2014. Although not required, the City will consider conducting a Point-in-Time count of unsheltered homeless in FY14.

CITIZEN PARTICIPATION

One of the key strengths of the Newton Housing and Community Development Program is the large number of committed volunteers who inform program decisions. Eight advisory committees provide ongoing feedback on the direction of the Housing and Community Development Program. These residents and business owners play a crucial role in grounding the Program in the community. Newton is fortunate to have an extremely active community of residents who helped Program staff achieve a number of goals during FY13.

ANNUAL PERFORMANCE HEARING/PUBLIC COMMENT PERIOD

The draft *Consolidated Annual Performance and Evaluation Report* (CAPER) has been and will remain posted to the City's website from August 28 through September 26, 2013. The draft was also presented at the Annual Performance Hearing on September 12, 2013 during the Planning and Development Board meeting.

Hard copies of the CAPER have been made available to the public throughout the 15-day comment period (September 12 through September 26, 2013). In addition, notice of the draft CAPER's availability and the date of the Annual Performance Hearing were included in the Planning and Development Department's weekly report that is provided to approximately 340 individuals (40 hard copy and more than 300 electronic reports). A notice for the public hearing was also published in the *Newton Tab*, as well as in the newspapers of the thirteen other WestMetro HOME Consortium communities, between Wednesday, August 28, 2012 and Friday, August 30, 2013. After the public hearing, a notice of the comment period in the Planning and Development Department's weekly report, with distribution dates of September 13 and 20, 2013.

COMMENTS

Written Comments

Several comments were received before the September 12th public hearing. Phil Herr provided comments requesting more clarity regarding the connection between the identified housing priority needs and the action taken to address those needs, with specific reference to the 54 Eddy Street project. In response, Housing and Community Development Division staff edited the text under Housing Priority Needs #1 and #2 to draw more clearly the connection between the identified need and the action which addresses that need. Additionally, he also felt that the Economic Development text that references the façade improvement program implied that the *Newton Comprehensive Plan* supports façade improvement programs, which he believes was not stated in the *Plan* explicitly. Additional text has been added to that section to explain how the economic development priorities in the *Plan* helped to shape the façade improvement program.

Sheila Mondshein provided comments making several word choice change recommendations, all of which were accepted, and suggested the inclusion of a description of several additional fair housing activities which took place in FY13, which were added.

The night of the public hearing, Uniting Citizens for Housing Affordability in Newton (U-CHAN) submitted a letter from Josephine McNeil and Esther Schlorholtz, the organization's Co-Chairs, describing its desire that the City do more to involve direct beneficiaries of the CDBG, HOME, and ESG programs in the advisory committees and public participation process. The *FY16-20 Consolidated Plan*

process, for which the City is currently doing initial planning, intends to increase involvement from direct beneficiaries of CDBG, HOME, and ESG programs, and the corresponding Citizen Participation Plan intends to sustain that involvement for years beyond the completion of the *FY16-20 Consolidated Plan*. The letter also voiced support for discussions about the division of funds between the program areas, with consideration of the current needs in Newton. The *FY16-20 Consolidated Plan* process, through its market analysis and identification of needs will provide an opportunity to consider the allocation of funding between program areas, and make adjustments as appropriate to the annual budgets anticipated for FY16-20.

Finally, Josephine McNeil, Executive Director of Citizens for Affordable Housing in Newton Development Organization, Inc. (CAN-DO), commented on several items. She described her position in opposition to the City's new procurement process. She also expressed concern about whether the Economic Development Advisory Committee is effectively able to fulfill its responsibilities and believes that the description of the committee in the CAPER does not describe the committee's current composition. Finally, she identified what she characterizes as a lack of an inclusive process in the selection of the membership of the Neighborhood Advisory Committees in leading to projects that she feels do not directly benefit persons with low to moderate incomes.

After the public hearing, one written comment was received. Sallee Lipshutz described her opinion on the public notice process for 2042-2044 Beacon Street Affordable Housing Proposal, known as "Engine 6," and suggested means of increasing public outreach very early in the process, including conducting a reverse 911 call with information about the project that points people to more information online. She also recommended that Neighborhood Area Councils serve in the place of Neighborhood Advisory Committees, since those are only present in the City's four target neighborhoods. As described above, the *FY16-20 Consolidated Plan* process will include a consideration of appropriate changes to the Citizen Participation Plan and public notification process, and will provide an opportunity to employ different forms of public engagement that could be utilized in the coming years.

Public Hearing Comments

At the September 12th public hearing, Josephine McNeil, spoke on behalf of U-CHAN and reiterated the comments in their letter regarding the need for participation by more low- to moderate-income individuals and a need for cross-fertilization of ideas regarding the program areas. Phil Herr said that U-CHAN suggested the City have a commitment to getting more direct beneficiaries involved. Josephine also spoke on behalf of CAN-DO, again expressing her concerns regarding the new procurement process, and requesting the allotment of all the program area funding be reconsidered.

Janet Sterman talked about some pedestrian safety needs in Newton Corner, and the recently-completed improvements at Carleton Park.

Maureen Reilly Meagher expressed a desire to learn more about affordable housing and suggested that a process for citizen participation be developed for neighborhoods that might have projects, but are not target neighborhoods. Sallee Lipshutz expressed a similar desire, that if projects are proposed outside of target neighborhoods, there should be mechanisms in place to be in touch with residents in those areas.

Peter Doeringer, a member of the Planning and Development Board, offered some input on performance measures for the projects.

PART II

HOME PROGRAM

WESTMETRO HOME CONSORTIUM

TOWN OF BEDFORD**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES**

The Town of Bedford addressed the goals and objectives established in the Five-Year Consolidated Plan as described below:

Priority #1: Housing needs of small family renters with incomes between 31 and 80 percent of AMI.*New Projects*

There have not been any new rental housing projects completed during FY13. The Housing Partnership will continue to seek opportunities for affordable rental projects.

Preservation

The Town began work towards the preservation of rental units whose affordability restrictions are facing expiration. Bedford Village, a 96-unit MassHousing-financed development, has affordability restrictions that will expire in 2018. Through the Regional Housing Services Office, the Town contacted the Community Economic and Development Corporation, the state quasi-public agency that closely tracks expiring use properties for technical assistance and MassHousing for information concerning the property. Although 2018 seems in the distant future, it is not too early to begin planning for such a large project.

Priority #2: Housing needs of small family owners with incomes between 51 and 80 percent of the area median income.*Habitat for Humanity*

Habitat for Humanity purchased a property on North Road in Bedford for the development of eight affordable homes. The project includes the preservation of an existing farmhouse and its conversion into two affordable units. The Town approved \$600,000 of Community Preservation Funds for the project. The project was completed in FY13 with the last of the eight units sold on November 8, 2012.

The project created homeownership opportunities for six families making up to 50 percent of AMI and two households making up to 80 percent of AMI. Households making less than 50 percent AMI are rarely targeted for homeownership projects.

Hartwell Farms

Pulte Homes of New England is developing a 75-unit town home development with twelve affordable units for households making up to 80 percent of median income. The development, called Hartwell Farms, will be situated on a 25-acre parcel. All of the units have two bedrooms, two or two-and-a-half baths, and a two-car garage. The project was approved by the Town during FY 2011, and the first lottery was held in FY12. It was granted a Special Permit from the Planning Board. Four affordable units were sold in FY12 and an additional five units sold in FY13.

New Projects

The Partnership will continue to review proposals submitted by private developers.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Bedford Housing Authority (BHA) maintains family and elderly/disabled housing with the support of local agencies and finances. The BHA offers services including: English as a Second Language classes, monthly blood pressure clinics, and flu shot clinics. There is a tenant association that holds monthly meetings and the BHA sponsored an annual cook-out for Ashby Place tenants.

In FY11, the BHA continued to make capital improvements to Ashby Place, an elderly/handicapped development, with a grant from the Department of Energy and the state Department of Housing and Community Development (DHCD). Additionally, an energy efficiency and safety project at Elm Street, a family housing development, began in FY11, and included the replacement of boilers, chimney upgrades and repairs, insulation, and other exterior improvements. The project was funded by Community Preservation Funds, state DHCD funds, and the Housing Authority.

The Bedford Housing Authority applied for HOME funds in FY13 for capital improvements to a two-unit project at 20 Railroad Avenue. This project will be committed and construction will take place in FY14.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

All of Bedford's affordable units are affirmatively marketed. The Bedford Housing Partnership approves all marketing plans for developments with affordable units. A large component of the marketing plan requires the developer to specifically list all of the methods they will use to affirmatively market the units. Women-owned businesses have been on the development teams of several projects, including attorneys and lottery agents. Guidelines also require that outreach is targeted to minorities.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The impediments to fair housing choice in Bedford include: a difficulty developing new housing for a diverse population due to high construction and property costs; the perception that new affordable and family housing increases the demand on town services; a small existing minority population; limited financial resources; and lead paint in older housing. In FY13, Bedford conducted a new *Analysis of Impediments to Fair Housing*. The Town identified actions which can be pursued to reduce impediments to fair housing, including: reviewing and strengthening Town bylaws and zoning to encourage more affordable housing opportunities, promoting fair housing education, reviewing affirmative marketing plans to encourage more outreach to minority groups and additional outreach for accessible units, and encouraging diversity on town boards and committees. To overcome impediments to fair housing, the Town is completing the following activities:

- The Partnership will continue to review the Town's Accessory Apartment bylaw for changes which might encourage the creation of more housing types. They will undertake development projects which target a diversity of incomes ranging from 30 percent to 80 percent of AMI.
- Development projects are targeted not only to a variety of income groups, but also to diverse population groups, including rental units satisfying requirements of the Americans with Disabilities Act and Massachusetts Architectural Access Board.
- The Bedford Housing Partnership and Bedford Municipal Affordable Housing Trust conduct affordable housing education activities. The Partnership distributes materials in order to dispel myths and build support for affordable housing.
- Bedford has joined with other communities to regionalize their housing activities through the innovative Inter-Municipal Agreement between Acton, Bedford, Concord, Lexington,

Sudbury, and Weston to establish the Regional Housing Services Office (RHSO), which was launched in FY12. This regional consortium offers housing administrative support to the Towns and its residents.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

The Bedford Veterans Quarters continues to provide housing and services for sixty homeless veterans. Fifty-seven of the residents receive Section 8 certificates and these homeless individuals have a permanent home. The project was completed and occupied in FY08.

In FY13, the Town of Bedford initiated a Small Grants Programs to help low-income homeowners improve and/or maintain their homes. This is a new program and no loans have been issued to date.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

For the Habitat for Humanity project, eight units are complete and are Energy Star qualified. Similarly, the units at Hartwell Farms are Energy Star qualified.

PART B. LEVERAGING: N/A

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

The Bedford Housing Partnership includes a representative from the Planning Board and Housing Authority, in addition to a liaison from the Selectmen. Both representatives ensure that there is close coordination among the groups. The Town also established a Municipal Affordable Housing Trust as newly allowed in Massachusetts. It replaced the Bedford Housing Trust, a 501(c)(3) trust and, through its municipal auspices, lessened the overall cost of administering affordable housing.

PART D. MONITORING

Bedford completed monitoring to confirm continued ownership and residency of ADDI loan recipients. 447 Concord Road was monitored for HOME compliance. No problems were evidenced during this monitoring. In addition, through the RHSO, the Town has monitored non-HOME affordable rental and ownership developments.

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS

Two ADDI loans are outstanding; one for \$4,668 and one for \$2,451. The loans will be repaid upon resale of the properties. A loan of \$95,705 was been made to 447 Concord Road LLC in FY2008. This loan will be forgivable.

PART G. ANNUAL PERFORMANCE REPORT: N/A

TOWN OF BELMONT

PART A1. ASSESSMENT OF GOALS AND OBJECTIVES – OVERALL

During FY13, Belmont continued to address the Town’s three housing priorities: housing needs of elderly owners, elderly renters, and small family renters.

The final Certificate of Occupancy was issued for the last affordable housing unit (three affordable units total) constructed under the Oakley Neighborhood Smart Growth Overlay District (§6C of the Zoning By-Laws). This District, which meets the requirements of MGL Chapter 40R, created 17 units of housing, including three units of affordable housing.

A proposal for a mixed-use development in Cushing Square, known as Cushing Village, was submitted to the Planning Board in February of 2012. Depending upon final approvals, the development will include approximately twelve affordable rental units (a mix of studios, one- and two-bedroom units) as required under the Town’s Inclusionary Housing By-Law (§6.10 of the Zoning By-Laws). The Trust provided input to the Planning Board and the Applicant regarding the affordable housing units to ensure that the units address the Town’s housing needs.

The Belmont Housing Trust, with the assistance of Metro West Collaborative Developers (MWCD), the Belmont Housing Trust, Lexington Housing Partnership, and Waltham Alliance to Create Housing, continues to investigate opportunities for affordable housing projects within the Town of Belmont. Several opportunities appear very promising, though nothing has come to fruition.

The Trust submitted a Community Preservation grant to create a funding mechanism to buy two-family structures, convert the units into condominiums, and sell them as affordable housing. Unfortunately, the application was not successful. The Trust expects to submit another application during the next funding round.

Active HOME projects in FY13

Project Name	Budget	Contract Amt.	HOME Units	Total Units	HOME funds expended in FY13	Project Status
None						

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES - PUBLIC HOUSING

A member of the Belmont Housing Authority sits on the Belmont Housing Trust. This arrangement ensures that Housing Authority residents are properly informed of programs that benefit them. It also ensures that each organization knows what the other is doing and can work collaboratively to further the agenda of safe, decent, and affordable housing for all.

The Office of Community Development continued working with the Director of the Housing Authority on a potential HOME-funded project to improve the existing public housing stock. The Housing Authority secured a Community Preservation grant to replace existing electrical underground conduit found within the development. It is anticipated that a HOME project will be developed during FY14.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES - AFFIRMATIVE MARKETING

During FY13, although the Town did not undertake any actions that would have required affirmative marketing or outreach to minority and women-owned businesses, the Town was actively involved in the oversight of these activities for the Oakley Neighborhood 40R development.

There are two major barriers to affirmative marketing and outreach to minority and women-owned businesses – the lack of affordable housing development opportunities and the lack of HOME funding allocated to the Town. With more housing opportunities and funds the Town would be able to do more projects and could pursue more affirmative marketing and reach out to minority and women-owned businesses.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES - IMPEDIMENTS TO FAIR HOUSING

Belmont's *Analysis of Impediments to Fair Housing Choice* revealed the following impediments: discrimination, physical constraints (lack of land and housing), policies, lead paint and other hazardous materials, and lack of funding.

Actions taken during FY13 to overcome these impediments include:

- The final affordable unit associated with the Oakley Neighborhood development was occupied. The Oakley Neighborhood Smart Growth Overlay District, which was drafted under MGL Chapter 40R, allowed the construction of 17 units of housing, including three units of affordable housing. The underlying zoning would have allowed only five units of housing.
- The Town began to review a mixed-use development submitted under the Cushing Square Overlay District. If approved, the proposal would include 12 affordable housing units as required under the Town's Inclusionary Housing By-Law.
- With the assistance of the Metropolitan Area Planning Council (MAPC) and under the coordination of Metro West Collaborative Development, Belmont, along with Watertown and Lexington, won a grant to undertake the creation of "Housing Production Plans" for each community. A component of this plan is the identification of potential affordable housing opportunities within Belmont.

The underlying hurdle facing the development of affordable housing continues to be the residents' misconception about affordable housing – who occupies it and why it is needed. Additionally and given the current economic conditions, residents are gravely concerned about the costs imposed on the Town by building more affordable housing (especially family housing). Residents take a short term view of housing in which the home is continuously occupied by a family with school age child. The real estate taxes generated by that property do not cover the costs of Town services and especially the cost of educating the children associated with such developments.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES-PERSONS LIVING BELOW POVERTY LEVEL

The Town of Belmont continues to undertake the following actions that may impact the number of people living below the poverty level. The Trust worked with the Belmont Municipal Light Department and the Belmont Council on Aging to publicize the Earned Income Tax Credit program and offered to complete income eligible residents' income taxes for free. The Town, through its Council on Aging, offers elderly homeowners a Property Tax Work-Off Program. The Program allows participants to reduce their property taxes up to \$1,000 by 'volunteering' a number of hours to the Town based on

the current minimum wage. 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. The Belmont Food Pantry was established almost 20 years ago to serve Belmont residents. The Pantry is operated by volunteers and is fully supported by private donations from Belmont residents, clubs, schools, and religious organizations.

The major barrier to reduce the number of persons living below the poverty level is the lack of funding. Although Belmont is not faced with a significant number of people living below the poverty level, that number has grown. The 2007-2009 American Community Survey 3-Year Estimate (as provided by the US Census) reported that in Belmont 2.9 percent of families and 3.8 percent of individuals (892) lived below the poverty level. The 2010 American Community Survey 3-Year Estimate (as provided by the US Census) reported that in Belmont 5.3 percent of families and 7 percent of individuals (1,687) lived below the poverty level.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES - ENERGY STAR UNITS

The three affordable units built at the Oakley Neighborhood 40R Development were approved subject to meeting Energy Star standards and incorporating LEED principles to the extent practicable and feasible.

PART B. LEVERAGING

The Oakley Neighborhood 40R Development created one affordable unit during FY13 (three total - two in FY12 and one in FY13). This development was fully funded with private resources. No federal resources from HUD were utilized in this constructing this development.

The Belmont Affordable Shelter Fund continues to leverage approximately \$15,000 in local funds.

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

Metro West Collaborative Development continued to provide staff support to participating communities, including Belmont, to look for opportunities within each community to develop affordable housing. The MWCD is tasked with doing all of the startup work necessary.

With the assistance of the Metropolitan Area Planning Council (MAPC), Belmont, along with Watertown and Lexington, won a grant to undertake the creation of "Housing Production Plans" for each community. A significant component of this plan is outreach and communication with the residents of each community. Development of the Plans is being coordinated by the Metro West Collaborative Developers and will include public forums, surveys, and public meetings.

Representatives of the Belmont Housing Trust and Town Staff met on a monthly basis during FY13 to ensure that various housing issues and projects continue to move forward. The Trust held monthly public meetings to discuss various housing issues. As mentioned previously, the membership of the Trust includes a Belmont Housing Authority member which ensures collaboration and shared information between these two organizations.

The Trust continued to work with the Belmont Municipal Light Department and the Belmont Council on Aging to publicize the Earned Income Tax Credit program and offered to complete income eligible

residents’ taxes for free. While this is not a program funded by the Town, publicizing it greatly expanded people’s knowledge of the existence of the program.

PART D. MONITORING

The Town of Belmont is required to annually monitor the Waverley Woods development, which contains 11 HOME-assisted units. The Town compiled information to complete the HOME monitoring Checklist 6-D. The report includes all rents, household annual income amounts, household size, and unit size. Based on the monitoring, the project meets the requirements of the HOME program.

PART E. DISPLACEMENT AND RELOCATION

None of the activities conducted by the Town of Belmont during FY13 caused the displacement or required the relocation of any people or businesses.

PART F. STATUS OF LOANS

The Town provided a total of \$600,000 in HOME funds (FY07 - \$200,000; FY08, FY09, FY10, and FY11 - \$100,000/year) to the developer of Waverley Woods, Affirmative Investments. With the final payment of \$100,000 in FY11, the Town finished its commitment to Waverley Woods. The HOME assistance is structured as a loan to be forgiven if the developer satisfies the terms of the agreement, which includes the construction of 40 units of affordable rental housing. The developer fulfilled his obligation and the loan therefore is forgiven.

PART G. ANNUAL PERFORMANCE REPORT

	Very Low Income (At or below 50% AMI)	Low Income (51%-80% AMI)	Total
Oakley Neighborhood (Not funded with HOME funds)			
Owner households	--	1	1

Minority Owned Businesses
The Town of Belmont did not write any contracts for HOME projects during the reporting period.
Women Owned Businesses (compared to Male Owned Businesses)
The Town of Belmont did not write any contracts for HOME projects during the reporting period.
Minority Owners of Rental Property
The Town of Belmont did not write any contracts for HOME projects during the reporting period.

TOWN OF BROOKLINE**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL**

While the Town's affordable housing goals are broad, its achievements in any particular year necessarily depend upon the opportunities that it has created and cultivated during previous years, as well as market opportunities that may be beyond its control. This year, the Town was successful in completing Olmsted Hill Condominiums, helping to advance Brookline's next major project at 86 Dummer Street, facilitating the planning process for the redevelopment of two long-term lodging houses, and investing in the preservation of affordable housing units owned by the Brookline Housing Authority and two special needs residences serving developmentally disabled adults. HOME funds were used in the first project, and are programmed for use at the second.

Priority #1: Housing needs of single-person renters with incomes between 0 and 30 percent or 31 and 50 percent of AMI.

The Town has continued to promote the preservation of existing nonprofit-owned affordable housing serving single persons, including the disabled. In FY13 it provided \$126,000 in CDBG funds for energy efficiency, electrical and safety upgrades at two Specialized Housing properties with a total of eighteen residents.

Brookline has also been working with Pine Street Inn (PSI) on strategies to improve and preserve two lodging houses at 51-53 and 55-57 Beals Street. These long-term lodging houses have been managed by PSI under lease with the owner since 2004, and PSI now has until fall of 2013 to exercise its option to purchase. The Town has committed almost \$1.3 million towards acquisition costs for the project, half of which will come from FY13 and FY14 CDBG funds and the revolving loan fund, and the other half from a Town Housing Trust bridge loan. As a result of recent changes to the Town's zoning by-law and lodging house regulations, PSI will be able to redevelop the buildings with about 30 "enhanced" single room occupancy (SRO) units including small bathrooms and mini-kitchenettes. PSI is currently applying to the Commonwealth of Massachusetts for low income housing tax credits and additional gap subsidies, and will apply to the Federal Home Loan Bank of Boston for its Affordable Housing Program funding.

Priority #2: Housing needs of small and large family renters with incomes between 0 and 30 percent, 30 and 50 percent or 51 and 80 percent of AMI.

One of the Town's top priorities during FY13 was a project under development by the Brookline Housing Authority (BHA). The Town collaborated with the BHA, raising its Housing Trust predevelopment loan by \$135,914 to \$542,331 to support predevelopment activity for its 32-unit low-income housing tax credit project at 86 Dummer Street, to be constructed on a portion of the site of the state-supported Trustman Apartments public housing project. The development is designed to serve ten households with incomes under 30 percent of AMI, ten additional households with incomes under 50 percent of AMI, and twelve additional households with incomes under 60 percent of AMI, in one-, two- and three- bedroom units. The BHA is in the process of raising a total of \$12.8 million, including commitments already received from the Commonwealth of Massachusetts for low income housing tax credits (expected to raise an estimated \$6.9 million) as well as three state programs totaling over \$1.9 million. It has also raised \$300,000 from the Federal Home Loan Bank of Boston's

Affordable Housing Program and \$400,000 from the HomeFunders program. The Town has committed up to \$1.7 million to include \$1,084,969 in HOME funds expected to be formally committed by August 2013 and \$600,000 for a ground lease, with additional potential funding from the Town's Housing Trust for the rebuilding of the Trustman Apartments courtyard and parking lot.

The Town also serves income-qualified renters by working with developers of rental properties obligated to provide units under the Town's inclusionary zoning requirements. In FY13, it worked with the developer of 20 Englewood Avenue on a marketing plan for three affordable rental units, including two aimed at households with incomes fewer than 80 percent of AMI. See also Part A-2, below.

Priority #3: Housing needs of small family and large family owners with incomes between 51 and 80 percent of AMI.

In FY13, Brookline completed its Olmsted Hill project. This complex of 24 affordable two- and three-bedroom units in three buildings, part of the redevelopment of a formerly Town-owned reservoir site, includes 12 units (six funded by HOME) that will serve families with incomes up to 80 percent of AMI, and 12 that will serve families with incomes up to 110 percent of AMI. Permanent subsidy for the affordable units includes \$1,273,982 in HOME funds, as well as \$820,605 from Brookline's Housing Trust, \$2,326,600, from excess revenue from the sale of the ten single-family house lots on the subdivision. In addition, the larger property was sold by the Town to the developer at a below-market sales price, and the developer was able to shift a disproportionately larger share of the site acquisition and preparation costs to the market rate lots. All units were sold by early fall 2013 to buyers with long-term deed restrictions.

Priority #4: Housing needs of single-person, small family, and large-family homebuyers with incomes between 51 and 80 percent of AMI.

This program offers gap funding loans to income-eligible, first-time homebuyers up to a maximum of \$100,000 to \$175,000 per unit, depending on unit size. Because of the lack of responsiveness to this program in previous years at the maximum subsidies offered, and the alternative opportunities to the Town for achieving long-term affordability at a lower per unit cost, this program was placed on hold in FY12 and there are no immediate plans to restart it. Program income from the repayment of downpayment assistance loans upon unit resale were redirected to the 86 Dummer Street project during FY13.

The Town also serves income-qualified homebuyers by working with developers obligated to provide units under the Town's inclusionary zoning requirements, and by facilitating the resale of existing affordable deed-restricted homes through the exercise of the Town's right of first refusal. The Town worked with two purchasers of affordable condominium units at 109 Sewall Avenue, who closed on their units during the summer of 2012; and with the developer of 321 Hammond Pond Parkway to market four affordable condominium units – three serving families with incomes below 80 percent of AMI, that are likely to be closed in the fall of 2013. During FY13, Brookline also successfully completed the resale of two deed-restricted units, including one at 630 Hammond Street, as well as a unit reclaimed from foreclosure and rehabilitated by the nonprofit Brookline Improvement Coalition at 323 Boylston Street, and began the resale of a third affordable condominium unit at Juniper Gardens. One

of these units serve a household earning less than 80 percent of AMI, and two serve households earning less than 100 percent of AMI.

Project Name	Budget	Contract Amt.	HOME Units	Total Units	Funds expended in FY13	Project Status
Olmsted Hill Condominiums	\$9,163,187	\$1,273,982.02	6 (6<80%)	24 (12 <80% AMI)	\$12,739.82	Construction complete; units sold and occupied
Homebuyer Assistance Program	0	\$ 0	0	N.A.	\$0	Funds redirected to 86 Dummer Street

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

Brookline continues to be strongly committed to preserving its low-income affordable housing stock owned by the Brookline Housing Authority. In FY13, the Town committed \$239,404 in CDBG to the Brookline Housing Authority for an eligible project at two of their developments containing a total of 306 affordable units. The specific scope of work includes extensive masonry repairs at the two-family developments. In addition, the Town worked with the BHA to complete \$1,009,486 in previously CDBG-funded projects at seven developments with a total of 544 units. These projects include window replacement, façade improvements, masonry repair, installation of intercoms, rehabilitation to create accessible units, boiler replacement, and lead testing.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The following details the process for affirmatively marketing new affordable units in Brookline:

- The “Equal Housing Opportunity” slogan and logo is used when advertising in newspapers and on other printed material related to outreach.
- Each application and program description includes language stating that applicant eligibility would not be based on race, color, national origin, sex, religion, familial status, or disability.
- Each application requests (but does not require) “Information for Government Monitoring Purposes” regarding the race and ethnicity of the applicant.
- Information is made available to persons in the housing market who are not likely to apply for housing without special outreach via the following:
 - Advertisements are placed for two separate weeks in the Brookline Tab – a local newspaper.
 - Advertisements are placed in metropolitan area minority newspapers including: The Banner, Sampan, and El Mundo and well as the METRO, a free newspaper available to commuters, which serve populations that otherwise might not necessarily apply for units in Town.
 - A notice is placed to persons from all over the metropolitan area that subscribe to the Town’s email notification list, a number that now totals over 2,800. The Division uses all newspaper ads for specific programs as an opportunity to promote subscription to this list.

- Notices are provided to the Town's METCO Program office, serving families of color from the City of Boston with students who attend Brookline Schools, for distribution to participating families.
- Notices are sent to all Brookline schools and school personnel.
- Information and applications are posted on the Town's website, and by personal notice through the Town's affordable housing listserv (subscription to which is widely noted on the Town's website and in Town advertisements for all affordable housing opportunities).
- Information is posted at public libraries and on public bulletin boards throughout town.
- Postings on the Town employee electronic bulletin board.
- Notices are sent to all Town Departments, including the Commission for the Disabled, Veterans Affairs, Council on Aging, Health, Police, Fire, etc.
- Information is provided to the Brookline Housing Authority and applications are made available at its offices, including the Section 8 office which, when appropriate, notifies Section 8 certificate holders looking for housing.
- Applications are made available via mail, at public locations including the Town Hall Planning Department and public libraries, via e-mail, and via download from the Town's web site.
- All locations for interviewing and orientation are wheelchair accessible and translation assistance for Russian, Chinese, and Spanish can be made available on an as-requested basis.

Brookline generally has a very successful record of minority response, both as applicants and as finalists. At Olmsted Hill, 72 percent of the 78 eligible applicants and 79 percent of the 24 successful buyers were members of minority groups.

The Town also worked with New Atlantic Development Corporation and its contractor, Nauset Construction, to achieve \$956,300 in MBE/WBE contracts, constituting 18 percent of the construction cost at Olmsted Hill Condominiums.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

In FY13, the Town's Housing Division updated Brookline's *Analysis of Impediments to Fair Housing Choice (AI)*. The AI was accepted and certified by the Board of Selectmen on July 9, 2013. Impediments and specific actions were identified that will be undertaken over the next five years.

While affordability continues to be a major obstacle for many seeking to live in Brookline, the purpose of the AI is to identify barriers beyond affordability that limit housing choices for persons of protected classes. The list of key impediments identified in the AI includes:

1. Based on studies conducted in adjacent cities of Boston and Newton as well as regional history and trends, it is likely that housing discrimination against persons in protected classes also occurs in Brookline's rental and for-sale real estate markets. In addition, many residents may not be aware of what constitutes housing discrimination and fair housing law.
2. There is an increasing need for public and private housing opportunities for persons with disabilities.
3. Section 8 voucher holders, particularly families needing two or more bedrooms, have difficulty finding suitable housing in Brookline's private housing market.

4. The presence of lead in many housing units, due to age of the housing stock, may limit options for families with children.
5. The need to assure access to homeowner financing to encourage fair and responsible lending for all protected classes.
6. Increasing property taxes can have a negative impact on senior, disabled, veteran, and other low-income households.
7. Almost 10 percent of Brookline's population is persons with limited English proficiency (LEP).

Over the next several years, the Town plans to:

- make training and public education on fair housing issues more regular;
- work with the Metropolitan Area Planning Council in developing its Fair Housing and Equity Assessment for the region;
- continue to affirmatively market all new affordable housing opportunities;
- explore and undertake new projects that create housing opportunities for persons with disabilities;
- provide training on lead paint abatement for residents; and
- explore how to better serve the LEP population. A full list of proposed actions in the AI. Actions undertaken as a result of the AI will be reported in the CAPER.

With regard to increasing housing opportunities for person with physical disabilities, in FY13, the Housing Division continued to provide information regarding the State's Home Modification Loan Program which provides low- and no-interest loans to modify the homes of elders and individuals with disabilities. In addition, in FY12, \$272,250 in CDBG funding was committed to the Brookline Housing Authority to renovate three units for wheelchair accessibility at the Sussman House, a 100-unit building serving seniors and disabled persons. This project was completed in FY13. The Olmsted Hill Condominium also added two wheelchair accessible units and one unit for the hearing impaired to the Town's stock of permanently affordable housing.

Service providers continue to express a need for increased supportive housing for persons with mental and sometimes physical disabilities. Housing opportunities for persons living on SSI and SSDI are very limited. In order to address this impediment, the Town continues to seek opportunities to work with service-oriented nonprofits to preserve and redevelop existing properties in ways which provide both supportive services as well as wheelchair-accessible living space. In FY13, the Town worked with Specialized Housing to preserve such housing already available by allocating \$126,056 in CDBG funds to upgrade electrical service, undertake safety improvements, and install a new energy efficient heating system in two buildings serving low-income, disabled adults. In FY13 the Town also began work with Pine Street Inn to purchase and redevelop two existing lodging houses into 30 "enhanced" SRO units (see more detail under Priority #1 above). At least two of these units will be wheelchair accessible, and many will serve adults with disabilities on SSI and SSDI.

Over the past several years, Brookline's Human Relations Commission produced several new cable access television programs on key fair housing issues, including two on fair housing for persons with disabilities, one in conjunction with the Brookline Housing Authority for persons receiving public housing assistance, and one highlighting the Fair Housing Center of Greater Boston. In addition, the Commission produced a show in conjunction with Housing Division staff outlining the Town's affordable housing policies and programs. These shows air regularly on Brookline Public Access

television and are available to watch via BATV's on-demand feature. They can also be directly accessed from the Housing Division's updated Fair Housing page on the Town website, which provides both fair housing information and complaint and contact information. The website particularly encourages people who feel they have experienced housing discrimination to contact the Town's Fair Housing Officer and/or the Fair Housing Center of Greater Boston.

Finally, the Town continues to aggressively market its new affordable housing opportunities to households least likely to apply. The steps taken and the Town's most recent results are described in Part A3, above.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

One of the most challenging issues facing households living below the poverty line in Brookline is the high cost of rental housing. Brookline continues to work to provide housing opportunities for very low-income households earning less than 30 percent of area median income. As in several sections above, in FY13, the Town used CDBG funding to support capital and energy efficiency improvements at properties owned by the Brookline Housing Authority and a nonprofit serving very low-income single persons, many of whom are senior and/or disabled, as well as families. The Town also supported the BHA as it advanced in the creation of 32 new low-income rental units, and continued to seek other development opportunities.

In addition, several Town programs seek to support persons to move out of poverty. The Town's Economic Development Office provides technical assistance to persons seeking to start businesses, including networking persons with experts in their field of interest.

The Brookline Commission for Women, with a mission to promote the cultural, racial, and economic diversity of Brookline:

- holds a Winter Coat Drive for Dress for Success, a not-for-profit organization that offers services to underprivileged women entering the workforce;
- has collaborated with the Brookline Chamber of Commerce and Economic Development Office to bring a series of programming for current and prospective women entrepreneurs; and
- has worked with a local lender and the Jennifer A. Lynch Committee Against Domestic Violence to sponsor the Making Cent\$ of Money series of money management seminars for Women.

Finally, the Town's award-winning "Steps to Success" program, with a mission to pursue "an end to generational poverty, one student at a time," encourages school success and college completion. As the program model, which assists low-income public school students, seeks to engage parents, the program has had to respond to language barriers to involvement, adding English language classes for parents. As a logical next step, the Steps to Success program has employed a resources and referral counselor, who assists adults to connect with jobs, job training, and continuing education.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

All 24 affordable units, including the six HOME units at Olmsted Hill Condominiums, were Energy Star certified and were designed to qualify for the LEED Silver rating. The 32 units at 86 Dummer Street will also be Energy Star certified.

PART B. LEVERAGING

During FY13, Brookline focused on the completion of construction and closing of 24 affordable units at Olmsted Hill Condominiums, including six HOME-supported units. Olmsted Hill Condominiums was one component of the redevelopment of a 4.8 acre Town-owned site, including two underground surplus reservoirs. In 2011, the Town rezoned and sold the parcel, at a below market price, to a development entity formed by New Atlantic Development Corporation. The first phase created a subdivision, by demolishing the reservoirs, importing soil, grading, installing infrastructure and a road, and subdividing the site into 10 single-family lots and one large lot for affordable housing. The developer sold the single-family lots to individuals, and undertook the development of the 24-unit affordable condominium. The HOME funding, totaling \$1,273,982, was critical to making the project feasible. As such, it is helping to leverage the other sources of direct subsidy – eventually \$820,605 from the Brookline Housing Trust, and \$2,326,600 in net revenue from sales of single-family lots, which ranged from \$765,000 to \$1,250,000. The project also benefited from indirect subsidy, both from the Town’s write-down in the cost of the parcel, and the developer’s shifting of acquisition and site preparation costs to the budget for the subdivision.

Plans for the Dummer Street project will also entail significant leveraging. According to the most updated budget, the Town’s \$1,084,969, expected to be formally committed during the first month of 2014, will leverage an additional \$11,710,000 in project funding. More than half of this amount will be equity from investors under the low income housing tax credit program; and with the exception of a \$1 million permanent mortgage, most of the remaining will be from various State gap funding sources and the Federal Home Loan Bank of Boston Affordable Housing Program. The Town has already provided \$600,000 CDBG for a ground lease, and is expected to provide at least another \$1 million to rebuild the Trustman Apartments parking lot and courtyard on which the project will be built.

The following shows funds expended in FY13 and total spent to date on Olmsted Hill and 86 Dummer Street:

Category	Amount	Source
Additional HUD Grant(s) Leveraged	\$600,000/\$600,000	CDBG (ground lease for 86 Dummer Street)
Additional Federal Funds Leveraged		
Additional State Funds Leveraged		
Locally Leveraged Funds	\$186,266/ \$820,605 \$0/\$352,537	Brookline Housing Trust to Olmsted Hill Brookline Housing Trust to 86 Dummer Street
Other	\$8,555/\$2,326,600	Cash cross-subsidy from Olmsted Hill market rate component (net proceeds from sale of market rate lots.)
TOTAL >>>>>>>>>>>>>>>	\$794,821/3,747,205	

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

The Housing Division works closely with a number of other Town departments, commissions, and nonprofit organizations to achieve its goal of safe and affordable housing. Coordination among groups is strong and the relationship is collaborative, and as most of the parties themselves are responsive to the public, the relationship among groups enhances opportunities for public participation and input. The following describes the institutional structure in FY13:

- The **Housing Advisory Board (HAB)**, responsible for advising the Board of Selectmen and recommending policies and programs related to affordable housing, continued to meet on a monthly basis to review affordable housing initiatives, and make recommendations regarding appropriations of Town-controlled resources for affordable housing to the Board of Selectmen. Institutional coordination is enhanced by having a representative of the Brookline Housing Authority and of the Planning Board sit on the seven-member HAB. Individual members represent the HAB in community planning processes relating to specific sites. The Housing Advisory Board takes up the Annual Action Plan and amendments thereto at its public meetings. The agendas for all meeting are publicly noticed, providing the public the opportunity to observe and comment.
- The **Brookline Housing Authority (BHA)** added internal expertise in housing development in order to take a strong role in affordable housing development. It is currently working to add 32 units at 86 Dummer Street, on a portion of its Trustman Apartment project site, and is considering how to increase utilization of other existing sites. The BHA has also worked with the Housing Division to implement the Town's Homelessness Prevention and Rapid Re-Housing Program, and regularly receives CDBG funding from the Town for capital improvements.
- The **Brookline Improvement Coalition, Inc. (BIC)**, previously certified as the Town's CHDO, continues to own two affordable rental housing projects and seek other opportunities for small scale affordable housing creation.
- The **Human Relations/Youth Resources Commission** continues to work to increase diversity and awareness of fair housing issues in the Town. Commission-produced cable access television programs on fair housing issues, (including two on fair housing for persons with disabilities, one in conjunction with the Brookline Housing Authority for persons receiving public housing assistance, one highlighting the Fair Housing Center of Greater Boston, and one in conjunction with Housing Division staff outlining the Town's affordable housing policies and programs) air regularly on public access television and on demand from the Fair Housing page on the Town's website.
- The **Brookline Community Mental Health Center (BCMHC)** continues to be the lead agency in implementing the Town's Homelessness Prevention Program. The HPRP program concluded in September 2012, and the Town worked with the BCMHC and the Brookline-Newton-Waltham Continuum of Care to identify funding to extend this successful program, including ESG funds. In addition, the Center administers the Brookline Safety Net, supported by the Brookline Community Foundation, which provides emergency funds critical to keeping low-income residents in crisis housed.
- The **Brookline Council on Aging and Brookline Community Aging Network (B-CAN)** continue to work with Brookline seniors to identify appropriate housing opportunities and supportive social services, collaborating with the Housing Division on areas of mutual concern. In FY13, the Housing Advisory Board collaborated with these groups in their application to the World Health Organization for designation as an "Age-Friendly City," and

in a successful forum on Models for Senior Housing Development in Brookline. As a result of the forum, members of the community have convened to further explore development models and opportunities; and staff began work on guidelines for establishing secondary semi-private spaces within homes to house an elderly family member, or for a companion or caretaker for an elderly homeowner.

- The **Brookline Health Department** continues to enforce health and sanitary code issues related to the Town's housing stock as well as lead paint assessments, inspections, screening programs, and the enforcement of lead paint abatement. The Health Department also works with the Housing Division to implement the Town's Homelessness Prevention and Rapid Re-Housing Program, focusing primarily on currently homeless or near-homeless households.
- The **Board of Selectmen** meets weekly and holds public hearings, invites citizen input and votes on the CDBG One Year Action Plan, and any amendments to that Plan, considering the recommendations of an ad hoc CDBG committee. The Selectmen also vote on allocations of the Brookline Housing Trust and on any amendments to Brookline's HOME One Year Action Plan. Votes on CDBG and HOME are noticed at least 10 days in advance in the legal ads in the local Brookline TAB, as well as at least 48 hour notice in the Selectmen's published agendas, and include a 30-day comment period. Individual Selectmen also may take leadership positions in the planning for any particular project or initiative, such as Olmsted Hill and recent zoning and/or licensing changes permitting enhanced single room occupancy units in affordable, deed-restricted lodging houses.

Because property is so expensive in Brookline in an absolute sense as well as relative to available resources, and because so much of Brookline is zoned for single-family housing, the geographic distribution of affordable housing development is opportunity-driven. During FY13, the Town completed the 24 units Olmsted Hill project on formerly Town-owned land in a zoning overlay district which otherwise was zoned for single family homes. The project was only feasible because of the project's desirable location, a below-market land sales price, and developer/Town collaboration that facilitated the development of the entire subdivision which also included 10 single-family lots sold at prices ranging from \$765,000 to \$1,250,000, which helped to subsidize the affordable units.

The Town's Zoning By-Law in effect encourages "geographic distribution" within multifamily-zoned zones through its Affordable Housing Requirements, which impact all new developments of six or more units. In FY13, two income eligible homebuyers purchased affordable units in a new luxury building with market rate units with market-rate assessed values range from \$1.24 to \$1.95 million.

The Beals Street SRO project will redevelop two long-term lodging houses, which have been "grandfathered" in a two-family zone. By contrast, the opportunity to build 86 Dummer Street is being created by the redesign of an overcapacity parking area on the site of an existing, state-supported public housing project.

PART D. MONITORING

The results of the most recent on-site Housing Quality Standard (HQS) inspections of HOME rental projects are listed in the following table. Since all of the HOME-funded projects in Brookline have fewer than 25 units, an on-site inspection is required only every two years and took place in FY13.

Tenant re-certifications are done on an annual basis and took place in FY13. Inspections will take place again in FY15.

On-site Inspection Results

Project	Date Monitored	Compliance with HQS	Compliance with Income Requirements
1017 Beacon Street	05/13	Yes	Yes
1027 Beacon Street	05/13	Yes	Yes
1754 Beacon Street	05/13	Yes	Yes

Additionally, all homeowners who have received financial assistance through the Homebuyer Assistance program (or have deed restrictions under other Town-sponsored programs) are monitored on an annual basis to verify continued owner occupancy. The Brookline homebuyer programs require that all units purchased with HOME funds remain buyer-occupied throughout the term of the mortgage. Each buyer is contacted by certified mail with a return receipt request. The owner must sign and return an enclosed certification that s/he still occupies the unit as his/her primary residence and that he/she is in compliance with all terms, conditions, and requirements set forth in the mortgage and promissory note. Owner occupancy is also confirmed through Assessor’s Office determination that that the owner continues to qualify for the Town’s residential exemption, and by reviewing annual Town-generated street listings. If any unit is found to be out of compliance, the Housing Division staff will work with Town Counsel to initiate foreclosure and recapture of the unit. All current participants continue to comply with the requirements under program regulations.

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS

HOME Loans Currently Outstanding: 37: (34 homeownership properties + 3 rental properties)

HOME Principal Balance Owned: \$3,263,802.75 (plus \$63,555 in ADDI funds)

HOME Loans Deferred: 37

Terms of Deferral: 30 years, extendable Loans Defaulted: 0

Balances Forgiven/Written Off: Home loans for the development of St. Aidan’s (\$1,824,848) and Olmsted Hill (\$1,273,982.02) not included above, were forgiven upon sale of deed-restricted units to eligible buyers at affordable prices; 6 homeownership loans at 1600 Beacon Street, all included above, will be forgiven when similarly transferred to eligible buyers at deed-restricted prices.

PART G. ANNUAL PERFORMANCE REPORT:

	Very Low Income (At or below 50% AMI)	Low Income (51%-80% AMI)	Total
Olmsted Hill			
Renter households			
Owner households		12	12

Minority Owned Businesses						
In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.						
	Minority Business Enterprises					
	Total	Alaskan Native or American Indian	Asian or Pacific Islander	Black non-Hispanic	Hispanic	White non-Hispanic
Number of contracts	1					\$12,739.82
Dollar amount of contracts	0					
Number of sub-contracts	0					
Dollar Amount of sub-contracts	0					

Women Owned Businesses (compared to Male Owned Businesses)			
	Total	Women Owned	Male Owned
Number of contracts	1		\$12,739.82
Dollar amount of contracts	0		
Number of sub-contracts	0		
Dollar Amount of sub-contracts	0		

Minority Owners of Rental Property						
In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.						
	Minority Property Owners					
	Total	Alaskan Native or American Indian	Asian or Pacific Islander	Black non-Hispanic	Hispanic	White non-Hispanic
Number of owners	0					
Dollar amount of HOME funds	0					

TOWN OF CONCORD**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES****Priority #1: Housing needs of small family homeowners with incomes between 80-120 percent of AMI.**

Objective: Improve access to affordable owner housing.

Strategy: In order to improve access to affordable owner housing, Concord will utilize its HOME funds to renew its membership in the Regional Housing Services Office, which will continue to increase the visibility of Concord's affordable housing opportunities. This program is now in its third year, and provides professional housing staff to six local communities and has assisted the homebuyer program in Concord through its work to create a regionalized list of eligible homebuyers who meet the affordable housing income requirements. The program also provides additional services on an as-needed basis to qualify potential homebuyers and assist them in the purchasing process. In addition, Town and RHSO staff will be working together to administer the Concord Housing Development Corporation's new Small Grant program that will provide funding for life-safety, accessibility, and other needed repairs for income eligible households.

Accomplishments: The number of middle income homeowners assisted with HOME funds in identifying and purchasing a first home or making needed improvements to an existing home. Quantity: 1

Obstacles to meeting unmet need: Assisting middle-income small family households in taking advantage of homeownership or home improvements opportunities is dependent on the availability of income-eligible units, households that meet the necessary income requirements, and sufficient program funding.

Priority #2: Housing needs of the small family renters with incomes between 51-80 percent of the area median income (AMI).

Objective: Improve access to affordable rental housing.

Strategy: In order to preserve its existing affordable rental housing units and improve its quality, Concord will use HOME funds to provide assistance and funding to the Concord Housing Authority to make needed repairs to affordable rental housing sites and individual units.

Accomplishment: The number of low-income individuals provided with repaired and/or improved affordable units through the assistance of HOME funds. Quantity: 4

Obstacles to meeting unmet need: Assisting low-income small family households in accessing affordable rental housing is dependent on the availability of income eligible units, low-income households, and sufficient program funds. The number of units is further impacted by the amount of work necessary for each unit assisted.

Priority #3: Housing needs of homeowners with incomes between 80 and 100 percent of the area median income (AMI).

Objective: Increase range of housing options and related services for persons with special needs.

Strategy: Develop a small loan rehabilitation program to help moderate-income individuals make necessary repairs to their building and/or to make accessibility or other alterations to their home to allow them to remain.

Accomplishment: The number of elderly individuals who were assisted with HOME funds to complete required repairs or improvements made to their home which allowed them to remain in residence.

Quantity: 1

Obstacles to meeting unmet need: Assisting moderate-income individuals to remain in their existing homes is dependent on the availability of funding and the number of individuals who are interested in receiving funding and meet the eligibility requirements.

The Town of Concord officially joined the WestMetro HOME Consortium in 2010 and established its opening priorities for the program in the FY11 Annual Action Plan. With three years of HOME fund allocations saved up at this time, Concord is now working with the Concord Housing Authority to make accessibility improvements and other repairs to a four-unit development in Concord Center. Concord has nearly completed the Environmental Review process for this site and once that is complete, anticipates beginning construction before the end of the year.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Town of Concord has an excellent working relationship with the Concord Housing Authority (CHA), which oversees many of the affordable housing rental units in the community. The Town regularly refers individuals interested in affordable housing to the CHA, and will continue to serve an educational and marketing role whenever possible. The CHA has recently completed a project which converted an under-subscribed congregate-style senior housing facility into 24 individual rental units affordable to elderly and disabled individuals. The new units were fully rented by the end of construction and have made a positive impact in reducing Concord's existing waiting list for affordable senior housing. The Town has worked with the CHA throughout the permitting process, and \$1 million in Community Preservation Act funds was allocated for this work. More recently, Town Meeting also allocated \$100,000 in CPA funds to make necessary roofing repairs at the Everett Garden Expansion site, a 20-unit affordable housing development owned and operated by the CHA. This work is anticipated to be completed before the end of 2013.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

Although no projects have been instigated at this time, the Town of Concord anticipates that it will develop and implement an affirmative marketing plan for any housing that uses HOME funds.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The Town of Concord completed its first *Analysis of Impediments to Fair Housing Choice (AI)* which has provided the community with a better understanding of both the existing impediments and how they may be addressed. Concord's AI recognized a number of existing impediments including the lack of

available land suitable for affordable housing; zoning, land use and building policies which promote single-family homes over multifamily developments; sewer and other infrastructure limitations which further limit the locations for future developments; and a lack of educational materials available in different languages and of other language programs to assist minority households. A goal of this AI is to provide a framework for making Concord a more inclusive community, and it also included actions to address each of these impediments which include working with State and local organizations to identify unused parcels which can be developed into affordable housing; using CPA, HOME, and other funding programs to assist in the creation and preservation of existing units; developing zoning and other local development incentives to promote the inclusion of affordable units in new developments; and working both locally and with State and Federal agencies to further expand Concord's infrastructure capacity.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

As reported by the 2010 U.S. Census, approximately 4% of Concord residents and 1.7 percent of its families live at or below the poverty level. More specifically, 2 percent of those 65 or older; 5.5 percent of those under the age of 18; and nearly 8 percent of single parent (female) households are listed as living in poverty as of 2010.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS: N/A

PART B. LEVERAGING: N/A

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

The CHDC was established by the Town of Concord through Special Legislation to serve as a conduit for creating and promoting affordable housing opportunities on behalf of the Town. HOME funds may be used in the future to assist the CHDC in completing future homebuyer and/or rental housing development projects for low- and moderate-income individuals by buying down or otherwise assisting with the financing and construction of those units.

The Town of Concord is constantly working to improve communication and coordination, both between Town departments and with the private and public organizations in the community. Concord's Board of Health and Community Services Coordinator continue to work to develop new programs which will better serve those individuals who need additional services but do not yet qualify for assistance through Concord's Council on Aging (COA), which provides services to Concord's elder population. Concord is also committed to working with the Town of Acton to begin planning a Regional Nursing Services program to fill an existing void in this area and supplement its existing public services. In addition, the Health Division provides enforcement and inspection services to the Town, and assists the COA and Housing Authority when cases of hoarding are discovered.

PART D. MONITORING: N/A

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS: N/A

PART G. ANNUAL PERFORMANCE REPORT: N/A

TOWN OF FRAMINGHAM

PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL

Priority #1: Housing needs of homeowners with incomes between 31 and 80 percent of AMI.

Accomplishment: Improve availability or accessibility of units or services.

The Town of Framingham committed one homebuyer project in late July 2013. Income determination was completed in late May 2013 and a commitment letter was signed in June 2013. Approximately \$70,000 in assistance was made for buydown assistance of one single-family unit. Additional funding will be provided through the Housing Rehab Program for lead abatement.

Barriers to Progress:	Adjustments/Improvements:
Program requires continual outreach in low- or moderate-income target community and housing agency network as well as the community and region at large.	Community outreach efforts made in several languages through several channels and outlets. Outreach work needs to be enhanced and increased in FY14 to include area artists.

Priority #2: Housing needs of large-family and small family homeowners with incomes between 51 and 80 percent of AMI.

Accomplishment: Improve availability or accessibility of units or services.

Four new units and four existing units committed and expended funds in FY13. See the table for the breakdown of households served by income level.

Barriers to Progress:	Adjustments/Improvements:
Program needed to be more widely-publicized in low- or moderate-income target community, network of housing agencies.	Broad outreach will continue to be undertaken throughout the community in several languages, through several channels and outlets. Direct mailing of brochures to consumers in municipal water bills and the Town Manager’s Report will be continued in FY14 after its successful initiation in FY11.

Accomplishment: Improve availability or accessibility of units or services.

\$160,000 was made available through partial grant and partial loan to the Framingham Development Corporation (FDC), the designated Community Development Housing Organization (CHDO) in Framingham, for the acquisition and rehabilitation of 117 Second Street. FDC will act as owner of the property and continue to rent to individuals of 60 percent of AMI. Currently, the two-bedroom unit is being rented to a family who participates in the Section 8 program and whose income is well below 80 percent AMI. The property was acquired for \$128,000 (including soft costs) in early July of 2013 and is set to begin rehabilitation construction to the bathroom and kitchen in late September 2013.

Barriers to Progress:	Adjustments/Improvements:
Currently the barriers are limited as a CHDO has been designated in Framingham and a project has been completed.	The town of Framingham has set aside approximately \$100,000 in FY14 funds for future CHDO eligible projects.
Ongoing program HOME CHDO organizational development knowledge is needed for staff to stay current with the intricacies and new developments of HOME/CHDO guidelines & eligible activities.	Program management is continuing best practices research on organizational development with successful CHDOs in eastern Massachusetts and New England.

Priority #3: Housing needs of elderly homeowners with incomes between 0 and 80 percent of AMI.

Accomplishment: Improve availability or accessibility of units or services

Memorial House, a state-sponsored, elderly housing complex, owned and operated by Framingham Housing Authority (FHA), suffers from a very high vacancy rate (50 percent, or 30 units) due to its design as a congregate facility with communal bathrooms. In FY12, the FHA completed renovations to a total of three units as well as common interior and exterior areas, and started extensive design work and developed plans to provide bathrooms and other amenities in the remaining vacant dwellings. Additional HOME funds were committed to the project to renovate 16 ADA-compliant units. A contract was awarded in early January 2013 and construction began in February 2013. All units were completed by July 2013 and funds were expended accordingly. The completed work will put the FHA in a stronger position to secure state funds to further modernize Memorial House in the future. Twelve units are occupied by elderly clients with a median income of 50 percent or less of AMI. FHA anticipates full occupancy if all 16 units by early fall. As a result of the renovations, the FHA has a waiting list of potential eligible tenants.

Barriers to Progress:	Adjustments/Improvements:
Elderly housing complex was severely vacant due to congregated facilities and lack of improvements.	The completed design work will put the FHA in a stronger position to secure state funds to further modernize Memorial House in the future. The complex is targeted to be fully occupied based on a waiting list of eligible applicants.

Bethany School Rehab Project is a 40-unit subsidized housing complex owned by the Congregation of the Sisters of Saint Joseph of Boston. Funding was provided for Phase 1 of this project which included masonry and roof work. This First Phase of the project was initiated in FY12 and completed and expended in FY13. Phase 2 of this project will continue with FY14 HOME funds. A total of seven units of HOME assisted units are expected to be occupied by individuals referred through the SMOC Women’s Shelter in October 2013.

Number and Types of Households Assisted with HOME Funds

Program:	Extremely Low Income:	Low Income:	Moderate Income:	Total:
Homeownership Buydown Assistance				
• Renter households				
• Owner households				
Housing Rehabilitation Assistance	3	3	3	9
• Renter households	1			1
• Owner households	2	3	3	8
FHA Memorial House Rehab. Project				
• Renter households	8	4		12
• Owner households				
CHDO 117 Second St				
• Renter households	1			1
Bethany School Rehab				
• Renter households	0	0	0	0

The table below depicts the income level and racial/ethnic characteristics of households served through FY13 HOME programs:

Program:	Clients: People	Income Levels:			Client Racial/Ethnic Characteristics:				
		51-80%	31-50%	Below 30%	Hispanic	Asian	Alaskan/ Native American	White, Non- Hispanic	Black Non- Hispanic
Housing Rehab. Clients:	9	3	3	3	1	0	0	6	2
Homeownership Clients:	0	0	0	0		0	0	0	0
Memorial House Rehab. Clients:	12	0	4	8	0	2	0	8	2
CHDO 117 Second St	1			1	1				
Bethany School Rehab									
TOTAL:	22	3	7	12	2	2	0	14	4

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

Framingham continues to support the Framingham Housing Authority (FHA) in its efforts to better serve the community. The Town informs the FHA of the availability of CDBG-funded activities and services in which Authority residents may participate. In addition, CDBG funds are allocated for improvements at its residential complexes. Furthermore, Framingham continues to direct HOME funds toward the support of the Framingham Development Corporation (FDC), the designated CHDO in Framingham.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The Town affirmatively markets HOME opportunities in the Homebuyer Assistance and Housing Rehabilitation Assistance programs as outlined in its Annual Action Plans. Based on the Town’s history of the Soft Second Loan Program and other housing initiatives, which have achieved a minority homeownership rate of greater than 75 percent, the Town is confident that the attractiveness of opportunities and the structure of subsidies that make purchase or entry through rental affordable, will result in programmatic involvement from a variety of backgrounds.

A summary of this comprehensive approach to affirmative marketing includes the following activities: public information distribution, participation in homebuyer counseling workshops, and meetings held in the early stages of all program marketing and planning efforts. These meetings enable the program to better assess the strength of the market and to identify potential prospects and applicants. A variety of media will be used to attract potential buyers including: newspaper advertising, the posting of flyers in Framingham and surrounding towns, and public service advertising in local media outlets. This

outreach will also serve to inform the local community about the nature of affordable housing and will be beneficial in gaining local support for the opportunity. A flyer will be sent to a broad range of Town offices and community organizations, including faith-based entities, educational institutions, and the Framingham Housing Authority. The mailing will request that the flyer be posted on bulletin boards and distributed to employees or members of the organizations.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The Town of Framingham updated its *Analysis of Impediments to Fair Housing* in the spring of 2008. The following narrative discussion describes some of the Town of Framingham's efforts to overcome the impediments to fair housing choice in the document *Town of Framingham, Analysis of Impediments*, updated in April 2012.

Mixed-Use Zoning Implementation: Central Business District

Mixed-use zoning has the potential to be a useful housing production tool. However, mixed-use housing developments planned for the Town's Central Business District have been slowed by the economy and stagnant housing market. Twenty-five residential condominiums have been built in the Kendall Hotel, and 180 dwellings were created out of former factory buildings in the Dennison Triangle project. However, financial difficulties have stalled other projects, particularly redevelopment of the Arcade Building property, where two plans to create hundreds of dwellings in a mixed-use development has stalled.

Geographic De-concentration of Low- and Moderate-Income Housing

The Community Development Office is working with Beacon Properties on the proposed Edmands House, a 190-unit affordable family housing project. The project's location in the Nobscot neighborhood is an example of assisted housing into an area without a heavy concentration of subsidized, use-restricted development.

Articulation of Comprehensive Town Housing Policy

Lack of policy has been an impediment to fair housing choice as it has discouraged the emergence of thoughtful, need-based development. A new, multi-year housing policy and planning process mandated by Framingham's annual town meeting has produced a comprehensive vision statement and related set of housing policies and plans, adopted by town meeting consensus. Although slowed by the challenges of the economy and a somewhat depressed housing market, the Community and Economic Development staff as well as the Community Development staff will work collaboratively with Board of Selectmen, Planning Board, and Town Meeting Standing Committees to begin to execute the strategy laid out in the plans. The group will focus on implementing elements of the strategy that best respond to need and meet acceptance of the decision-making bodies.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

The Town of Framingham, through its Community and Economic Development Department, in consultation with key housing and social service providers and the public leadership of the Town, has devised a strategy that utilizes Town-controlled resources that will help reduce the number of households below poverty level. A significant element of this strategy is the encouragement by the Town for housing service providers to actively and directly link their clients to existing self-improvement and self-sufficiency programs. These programs include educational, employment and training activities, economic development initiatives, and those supportive services, such as child care and transportation, which permit household heads to access and pursue means of self-improvement.

Severe cuts in public funding resources have made it more difficult to coordinate and integrate strategies between the networks of local agencies necessary to assist moving out of households in poverty. An argument could be made that greater numbers may become impoverished in difficult economic times and limited resources. Providers will strive to reduce poverty through interventions undertaken in as timely a manner as possible.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

The emphasis in use of Framingham HOME funds has not been on new construction/gut rehabilitation, and consequently, housing units completed and underway have not been Energy Star-qualified (to receive an Energy Star certificate). The bulk of activity undertaken with HOME funds has been focused on acquisition for affordable homeownership, moderate rehabilitation, and adaptation of existing dwelling units. However, the Town will encourage, where feasible, the procurement and installation of Energy Star-rated appliances.

PART B. LEVERAGING

Category	Amount	Source
Additional HUD Grant(s) Leveraged	\$81, 257.70	NSP
Additional Federal Funds Leveraged	\$18, 566.20	Attorney General Grant
Additional State Funds Leveraged	\$417, 866.00	DHCD State Fund
Locally Leveraged Funds	\$0	N/A
Other: Program Income from NSP property sale	\$210,631.00	NSP Program Income
TOTAL LEVERAGED	\$728,320.90	

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

Some progress was made with respect to Town housing policy. Progressive elements of a proposed Mixed Residential and Business use were accepted and continue to be affirmed by Town Meeting in regard to the Central Business District. An inclusionary housing bylaw was passed that applies to subdivisions of six or more units. The Town took proactive steps with Neighborhood Stabilization Program grant funds received through the Massachusetts Department of Housing and Community Development to acquire, rehabilitate, re-sell, and formulate reuse of foreclosed properties in key neighborhoods to forestall blight that occurs with abandonment.

The Department of Community and Economic Development will continue to work as an agent for coordination of efforts and change. Through its participation in a broad range of committees, task forces, and focus groups, such as the Fair Housing Committee, Homelessness Task Force, MetroWest Outreach Coalition (in support of homeless individuals and families housed in hotels), Downtown Solutions, Framingham Downtown Renaissance, Framingham Community Partners, Community Connections, the Town Meeting Standing Committee on Planning and Zoning, and the Foreclosure Task

Force. Feedback on the effectiveness of programs that are carried out by the Town is sought and encouraged from these groups as well as more formally through the Community Development Committee, Board of Selectmen, and Town Meeting, all of whom vote on activities and services to be offered each year with CDBG and HOME funding support. The Department of Community and Economic Development will promote a housing agenda on behalf of the community. Positive change can only occur in the community over the long term. In the near term, objectives must be set to continually raise concerns, frame issues, seek forums, further debate, facilitate dialogue, and educate.

PART D. MONITORING

The Town will conduct monitoring reviews to determine whether housing programs supported by HUD funds are being carried out in accordance with the Consolidated Plan and federal regulations in a timely manner.

All monitoring will be carried out on a regular basis (at least quarterly, with at least two site visits planned and more if necessary) to ensure that statutory and regulatory requirements are being met, including efforts to ensure long-term compliance with housing codes (especially relevant to housing rehabilitation, homebuyer assistance, and housing development activities). Pre- and post-work inspections will be carried out by staff of the housing rehabilitation program who have knowledge of codes and CDBG and HOME program requirements.

The Town will assess progress toward realization of client benefit goals within the timetables cited in pertinent Consolidated and Annual Plans.

Reporting forms similar to Consolidated Plan tables will be used to measure actual performance relative to goals. Monitoring by the Community Development Department shall include, where appropriate, review to ensure that information is being submitted to a HUD cash and management information system, and that that information is correct and complete. Community Development Department staff will meet with designated provider agencies (formal sub-recipients and others) to review the development status of planned projects including timeliness of expenditures. Documentation of status will be sought through periodic reports and on-site visits. The Department, in cooperation with local sub-grantees, will identify significant variances from planned performance targets and compliance deficiencies. Technical assistance will be given where a) required and b) possible. Phased corrective action plans will be formulated as required. The full scope and methodology of the Community Development Department's CDBG/HOME Program monitoring policy is discussed at length in Framingham's Consolidated Plan.

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS

The Town has \$613,420.21 in loans outstanding (\$100, 455.21 in regular loans; \$512,965.00 in deferred loans).

Note on terms: "Loan" refers to funds extended to client households which must be repaid over a defined timeframe, through monthly amortized principal and interest payments.

"Deferred Loan LBP" refers to funds extended to client households to undertake measures to address Lead Based Paint (LBP) issues. These loans are deferred completely after 15 years, with gradual

forgiveness if the household continues to reside and does not dispose of the property in years 6 through 15.

“Deferred Loans” refers to funds extended to client households, as essentially grants, although assistance is structured such that all payments are forgiven after five years if the household continues to reside and the property is not conveyed for five years.

PART G. ANNUAL PERFORMANCE REPORT

Minority Owned Businesses						
	Total	Alaskan Native or American Indian	Asian / Pacific Islander	Black non-Hispanic	Hispanic	White, non-Hispanic
Number of contracts	18					18
Value of contracts	\$96,358.40					\$96,358.40
Number of sub-contracts	0					
Value of sub-contracts	0					

Women Owned Businesses (compared to Male Owned Businesses):			
	Total	Women Owned	Male Owned
Number of contracts	18	1	17
Value of contracts	\$96,358.40	\$3000.00	\$93, 358.40
Number of sub-contracts			
Value of sub-contracts			

Minority Owners of Rental Property						
	Total	Alaskan Native or American Indian	Asian or Pacific Islander	Black non-Hispanic	Hispanic	White non-Hispanic
Number of owners	1					1
Dollar amount of HOME funds	\$36, 207.94					\$36, 207.94

TOWN OF LEXINGTON**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL**

There were no active HOME projects in FY13.

Priority #1: Housing needs of small and large family renters with incomes between 31 to 80 percent of AMI.

By increasing the supply of units available to renters with incomes between 31 and 80 percent of AMI, the Town feels that it satisfied the obligations required of such an important priority. Other accomplishments contributing to this evaluation include the resolution of a problem uncovered by the Town and Regional Housing Services Office staff regarding overlapping jurisdictions between federal and state voucher programs. Specifically it was learned that several state-issued, project-based vouchers were not being utilized at all, as federal mobile vouchers provided both tenants and management a better option. By working with the state subsidy agency and the property managers, the Town was able to negotiate a better method of filling vacancies in these developments while also securing reimbursement increases to mitigate the fiscal impacts of requiring the utilization of all project-based vouchers. The end result is that this work effectively added six additional vouchers to Lexington's supply.

Given some of the preliminary data coming out of the Housing Production Plan (HPP) drafting process it would appear that greater attention to the housing needs of specific populations, such as single-parent households and seniors, may be necessary, especially if a lack of affordable housing is part of the problem.

Priority #2: Housing needs of renters and owners earning at or below 80 percent of AMI.

Through its actions as a member of the RHSO, the WestMetro HOME Consortium, and Metro West Collaborative Development CHDO, the Town believes that it is meeting the responsibilities of this objective. While there is always more to do, the Town made significant progress on the drafting of a Housing Production Plan, which has a strong focus on the housing needs of the community at large and those earning below 80 percent AMI, in particular. In FY13 the Town also entered into a contractual relationship with a large property owner to ensure that the monitoring responsibilities for its affordable units will be conducted regularly, significantly improving the Town's ability to monitor all affordable units. As the Town has reported several times, the largest obstacle to those earning below 80 percent AMI, whether they wish to own or to rent, is the high cost of land in the community. While it may not solve all the facets of the region's housing issues, increasing the number of affordable units is one of the most practical and efficient ways for the Town to meet this goal.

Priority #3: Housing needs of small family renters with incomes between 31 and 80 percent of AMI.

Similar to Priority #1, the Town met its FY13 goal regarding the needs of small family renters as the supply of units increased. In FY13 the Town and RHSO focused on resolving several issues identified through its monitoring efforts. The Town has now three development sites in various stages in the pipeline, with one project, LexHAB's Fairview site, having been finalized and in the process of final permitting. The project includes the rehabilitation of a three bedroom single-family home while adding three new units to the site (one one-bedroom and two two-bedroom units). While not yet

ready for permitting, the Town has almost completed the pre-planning process on a very similar site, called Busa Farm. A third site, usually called the Leary land, remains in the pre-development queue. All three sites will likely be a mix of one-, two-, and three-bedroom units.

One obstacle to making more progress on these projects is the time required to convey their importance to the abutters of these sites, who understandably resist the development of these formerly open or less-densely developed sites. This issue is why the HPP is so important. Understanding the needs of the community may not help convince an abutter to like a project but it will certainly put the matter in a policy perspective that currently does not exist, which should help affordable housing efforts in Town.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

Like most housing authorities, Lexington's Housing Authority continues to experience high demand across all programs with waiting lists stretching multiple years. In addition to resolving several federal and state voucher issues noted above, the Lexington Housing Authority undertook two significant developments in FY13. The first is an addition to the Greeley Village site of four fully-accessible units. This project is being funded by the Commonwealth (through DHCD) and the Town (via CPA funds). The second project moving forward in FY13 is the rehabilitation of 561-563 Massachusetts Avenue, a fully handicapped accessible duplex. The Mass. Ave. project will be HOME-assisted, using approximately \$177,000, to bring the house up to all current standards. All paperwork with this project will be complete by end of the federal fiscal year.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The Town completed an Analysis of Impediments to Fair Housing in FY13, and continues to work with local housing providers in the area on affirmative marketing. The Town continues to supply technical assistance and guidance to our private, public, and nonprofit development partners to ensure that proposed development projects minimize their risk of a Fair Housing complaint. The Town is making advances on this important goal.

One modification to enhance our FY14 efforts on affirmative marketing would be to provide more training opportunities to the property managers of our affordable housing units. Typically the affordable units only comprise a small percentage of their overall portfolio, but would provide the Consortium access to the vast majority of the total rental market.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

In addition to the above, Town staff has been working closely with DHCD, the HOME Consortium staff, and other area housing entities on the realization of a "ready renters" list. The theory behind this is to reduce a barrier to the development of affordable units that fair marketing sometimes presents to small projects, by having this critical piece already complete in a manner acceptable to both the Town and the State (through DHCD).

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

Lexington is fortunate to have few individuals and households below the poverty level. That said, data from the Census Bureau's American Community Survey shows that the percentage of people whose income in the past 12 months is below the poverty level has been increasing.

To reverse this trend, the Town must carefully review what populations are being affected by it. A cursory review shows that this issue may be disproportionately affecting single-parent households (especially those led by single women), households over 65 years of age, and adult individuals in unrelated households.

PART A6 ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

There were no active Energy Star projects completed or underway in FY13.

PART B. LEVERAGING

There were no active projects completed or underway in FY13.

PART D. MONITORING

In May of 2013, the Consortium conducted an in-depth monitoring review of Supportive Living's Douglas House project. This property consists of 15 one-bedroom units, of which 11 are HOME-assisted. Through this review, the site met all requirements of the HOME Rule.

PART E. DISPLACEMENT AND RELOCATION

Not applicable for FY 13.

PART F. STATUS OF LOANS

There were no HOME funds expended in FY13. The only outstanding HOME loans were awarded to Supportive Living's Douglas House project, which remains in good standing with all the terms and conditions contained in the loan agreement(s).

PART G. ANNUAL PERFORMANCE REPORT: N/A

TOWN OF LINCOLN**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL**

Priorities #1 and 2: Housing needs of small family (#1) and elderly (#2) renters with incomes between 51 and 80 percent of AMI.

Lincoln continues to explore opportunities for development of new affordable units. In May of 2011, the Lincoln Housing Trust purchased land on Airport Road with the intention to convey to a group home provider in order to provide opportunities for developmentally delayed persons. This project is delayed due to land disputes with the US Air Force and Minute Man National Park.

Lincoln continues to review development of the village area and is supporting the Local Initiative Program application of a private developer to build eight units of rental housing on Lewis Street, with 25 percent or two units affordable to households earning less than 80 percent of the AMI.

In FY11, the Town continued to monitor existing rental units, and seek opportunities for use of additional, existing housing stock for affordable housing.

In FY12, Lincoln started investigating using HOME funds to provide capital improvements to one of its affordable rental properties. This project was underway in FY13 using HOME funds to rehabilitate the interior and provide improved access. When complete, the project will provide a four-bedroom rental opportunity to a household earning below 60 percent of the AMI.

In FY13, Lincoln also started investigating turning a current four-bedroom, Town-owned rental unit into a two-unit rental property available to households earning less than 80 percent AMI.

Priority #3: Housing needs of small family owners with incomes between 50 and 80 percent of AMI.

In FY12, Lincoln joined the Regional Housing Services Office with its initial focus to monitor and provide greater management over existing affordable housing units. While the Town opted out of the RHSO in FY13, efforts at better monitoring and management of affordable units that were identified through that participation continue to be prioritized in the development of a Housing Plan.

In FY11, the Town allocated \$400,000 for community housing purposes to the Town's Affordable Housing Trust fund, to be used for affordable housing pursuant to a grant agreement between the Community Preservation Committee and the trustees of the Affordable Housing Trust Fund. In FY13, buy-down options were further analyzed to assess where these funds could be utilized.

One key issue Lincoln continued to deal with is the incompatibility of the deed restrictions required by the state and HUD. This conflict between deed restrictions prevented Lincoln from utilizing state and federal funds for homeownership-specific projects.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

Lincoln does not have a public housing agency.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

Lincoln follows its established Affirmative Marketing Plan improving outreach to minority households.

Given the cost of housing in Lincoln, the barriers to affirmatively marketing affordable housing opportunities have been on the cost side, rather than due to impediments created by an ineffective approach to promoting affordable housing. The Town continues to use all available forms of media to promote affordable housing opportunities.

With new construction and creation of affordable housing units unlikely due to land acquisition costs, Lincoln will continue to look for creative ways to market its existing affordable housing stock when units become available. The Lincoln Housing Commission is an active proponent for affirmatively marketing available affordable units, including to minorities.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

In FY13, a key impediment to increasing the number of units of affordable housing was the cost of housing and land in Lincoln. Although the regional housing market has stabilized, Lincoln has continued to be an expensive property market. With good transportation access, effective social services, and an excellent school system, Lincoln is a desirable destination for a variety of housing seekers.

The scarcity of available sites for new affordable housing construction results from the high level of protected land and natural constraints such as wetlands, and increased competition with market-rate production. Therefore, there are few opportunities for adaptive reuse, redevelopment, rehabilitation, and new construction.

In FY13, the Lincoln Housing Commission considered feasible ways to decrease impediments to affordable housing. This will be further documented in a Housing Plan being compiled for adoption in FY14. The plan will provide more informed data for reducing affordable housing barriers.

Part A5. Assessment of Goals and Objectives- Persons Living Below Poverty Level

Through its Housing Commission in FY13, Lincoln again looked for ways to provide deeper affordability for affordable rental housing units under its control. Buydowns of units most effectively contributes to this mission, given funding constraints and the high cost of living in Lincoln.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

The Town has an active Sustainability Committee that was available to the Housing Commission in FY13 to look at ways to increase the purchase and use of Energy Star units in existing affordable housing stock.

The HOME-assisted project underway at 30 Sunnyside Lane will replace all appliances with Energy Star rated appliances.

PART B. LEVERAGING: N/A**PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES**

Lincoln has a strong structure for the review, discussion, and promotion of affordable housing.

In September 2010, the Town hired a Director of Planning and Land Use Permitting, who was available to the Housing Commission to further its goals and objectives and enhance citizen participation coordination.

The Housing Commission also benefits from the staff support of the Town Administrator, Assistant Town Administrator, as well as the institutional support of the Affordable Housing Trust and Lincoln Foundation (TROIKA).

In FY12, the Housing Commission took the lead in consideration of affordable housing expenditures consistent with its mission, practices, and policies. In FY13 the Commission retained the services of two consultants to develop a Housing Plan and improve management and monitoring of affordable units.

PART D. MONITORING

In FY13, Lincoln secured current and previous program year HOME funds of approximately \$71,000 to rehabilitate a four-bedroom rental property owned by the Town at 30 Sunnyside Lane. The project was not monitored in FY13 but was under construction and will be subject to future monitoring.

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS

Lincoln does not have any outstanding HOME loans.

PART G. ANNUAL PERFORMANCE REPORT: N/A

TOWN OF NATICK**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL**

Priority #1: Housing needs of single persons owners with incomes between 51 and 80 percent of AMI.

Priority #2: Housing needs of small family owners with incomes between 51 and 80 percent of AMI.

Through the continued permitting of 40B, 40R, and local Housing Overlay Option Plan (HOOP) District projects, the Town of Natick has over the last several years seen an increased supply of housing units serving renters and first time homebuyers at 51 to 80 percent of AMI. South Natick Hills which produced a total of 267 units provided 67 affordable units for sale, of which the majority are one- and two-bedroom units. This development was recently completed in phases and has to date provided and sold all of the required affordable units. The Town also permitted a 40B rental development, Avalon Natick Apartments, which will provide 407 rental units of which 25 percent or 102 units will be affordable to this income range. The majority of these are also one- and two-bedroom units, with studios also provided. Avalon Natick is partially completed and being rented, with full completion expected in the fall of 2013. Paperboard on Main Street (138 units) and Walnut Place on North Avenue (42 units) are two other rental developments that have been permitted and are under construction, both adjacent to Natick Center and within a mile of the commuter rail station. The Natick Affordable Housing Trust Fund (NAHTF), through funds secured through special permit mitigation, has initiated a downpayment assistance program being used by first-time homebuyers for the purchase of affordable housing in the Town of Natick. Two parcels owned by the Natick Affordable Housing Trust are being reviewed for disposition with the option of either one of them being sold and the proceeds used with HOME funds to develop the other; or both being sold and proceeds with HOME funds being used to develop a larger project near Natick Center.

Priority #3: Housing needs of elderly owners with incomes between 50 and 80 percent of AMI.

Natick zoning bylaws allow “family suites” in Residential Single Family zoning districts, which require the occupant be an immediate family member. The primary reason behind this zoning bylaw was to allow elderly family members to remain in a household situation, in a separate accessory apartment, have the benefits of adjacent family members, and reduced costs of living. The Natick Assessor’s Office offers state MGL Clause 41C which provides a tax exemption of \$1,375 for Natick homeowners 65 years and older who meet specific ownership, residency, income, and asset requirements. The Town, through its AHTF, also coordinated with the Natick Housing Authority (NHA) in the rehabilitation of two one-bedroom units in Cedar Gardens, a publicly-subsidized housing development for seniors with restricted incomes, located just south of Natick Center. Leveraging HOME with NHA funds, these units are being rehabilitated as handicap accessible, which are currently unavailable in Cedar Gardens. The Affordable Housing Trust is reviewing other units in the NHA portfolio for potential development. The income range for these units is in the 50-80 percent AMI bracket.

HOME Projects Active in FY13

Project Name	Budget	Contract Amt.	HOME Units	Total Units	HOME funds expended in FY13	Project Status
Cedar Gardens	\$128,350 (\$90,000 HOME)	\$90,000	7	260	\$49,384	Near completion

Number and Types of Households Assisted with HOME funds

	Ext. Low Income	Low Income	Moderate Income	Total
Cedar Gardens	0	2	5	7
Renter households	0	2	5	7
Owner households				

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Town of Natick, through its Affordable Housing Trust, coordinated with the Natick Housing Authority (NHA) the rehabilitation of two one-bedroom units in Cedar Gardens, a publicly-subsidized housing development for seniors with restricted incomes, located south of Natick Center. The units were rehabilitated as handicap accessible units, which will be the only ones currently available in Cedar Gardens. The Affordable Housing Trust is currently reviewing other units in the NHA portfolio for rehabilitation. The income range for these units is in the 50-80 percent AMI bracket.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

Natick continues to require affirmative marketing for all affordable housing units for sale or rent in Natick, through a Regulatory Agreement with developers and DHCD. Any resale affordable units have and will continue to be affirmatively marketed through DHCD. All contract opportunities that become available through the Town of Natick are advertised to local, as well as women and minority-owned businesses.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The Town of Natick recently completed their five-year *Analysis of Impediments and Fair Housing Plan* which resulted in the development of several actions to be addressed in the next few years:

- Action 1: Continue to provide and enhance an outreach program for landlords/real estate professionals and tenants, to ensure compliance with fair housing requirements and an understanding of the penalties for violations.
- Action 2: Continue to provide more resources towards the Fair Housing Information Program.
- Action 3: Provide more proactive outreach to facilitate complaints to the Massachusetts Commission Against Discrimination (MCAD), i.e. Pair Testing.
- Action 4: Participate more actively with the City of Newton and other HOME Consortium members on Fair Housing programs.
- Action 5: Continue to provide more education on non-profit programs in home improvement and homebuyer counseling.

PART D. MONITORING

The Town of Natick currently has no projects which require on-site monitoring, but will begin next year with the Cedar Gardens project consisting of seven HOME units. The Town continues to send a non-forwarding letter to each recipient of its Downpayment Assistance Program on a yearly basis. The letter requests the home owner confirm the compliant status of the affordable unit, and sign and return the letter to the Community Development Department in Natick.

PART E. DISPLACEMENT AND RELOCATION

The rehabilitation of the two units at Cedar Gardens required no relocation as the units were unoccupied at the time. There were no other projects requiring relocation.

PART F. STATUS OF LOANS

The Natick Down Payment Assistance Program was conducted in FY09 and distributed 8 deferred loans in the total amount of \$103,700. This is the balance of the Natick Down Payment Assistance Program, as the program was discontinued due to conflicts with the HOME and DHCD affordable housing restrictions. All recipients of the loans have maintained compliance with the HOME program through the balance of FY13.

DPA Loan ID	Loan Date	Original Loan Amount	Amount Forgiven 8/05/2013	Amount Owed 6/30/2013
DPA 1	8/19/2010	\$15,000	\$1,432.88	\$13,567.12
DPA 2	8/3/2010	\$15,000	\$1,454.79	\$13,545.21
DPA 3	7/26/2010	\$15,000	\$1,465.75	\$13,534.25
DPA 4	6/25/2010	\$15,000	\$1,508.22	\$13,491.78
DPA 5	6/03/2010	\$13,700	\$1,405.03	\$12,294.97
DPA 6	5/28/2010	\$15,000	\$1,546.58	\$13,453.42
DPA 7	6/02/2010	\$10,000	\$1,026.48	\$8,973.52
DPA 8	5/28/2010	\$5,000	\$515.53	\$4,484.47

PART G. ANNUAL PERFORMANCE REPORT:

	Very Low Income (At or below 50% AMI)	Low Income (51%-80% AMI)	Total
Downpayment Assistance			
Owner households		8	8
Cedar Gardens			
Renter households	2	5	7

Minority Owned Businesses						
	Total	Alaskan Native or American Indian	Asian or Pacific Islander	Black non- Hispanic	Hispanic	White non- Hispanic
Number of contracts	0					1
Dollar amount of contracts						49,384

Women Owned Businesses (compared to Male Owned Businesses)			
	Total	Women Owned	Male Owned
Number of contracts	0		1
Dollar amount of contracts			49,384

TOWN OF NEEDHAM**PART A. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL****Priority #1: Housing needs of small family renters with incomes less than or equal to 30 percent of AMI.**

The Town of Needham will continue to work with the Housing Authority to ensure that the High Rock Homes rental units are occupied by low-income renters. When the Housing Authority is ready to begin another project, the Town will assist in selecting a location and scoping the project.

Needham recently completed a comprehensive plan for the future of Needham Center. The plan addressed the overall objectives of fostering the economic development of Needham Center as a mixed-use local downtown shopping district, increasing housing opportunities, improving aesthetics and the pedestrian environment, and improving parking and traffic conditions. The goal of the Needham Center planning effort is to create a mixed-use local downtown shopping district consistent with smart growth and transit-oriented development principles. Zoning for this plan was approved by Town Meeting in May 2009 and by the Attorney General in September 2009. The Town is now encouraging land owners and developers in the downtown to evaluate their sites and to incorporate affordable housing into any new developments in the center of Town. Additionally, the Planning Board approved a ten-unit mixed-use development, with one affordable unit, in the center of Town in July 2012. This was the second approval under the new Needham Center zoning (and also the second for this particular property - the first authorized 19 units, two affordable, but became impracticable). The project will be breaking ground in the coming months. The Town is pleased to see the Needham Center zoning being utilized and to attain an affordable unit as a part of the redevelopment.

Additionally, the Town recently completed work with a consultant to create 40B Guidelines. The purpose of the guidelines is to inform developers about the Town's affordable housing concerns and priorities, and provide criteria for boards and staff to use when they review comprehensive permit applications and provide comments to the Board of Appeals. The guidelines cover matters such as the following: priority housing needs, appropriate scale and density of developments, architectural design, locations that may be suitable for moderate- to higher-density development, identification of Needham's planning policies, and identification of areas that would not be suitable because they have high natural resources value or significant physical constraints. The guidelines help unify the Town's approach to comprehensive permit reviews and provide clear direction to prospective developers. The Guidelines have been distributed to many staff and committees in Town, are available in the Town Clerk's office for sale, and are online.

Priority #2: Housing needs of elderly renters with incomes less than or equal to 30 percent of AMI.

The activities listed above also apply to this priority. Additionally, at the May 2010 Annual Town Meeting, residents approved a new Elder Services Zoning District. The purpose of the district is to allow individuals to "age in place" on a campus environment that includes separate housing for those who live independently, assisted living facilities that offer more support, and nursing homes for those needing skilled nursing care. There is a ten percent affordable housing requirement in the district. The Planning Board approved a project under this new zoning which will provide two affordable

independent living units. The project is now reaching completion. It is anticipated that the two affordable units will be occupied in the fall of 2013.

Priority #3: Housing needs of elderly owners with incomes less than or equal to 30 percent of AMI.

The Town recently approved a 40B Housing Development on Greendale Avenue containing 20 units, with four affordable units that will be sold to buyers earning less than 50 percent of the median income. The Planning Board supported the project as a whole, as it is consistent with the Town's 40B Guidelines and represents the type of affordable housing development that the Town wishes to encourage.

The town completed no projects in FY13. The Town has been working closely with the Charles River Center to move forward on a proposed Group Home on South Street in Needham. Town Meeting approved CPA funds for the project and the Planning Board voted to allocate HOME funds to the project. A Funding Agreement for the HOME funds has not yet been signed; however, this will be done in the next several weeks and this project will be constructed in FY14.

Number and types of households assisted with HOME funds: N/A (No projects)

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Needham Housing Authority has been working to reinvigorate the Tenant Groups which are a means for tenants to gather and discuss concerns and visions. These groups create a communication route to the administration and empower residents to make decisions. The groups have been reformed, tenant elections took place, and the officers now meet regularly.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

In accordance with 24 CFR 92.350, and to further the Town's commitment to non-discrimination and equal opportunity, the Town of Needham will not discriminate on the basis of race, color, national origin, religion, or sex. The Town adheres to all procedures outlined in the WestMetro HOME Consortium Affirmative Marketing Policy.

Additionally, the Town recognizes that there is no substitute for clear information that is widely and affirmatively disseminated throughout the area. Therefore, the marketing process includes the preparation of program or project materials and the distribution of these materials. The Town expects to carry out affirmative marketing in the following manner:

- Flyers, brochures, inserts in church bulletins or other organizational literature, and posters will contain a summary of the fair housing laws and the affirmative marketing policy. These will be distributed through the mail to potential participants and will be available at various public offices, including the library and the Town Clerk's office.
- The application package and any other written agreements for HOME-funded projects will contain a summary of the fair housing laws and the affirmative marketing policy.

As stated in the Affordable Housing Plan for the Town of Needham, advertising and linkages with other organizations, agencies, and employers are critical to any successful minority outreach program. Knowing the market and casting a wide net ensures that the marketing effort reaches beyond the

Town of Needham and taps into regional resources as well. The nature of the individual projects or programs will determine how to best conduct outreach.

Additionally, to be consistent with 24 CFR 92.350, the Town will make every effort to encourage the inclusion of minority and women's business enterprises concerning HOME-funded activities. To achieve this, the Town will require an MBE/WBE report form for each project as part of the HOME agreement. This report form will also be required of all sub-recipients.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

Needham completed the process of writing an *Analysis of Impediments to Fair Housing Choice (AI)*. Key stakeholders in the community were engaged, and the group met several times to brainstorm about these issues. The plan was presented to the Board of Selectmen and approved. The plan is being updated for 2013. The impediments identified in the AI as well as some proposed strategies are listed below.

Impediment #1: Land Use Policies and Zoning can limit the quantity of multifamily housing and the availability of developable land to achieve fair housing.

Impediment #2: Lack of information, education, and outreach on fair housing.

Impediment #3: Lack of accessible affordable housing and lack of affordable housing.

Impediment #4: Lack of accessibility.

To address these issues, the following are recommended in the AI:

- Inclusionary zoning and incentives for affordable housing are included in the new downtown zoning that was accepted by Town Meeting in May of 2009. The inclusionary zoning piece requires that developers who create a certain number of housing units make a percentage of the units affordable. Developers are incentivized through a density bonus.
- The Town will consider waiving fees for affordable housing developments. Consideration will also be given to developing a system to guide affordable housing developers through the Town's development processes. (As stated above, the Town has been developing 40B Guidelines to guide affordable housing developers through the Town's development processes.)
- Establish a network of people who support work on fair housing issues. Ideally, the network would include people from various sectors of government and community. This could be in the form of a Task Force for Fair Housing or a Fair Housing Committee.
- The Planning Board should consider allowing accessory apartments, as noted in Needham's Affordable Housing Plan, dated June 2007. Although they can be difficult to regulate, all abutting Towns to Needham allow some form of accessory dwellings either through special permit or by right. Anecdotal evidence suggests that there are many illegal apartments of this type in Needham.
- Identify staff resources to coordinate the efforts of outreach and monitoring of housing issues in Needham.
- Continue to utilize HOME Funds and CPA funds for the development of affordable housing. The initial funding for High Rock Homes leveraged funding from other sources, which led to the ability to complete the project.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

During FY13, Needham's efforts to alleviate poverty included the completion of the 40B guidelines, as discussed above. Additionally, the Town has supported the efforts of the High Rock Homes and the Charles River Landing project, which are both providing numerous affordable units for Needham. Other developments, as mentioned in this CAPER, are providing affordable units, and the Town has been supportive of these as they advance.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS: N/A**PART B. LEVERAGING: N/A****PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES**

Each time the Town allocates (or reallocates) funds, staff holds an advertised public hearing with the Planning Board. During FY13, no funds were expended. The Town's CHDO disbanded in FY12. The Town has identified a project to move forward with in FY14 and has already worked closely with the Charles River Center to get the project moving. The Planning Board voted to allocate HOME funds to the group home project. The project will be detailed further in the CAPER for FY14 next year.

PART D. MONITORING

Two of the High Rock homeownership units were funded by HOME. The Town of Needham obtained income verification for both units which were found to comply with HOME's income eligibility requirements.

PART E. DISPLACEMENT AND RELOCATION: N/A**PART F. STATUS OF LOANS**

There is a loan in the amount of \$287,516 to High Rock Homes LLC that is forgivable. The provisions of the loan have been satisfied.

PART G. ANNUAL PERFORMANCE REPORT: N/A

TOWN OF SUDBURY**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL****Priority #1: Housing needs of first-time homeowners with incomes between 51 and 80 percent of AMI.**

Sudbury will be returning its attention to the 3 Marlboro Road project, a three-unit homeownership project, with two units to be sold to households earning less than 80 percent of AMI, and one unit to be sold to household earning up to 100 percent of AMI. This project is sponsored by the Sudbury Housing Trust, and was put on hold due to budget constraints for the last 12 months. The Housing Trust has revised the scope of the project, and hopes to bid it out in the fall of 2013.

Additionally, Sudbury continues the Home Preservation Buydown Program by providing local subsidy to convert a market rate home to an affordable home, with a perpetual deed restriction. The eighth home in the program closed in July 2013.

Priority #2: Housing needs of first-time homeowners with incomes between 81 and 120 percent of AMI.

See the information regarding 3 Marlboro Road project above.

Priority #3: Housing needs of family renters with incomes between 30 and 100 percent of AMI.

Sudbury has permitted the construction of 64 units of age-restricted rental housing at the Coolidge at Sudbury 40B project for households earning up to 60 percent of median income. Seven of the units are reserved for households at or below 30 percent of median income living, 57 units available for households between 30 percent and 60 percent of median income. Construction of this project has commenced, with occupancy anticipated in spring 2014. The HOME funds are an integral component of the financing of this project and were expended in July 2013.

Sudbury has completed the construction of the Sudbury Housing Authority redevelopment project which provides an additional six units of rental housing for households earning less than 60 percent AMI.

Sudbury has permitted the construction of 56 units of rental housing known as Johnson Farm, which will contain 12 units for households earning less than 80 percent AMI. The construction of this project has been delayed due to an appeal of the Comprehensive Permit.

HOME Projects Active in FY13

Project Name	Budget	Contract Amt.	HOME Units	Total Units	HOME funds expended in FY13	Project Status
Coolidge at Sudbury	NA	\$96,666	1	64	0	Under construction - \$95,699 expended in July 2013

Number and Types of Households to be Assisted with HOME Funds when Project Completed

	Extremely Low Income	Low Income	Moderate Income	Total
Coolidge at Sudbury	7	57	NA	64
Renter households	7	57		64
Owner households				

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The April 2008 Town Meeting appropriated \$600,000 in CPA funds for the development of six new rental units of housing on land owned by the Sudbury Housing Authority, and the Zoning Board of Appeals issued five Comprehensive Permits in February 2010 for this project. The CPA funds were leveraged with state funding to raze four single family dwellings, and develop five new duplexes in their stead. These duplexes are rented to affordable households earning less than 60 percent of AMI. The Sudbury Housing Authority was awarded state funds in the spring 2011 awards, and has completed construction of the units.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

Sudbury continues to serve as a local and regional resource for potential buyers, performing extensive outreach for affordable housing lotteries, with emphasis through minority channels. This was performed in Sudbury for the lotteries for the Home Preservation Program and Landham Crossing in the fall of 2012, the Sudbury Home Preservation Program in January 2013, and the Carriage Lane condominiums in the spring of 2013. Sudbury performed resale services for the following towns: Tewksbury, Norfolk, and Wayland in the early summer of 2012; Holliston, Lincoln, and Weston in the fall of 2012; and Acton in the spring of 2013. Through these efforts, Sudbury has developed expertise in Affirmative Fair Marketing and prepares compliant plans to those guidelines. Advertising is undertaken to increase participation by minorities and feedback indicates that it is effective.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

Sudbury prepared an Analysis to Impediments of Fair Housing and the plan was adopted by the Board of Selectmen in June 2013. The Town of Sudbury continues to work on identifying barriers, and removing or reducing barriers to affordable housing. Strategies to address these barriers include expanding regional housing services to homeseekers by monitoring and offering resale opportunities in the Sudbury/Wayland/Concord/Lincoln area. Sudbury is hosting the Regional Housing Services Office, an inter-municipal collaborative between Acton, Bedford, Concord, Lexington, and Weston to strength affordable housing programs and units in these municipalities.

Housing Trust, chartered in 2007, is charged with the creation and preservation of affordable housing through the speedy and orderly acquisition, rehabilitation, renovation, construction, financing or refinancing of property within the Town of Sudbury.

PART D. MONITORING

The Town of Sudbury has one project under construction during this year. After it is complete, the Town will monitor the HOME unit. The Town performs annual monitoring for the affordable homeownership units and the Sudbury Housing Authority performs annual monitoring for the affordable rental units. Other private affordable rental units are monitored by their management companies.

PART E. DISPLACEMENT AND RELOCATION: N/A

PART F. STATUS OF LOANS

Sudbury has no outstanding HOME loans as of the end of FY13.

PART G. ANNUAL PERFORMANCE REPORT: N/A

CITY OF WALTHAM**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES- OVERALL****Priority #1: Housing needs of large-family homebuyers with incomes between 51 and 80 percent of the AMI.**

The greatest obstacle to meeting Waltham's underserved housing needs is the sheer size of the need compared to the amount of vacant, developable land and money available for developing housing affordable to low- and moderate-income people. Waltham is nearly built out with the exception of several large parcels of land owned by the Commonwealth of Massachusetts in the Northeastern quadrant of the city. Accelerated residential development focused on replacing existing structures with relatively expensive townhouses and condominiums, has also hardened many citizens towards dense housing construction, particularly in the Waltham downtown, which is a CDBG target area.

The Housing Division participates in homebuyer education classes run by the Waltham Alliance to Create Housing (WATCH). The education classes are certified and are accepted by federal and state homebuyer assistance programs. In 2013, the City of Waltham referred approximately 25 eligible homebuyers to the MHP Soft Second Loan program for mortgage assistance.

The City has discontinued the HOME Downpayment Assistance Program. The serious budget cuts in the HOME program have made a significant impact on how many homebuyers can be assisted. The City will continue to review the DPA Program in FY14 to consider changing from the flat 17 percent down payment model to need-based HOME assistance. This approach would provide lower-income homebuyers additional funds for first-time home purchases. Deed Restrictions would also be placed on the properties. The discontinued program did not deed restrict the properties and allowed for equity gain.

Priority #2: Housing needs of elderly with incomes between 0 and 30 percent of AMI.

The City's Housing Division continues to administer the CDBG Rehabilitation Loan Program. The Loan program assisted nine homeowners in FY13, seven of which were elderly and low-income. In total, \$91,810 in CDBG funds were expended through interest-free, deferred loans to low- to moderate-income homeowners for repairs on their homes, including weatherization and accessibility renovations.

The renovation of the Hardy School in North Waltham was completed in 2013. Moving forward, 11 of the 19-elderly/disabled rental units will be affordable, leased through a lottery to elderly/disabled applicants in FY14. This property is owned by the Housing Trust Committee and has been renovated by the City with Community Preservation Funding.

The Waltham Housing Authority (WHA) administers existing elderly rental housing in the City. Current Federal and State budget cuts have made an impact on maintenance of these low-income elderly units. In FY13, the Housing Division completed the necessary steps to commit and execute the Home Funding Agreements with the Housing Authority. In total, the WHA will receive \$852,364 in HOME Grant funding. At the Winchester Crane Apartments (59 total units), the HOME funds are being used to

replace the heating/hot water system, improve accessibility with new walkways and railings, and replace common area flooring. For 75-85 Myrtle Street (24 elderly units), the City is funding the heating/hot water system and common area flooring replacement and railing assembly. Of the 59 residents at Winchester Crane, 58 of are below 30 percent AMI and 23 of the 24 residents at Myrtle Street are also below 30 percent AMI. The work has begun at the Winchester Crane Apartments by the end of 2013. All of the assisted units are State-funded Housing Authority units and are eligible for HOME funding.

In FY14, the City of Waltham is proceeding with committing HOME funding to assist the state-funded Housing Authority units in the City for rehabilitation. The focus is to provide the Housing Authority with the funds necessary to provide safe, energy-efficient, and accessible housing to its residents. Three developments with executed HOME Funding Agreements in 2013 are Dana Court family housing, Winchester Crane elderly apartments, and Myrtle Street elderly apartments. It is the City's intent to focus FY14 HOME funding on improvements to additional State-funded Housing Authority units in the City.

Priority #3: Housing needs of small family renters with incomes between 0 and 30 percent of the AMI.

The City's Inclusionary Zoning Ordinance (IZO) continues to be a resource for the development of affordable housing. Through the IZO, the Watch Factory Lofts, a rehabilitation project at the old Waltham Watch Factory, has provided ten affordable two-bedroom rental units leased through a lottery in FY13. An additional seven, two-bedroom affordable rental units will become available in 2013 at the same site.

The Housing Division executed a HOME Funding Agreement for \$144,000 with the WHA for rehabilitation at Dana Court family housing (32 units). The Dana Court rehabilitation project includes the full replacement of the current failing heating/hot water system. Like the projects mentioned previously, the completed project will provide a much-needed upgrade to a failing system and will rehabilitate the property, which has not been done for approximately 25 to 30 years. The work is underway with a projected completion of the project in December 2013. All of the assisted units are State-funded Housing Authority units and are eligible for HOME funding. Twenty-five of the thirty-two families currently leasing at Dana Court have incomes below 30 percent of AMI.

Homeownership costs have narrowed housing options for the majority of Waltham residents, keeping them in rental units and boosting demand for rental dwellings. This situation has forced many low- and moderate-income households to pay more than they can afford for housing or to make equally less desirable choices, like overcrowding. Approximately 54 percent of the City's renter population is low to moderate income. American Community Survey 2009-2011 data shows the 46 percent of rental households with income or less than \$50,000 pay more than 30 percent of their gross income towards housing.

The City will continue to provide CDBG funds in the form of interest-free deferred loans for Lead Paint abatement of one to four-family units. Lead paint limits housing choice for families with young children.

HOME Projects Active in FY13

Project Name	Budget	Contract Amt.	HOME Units	Total Units	HOME funds expended in FY13	Project Status
Winchester Crane Apartments	\$468,099	\$468,099	59	59	\$22,300	Open
HOME Admin FY13	\$15,489	\$15,489	0	0	\$15,489	Completed
Myrtle Street	\$238,226	\$238,226	12	12	\$19,750	Open
Dana Court	\$144,142	\$144,142	36	36	\$13,200	Open
Down Payment Assist. FY14	\$254,132.68	\$254,132.68	0	0	\$254,132.68	Open
HOME Admin FY14	\$16,867	\$16,867	0	0	\$0	Open
CHDO Admin FY14	\$12,048	\$12,048	0	0	\$0	Open
CHDO set-aside	\$36,144	\$36,144	0	0	\$0	Open
Watertown Loan repayment	\$44,755.00	\$44,750.00	0	0	\$0	Open with pending transfer to DPA program

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

As of 2013, the Waltham Housing Authority owns and operates 23 developments with 811 dwellings, including 484 units for seniors, 295 units for families, and 31 dwellings for people with disabilities. Of these units, 265 are subsidized by the U.S. Department of Housing and Urban Development (HUD) and the Commonwealth of Massachusetts subsidizes the remaining units. More than half (484), of the Authority's dwellings are one-bedroom units; about 122 have three or more bedrooms.

The needs for rehabilitation of public housing units can be broken down into two major categories. The federal elderly public housing units are in good to excellent condition and will require periodic update of building systems reaching the end of their planned life expectancy. The state housing developments vary in condition from fair to excellent. The older, larger developments built in the 1940s and early 1950s will require the most modernization work. Those built in the 1980s and 1990s will require the least amount of work.

The Housing Division has worked productively with the WHA in the last year identifying maintenance priorities in the state-funded developments that they manage in Waltham. In 2013, the City committed and executed HOME Agreements for three state-assisted Housing Authority sites. The work at Winchester Crane Elderly Apartments, the Myrtle Street Elderly Apartments, and Dana Court family housing are Phase I of the \$852,364 HOME-funded rehabilitation that began in July 2013. The

completed projects will completely replace the existing heating/hot water systems at all three sites. In addition to the heating replacement, the City will also upgrade accessible walkways and railings at two of the sites, and replace unsafe common area flooring. This rehabilitation will not only provide a safer environment for the residents, but will financially assist the WHA by reducing energy costs at all three developments.

The Waltham Housing Authority is continuing to work with the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MASSNAHRO) to maintain an internet-based, centralized waiting list for the federal Section 8 leased housing program. In April 2004, HUD made major changes to the method in which it funds the Section 8 Voucher Program. Nationally, many Housing Authorities were forced to reduce the number of subsidies they were able to offer to eligible families due to the retroactive change of policy made in the middle of their budget years. To date, the Waltham Housing Authority has successfully maintained its existing level of 450 Section 8 vouchers. However, future cost-saving initiatives that may be instituted by HUD could negatively impact that situation.

In 2012, the WHA completed a study funded with \$45,500 in Community Preservation funds for building improvements at the Winchester Crane Apartments. The architectural study has been completed on the slate roofing of the Historic Building. The WHA will proceed with replacement of the roof and has been awarded \$848,891 in FY13 CPA funding to complete the work on the Historic Building.

The WHA is continuing with its intensive modernization of the housing developments. The Housing Authority has both State and Federal Capital Improvement programs. Upgrades to an existing elevator plus installation of an additional elevator were completed at 48 Pine Street. In addition, twenty sliding glass door replacements and heating renovations have also been completed. Funding for this renovation is a \$1,000,000 state-awarded grant. The State grant is awarded annually, but based on approved items, subject to availability. The Winchester Crane development has completed the installation of a new elevator to the building and renovated the existing one. This additional elevator has improved safety and mobility for the 59 residents. WHA properties Dale Street and Cedar Street elderly housing have completed the installation of new heating systems. The final project completed in FY13 was the replacement of the boiler at Chesterbrook Garden family housing. CDBG funding, in the amount of \$100,000, has been allocated for upgrades to the Prospect Terrace Community Center in FY14. The City is collaborating with Bentley University who will assist the Housing Authority in managing the Community Center on completion.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The City completed a *Fair Housing Survey* in 2013 that was used to supply important data for the *Analysis of Impediments* completed by the Planning Department. The survey found that there was very limited knowledge of Fair Housing rights. More than 400 survey respondents stated how they would like to receive information regarding housing opportunities and Fair Housing information. Most of respondents stated that they would like to receive information through a newsletter and/or electronically.

The City of Waltham will continue to follow the *WestMetro HOME Consortium Affirmative Marketing Plan*, and will inform the public, owners, and prospective tenants about the Fair Housing Laws and the Affirmative Marketing Plan in the following manner.

- The Fair Housing Laws summary and the Affirmative Marketing Statement will be in each written agreement for HOME-funded projects.
- Special notices and announcements about Fair Housing Laws and the Affirmative Marketing Policy will be placed in the Waltham News Tribune and Boston Globe and on the City of Waltham Housing Department Web page.
- Homeownership counseling classes conducted by WATCH will be held in both English and Spanish. The City's Housing Division participates in the Homebuyer Counseling Courses to encourage eligible participants to apply for HOME Downpayment Assistance.
- CDBG Rehabilitation Loan program documentation is available in both Spanish and French Creole.
- E-mail subscription service through the City's website allows interested parties access to homeownership opportunities and homeowner rehabilitation products being offered through the HOME and CDBG Programs.
- Program outreach/information will be provided to the Waltham Public Schools, Waltham Public Library, and Social Service Agencies that are assisted through the CDBG Program.

The City of Waltham has required developers who offer affordable units through the special permit process to contract with an approved lottery consultant to ensure that affirmative marketing procedures are in place that will include minority outreach and a fair lottery process to select renters or buyers. This process is also approved through DHCD.

Additionally, the City of Waltham requires a *Minority Business Enterprise/Women's Business Enterprise (MBE/MWE) Report Form* for each project as part of the HOME agreement. The City will continue to make every effort to encourage the inclusion of minority- and women-owned business enterprises in HOME-funded activities, consistent with 24 CFR 92.350. All subrecipients will also be required to include a *MBE/WBE Report* as part of their written agreement. All Citywide publications regarding Federal housing programs encourage minority- and women-owned businesses to apply and participate in Waltham's programs.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The high cost of housing, high development costs and land acquisition, and lack of available land for new development limits opportunities, diverse siting of affordable housing, and housing choice. The overall shortage of affordable and accessible rental units and extremely low vacancy rates of such units throughout the City limits options. The age of housing stock coupled with the existence of lead paint hazards and limited financial resources for landlords to abate lead paint reduce housing choices for families with young children. The following actions were taken during FY13 to address those impediments:

- The Zoning Board of Appeals approved the Comprehensive Permit Application for the Hardy School. The City has designated affordable elderly housing as a major goal. The building renovation is complete and a lottery will be held to lease the 19 units, 11 of which will be affordable to eligible applicants.

- The continued application of the City of Waltham's Inclusionary Zoning Ordinance and the adaptive reuse of surplus property facilitates the creation of affordable housing. The City is currently in Phase III of the renovation of the surplus Banks Elementary School building. The property is being developed into loft-style condominiums for sale.
- Through the *Inclusionary Zoning Ordinance*, Acadia, a 200-unit rental development has provided an additional twenty affordable rental units, ten of which will be accessible and four will be units accessible for people with hearing impairments. The developer is in the process of applying through DHCD for the LIP units.
- The City has continued to assist the developers of the WATCH factory lofts through its LIP application for Phase III of the project in FY13 with DHCD. WATCH Factory Lofts applications are now available for seven additional affordable rental units that will be leased through a lottery in the fall of 2013.
- The continued use of CDBG funds provides deferred de-leading loans and grants to owner-occupiers of multi-family properties. The Housing Division has completed nine CDBG, interest-free, deferred rehabilitation loans in FY13 totaling \$91,810, of which lead loans totaled \$31,200. The City has allocated \$102,263 in CDBG funding for the Rehabilitation Loan program for 2014.
- The continuing use of HOME funds to provide rehabilitation grant funds assists the Waltham Housing Authority with energy improvements to its state-funded properties. All properties receiving such funding are inspected for lead paint by licensed lead inspectors.
- The City of Waltham will continue to participate in and support the Consortium in their efforts to alter the program model so the Consortium as a whole can increase the supply of affordable housing. Using the approved model that pools funding will encourage the development of housing throughout the area in an effort to increase the supply of housing for all.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

The latest American Community Survey 2007-2011 five-year estimates state that 10.2 percent of all people living in Waltham are living in poverty, while statewide that number is 14.3 percent. Of the 10.2 percent of people living in poverty in Waltham, 10.5 percent were children under 18 and 5.3 percent of seniors. More than two-thirds (70 percent) of the city's poor were white; nearly one-fifth (18 percent) were Hispanic. More than half of the poor (59 percent) lived alone, while the remaining (41 percent) lived in families. The ACS also counted 899 households in Waltham that received supplemental social security income, as well as 573 households that received public assistance payments in 2011. According to the Massachusetts Department of Transitional Assistance, 979 families in Waltham received Food Stamp/SNAP benefits.

Some public service agency representatives believe that Waltham residents in poverty stay in poverty because they lack adequate skills for better employment opportunities. As a result, they work multiple jobs to pay for housing, utilities, transportation expenses, and childcare. Providing adequate job training and educational opportunities will enable them to enter the workforce at a more competitive level. Waltham uses CDBG funds to pursue an anti-poverty strategy carried out by the City and a variety of social service sub-recipients.

In 2013, all projects and programs awarded CDBG and HOME funds from the Waltham Community Development Program primarily served low- and moderate-income households. The City strives to

fund programs that increase the incomes of poor residents, thereby reducing the number of households in poverty. Several local social service agencies such as the Power Program, Breaking Barriers Inc., WATCH, and the Middlesex Human Service Agency (MHSA) receive CDBG funds to offer classes in remedial education, English, and job training to heighten the employability of low-income people and bolster their incomes. Additionally, Waltham funds social service programs that provide health services, such as the Community Health Center's ABC Program and Wayside Youth Center's HIV Prevention Project. Waltham's HOME Program is assisting public, state-assisted housing for very low-income elderly and families with energy and accessibility improvements. Rental rehabilitation programs funded through the CDBG Program stabilize and boost the stock of affordable housing units in the city, allowing lower-income residents to pay reasonable rents while preserving some amount of disposable income.

For FY14, the City of Waltham has allocated \$141,197 in CDBG funding for Social Service Agencies. The services provided include:

- Food pantries and twice-daily meals for predominately homeless clientele.
- Shelter services for homeless families, men, and women.
- Emergency payments for utilities as well as utility payments for the disabled in supportive housing.
- Health care access for low-income people.
- Literacy enrichment, English, GED and life skills training.
- Housing assistance and intervention services for hoarding behavior and mental health rehab.
- Bi-lingual staffing for daycare provider for low- to moderate-income clients.

In recent years the Federal Block Grant budget cuts have greatly affected the social service agencies that are supporting our neediest residents with the lowest incomes. Moving forward, the Waltham Planning Department has joined the Brookline, Waltham, Waltham, Watertown Continuum of Care to assist our local agencies with funding resources. The Planning Department also participates in the City of Waltham Homeless Coalition, which meets monthly for information regarding the local homeless population with reporting from the Waltham Police Department. Various City Departments and local Social Service agencies discuss and provide information on available assistance through the various offices and agencies to assist the Police Department in helping to provide housing and services to Waltham's homeless.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS: N/A

PART B. LEVERAGING

Waltham	Amount	Source
Additional Federal Funds	\$941,316	CDBG funds
Additional State Funds	\$642,082	CPA State Match
Locally Leveraged Funds	\$475,101	General Municipal revenue for staff costs
Other	\$75,208	CDBG loan repayments
<i>Total</i>	<i>\$2,133,707</i>	

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

The Waltham *2013-2014 Annual Action Plan*, a part of the 2011-2015 Consolidated Plan was made available for public review and comment on April 12, 2013. A public meeting was held, on December 19, 2012 to solicit input for the plan. In attendance were multiple social service agencies. The Waltham Planning Department received no written or emailed comments or suggestions from the public. All advertisements for public meetings related to Waltham Community Development Program include contact information for translation services.

The City of Waltham's Department of Planning and Development will take affirmative steps to communicate with people qualifying for federally-assisted programs and services who need services or information in a language other than English. These persons are referred to as Persons with Limited English Proficiency (LEP). The City of Waltham LEP Plan has been developed in accordance with the "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficiency Persons" as published in the January 22, 2007 Federal Register.

Language for LEP Persons can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by the Planning Department and Development. In certain circumstances, failure to ensure that LEP persons can effectively participate in or benefit from federally-assisted programs and activities may violate the prohibition under Title VI against discrimination on the basis of national origin. The City of Waltham has recently updated the LEP Plan in conjunction with the *2013 Analysis of Impediments to Fair Housing Choice*.

This Citizen Participation Plan (CPP) provides specific time frames and procedures pertinent to the City's Community Development Block Grant (CDBG) Program and the Home Investments Partnership (HOME) Program. Public meetings for both the HOME and CDBG programs are part of an effort to comprehensively plan for federal entitlement grants. As a member of the WestMetro Consortium for the HOME Program, several citizen participation meetings will be held on the Consortium level in Newton to plan for regional elements of the HOME program in the Consolidated Plan. However, separate citizen participation meetings will be held for the both the CDBG and HOME programs in Waltham.

The City of Waltham is following a detailed Citizen Participation Plan that provides for:

- and encourages citizen participation, with particular emphasis on participation by residents in CDBG "target areas" (those areas with more than 44.8 percent low- to moderate-income population), and residents of low-, very low-, and extremely low-income areas, taking special actions to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual, or hearing impairments in all stages of the process;
- reasonable and timely access by citizens to local meetings, information, and records relating to the City of Waltham's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of Funds;
- technical assistance to groups representative of persons of low-, very low- and extremely low-income that request assistance under the consolidated submission;

- conveniently-timed public hearings in the City Government Center to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for people with disabilities;
- a non-English speaking interpreter, should one be requested, for public meetings with non-English speaking participants;
- participation with the Waltham Housing Authority to encourage the participation of public and assisted-housing residents;
- a timely written answer to written complaints and grievances, within 15 working days where practicable.

The City of Waltham Municipal Housing Trust Fund, assisted by the Waltham Planning Department, meets quarterly to discuss housing issues and concerns, to review proposals for HOME projects, and to form priorities for housing projects. The Committee implements the City's Affordable Housing Ordinance. The Committee draws members from the Housing Department, the Waltham Housing Authority, WATCH, City Council, real estate agencies, and local banks. As with the Housing Department and Housing Authority, the composition of the Housing Trust is determined by the Mayor, and confirmed by the City Council.

The Waltham Housing and Planning Departments will continue to coordinate with the adjacent communities in the MetroWest HOME Consortium, both in terms of providing the lead community the appropriate monitoring information, and in coordinating applications, local matches, and other issues that affect the Consortium communities.

The Waltham Housing Department will coordinate with the Waltham Health Department as well as the Middlesex Human Services Agency (MHSA), REACH Beyond Domestic Violence and WATCH to link up families in lead contaminated units with de-leading loans. The Department will also pursue coordination with the City Treasurer and the Law Department to identify any tax-delinquent properties subject to foreclosure.

The Waltham Planning Department will strive to enhance and improve communication and coordination between its governmental and non-profit partners to improve efficiency in assisting low- and moderate-income people. In particular, the Planning Department will attempt to work more closely with municipal staff to shorten the design process for public improvements and street reconstructions, so that CDBG funds can be more quickly and efficiently spent.

PART D. MONITORING

Waltham Housing staff annually monitors all HOME-funded housing developments to ensure compliance with federal, state, and local standards. Monitoring includes:

- Assessing program or project performance;
- Assessing compliance with program requirements;
- Determining whether record-keeping is adequate;
- Preparing a report summarizing the results of the review; and
- Describing any required follow-up activity.

In February 2013, the Housing Office monitored 12 HOME rental assisted units owned and managed by WATCH, the Waltham Housing Authority, and the City of Waltham. In addition, the City monitored nine HOME-assisted homebuyer rental units.

During FY13, Waltham Housing staff continued to monitor HOME Program housing development recipients on an ongoing basis. The City monitors verification of tenant income, rent limits, lease compliance, and HQS inspections.

Eighty-five Homebuyer properties are monitored annually for loan deferments to ensure the properties are the primary residence of the HOME loan recipient and property insurance binders are updated. HOME DPA loan monitoring is ongoing and there have been no issues related to the primary residence requirement of the HOME loan or insurance documentation on current loans.

Waltham has been monitored in FY13 as part of the HOME Consortium by the following entities:

- The HOME Consortium, Fine Point Associates.
- The City of Waltham's independent auditors.
- The City of Newton's independent auditors.
- HUD Fair Housing office through the HOME Consortium.

The City is required by HUD to ensure that all HUD funded housing projects comply with federal guidelines and restrictions under CDBG regulations at 24 CFR Part 570.501(b) and HOME Program regulations at 24 CFR Part 92.

PART E. DISPLACEMENT AND RELOCATION

It is the policy of the City of Waltham to take all reasonable steps to minimize displacement as a result of CDBG and HOME-assisted projects. There were no instances of displacement associated with any CDBG or HOME Loans in Waltham in FY13. The City's relocation policy makes every effort to minimize the need for temporary relocation if it is required during project work. It is the city's policy to provide relocation benefits to tenants who may need temporary relocation. Tenants and owners receive reasonable advance, written notification whether or not temporary relocation will be necessary and, if so, the kinds of assistance available. When a project does require relocation, the Planning Department will ensure in a timely manner that all notices are sent in compliance with both the URA and the Real Property Acquisition Policies Act of 1970. There were no required relocations for the CDBG or HOME program assisted households in FY13.

PART F. STATUS OF LOANS

The City has administered 116 interest-free deferred loans to low- and moderate-income buyers since 1995. The outstanding HOME loan balance as of July 15, 2013 is \$3,088,036.50 (84 loans).

To date, 34 loans totaling \$827,686.68 have been repaid providing program income to fund new HOME deferred loans. In addition, the City has granted \$335,176 in HOME lead abatement grants to downpayment assistance buyers.

PART G. ANNUAL PERFORMANCE REPORT

	Very Low Income (At or below 50% AMI)	Low Income (51%-80% AMI)	Total
Waltham Housing Authority: Winchester Crane, Myrtle Street and Dana Court	56	0	56
Renter households	56	0	56

Not applicable; HOME was used for downpayment assistance. In any and all contracting of CDBG and HOME funds, the City of Waltham will ensure that all grantees shall comply with all applicable Federal and State laws governing discrimination and equal opportunity. In particular, the Grantee shall ensure compliance with HOME program regulation 92.350(a) and the following statutes and executive orders pertaining to equal opportunity: Fair Housing Act; Executive Order 11063 (Equal Opportunity in Housing); Civil Rights act of 1964, Title VI (Nondiscrimination in Federally Assisted Programs); Age Discrimination Act of 1975; Rehabilitation Act of 1973, section 504; Executive Order 11246 (Equal Employment Opportunity); Housing and Urban Development Act of 1968, Section 3; Executive Orders 11625 and 12432 (Minority Business Enterprise); Executive Order 12138 (Women's Business Enterprise).

TOWN OF WATERTOWN

PART A1. ASSESSMENT OF GOALS AND OBJECTIVES - OVERALL

The Town made progress in meeting the specific housing goals and objectives to address the housing needs of small family renters with incomes between 51 and 80 percent of AMI as outlined in the FY13 Annual Action Plan. In FY13, the Town worked with developers of multi-unit apartment projects (subject to the Town’s Inclusionary Zoning/Affordable Housing requirements) to include three-bedroom units that are suitable for families. The Town planning staff advocated for a balanced housing policy by educating the public and Town officials on the needs for multifamily rental housing. In FY13, 32 (of which 17 are two-bedroom and two are three-bedroom) new permanently affordable rental units were approved by Special Permit under the Town’s Inclusionary Zoning Ordinance.

Project Name	Budget	Contract Amt.	HOME Units	Total Units	HOME funds expended in FY13	Project Status
St. Joseph Hall	\$559,065	\$559,065	7 rental units (5 HH @ 60% AMI) (2 LH @ 50% AMI)	25	\$0	Acquisition complete. Preparing for renovations to start in August 2013.
CHDO operating expenses	\$6,328	\$6,328	0	0	\$6,328	MWCD is working on the St. Joseph Hall project.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Town of Watertown engaged in outreach activities to raise awareness among public housing residents of assistance programs that may be available to them through the “Regional Ready Renter/Ready Buyer Program.”

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The Town has an affirmative marketing plan, for affordable homeownership and rental units, which details a regional strategy to outreach to minority populations. The plan conforms to MA Department of Housing and Community Development (DHCD) guidelines. Additionally, the Town encourages minority- and women-owned businesses to participate in the affordable housing process.

The Town’s inclusionary housing provisions require that all new inclusionary units meet DHCD’s guidelines for Local Action Units (LAUs) under the Local Initiative Program and be added to the State’s Subsidized Housing Inventory. One of the requirements is that the LAUs be marketed according to an approved affirmative marketing plan. In FY13, Metro West Collaborative Development (MWCD) continued to run their Regional Ready Buyer/Renter Program in which the Town participates. The Program includes: 1) affirmative marketing, 2) lottery administration and wait list management, 3) income eligibility determination, 4) unit fulfillment and 5) annual compliance monitoring of participating units. The Ready Renter Program currently has 205 households on the waiting list. Of

those who self-report (which is only 126 of applicants): 6 percent are Asian, 9 percent are Other/Mixed Race, 10 percent are Latino, 35 percent are Black/African, and 39 percent are White.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

The Town made progress on the following goals:

- Increase education about fair housing choice, affordable housing, and fair housing complaint procedures.
- Conduct community outreach including community meetings, seminars, and surveys as well as implement a complaint process.

In FY13, Watertown prepared an Analysis of Impediments to Fair Housing Plan, which significantly revised the previous 2008 plan. A survey was administered with the purpose to both obtain information and to raise awareness of Fair Housing issues in Town. The Senior Planner fielded approximately three calls from individuals seeking rental housing in Watertown who were briefly counseled on their rights under State and Federal Fair Housing laws.

The Town (along with some neighboring communities) continue to participate in MWCD's "Ready Renter/Ready Buyer" Program, which maintains a centralized wait list for affordable units in the region. The combining of resources and simplification of the affirmative marketing process of affordable units has greatly enhanced outreach efforts to a larger amount of people with different housing needs.

In addition, the Town committed a portion of its HOME funds to MWCD's operating expenses, whose efforts are invaluable in affirmatively furthering fair housing. As a major impediment to a household's ability to obtain fair housing is a lack of information and understanding of the process, MWCD provides a simple process and supportive guidance for households trying to find their way to an affordable home. MWCD responded to over 1,000 calls for housing assistance. MWCD coordinates a Watertown Landlord Association that provides training and informal networking opportunities for Watertown area landlords. One training topic was "tenant selection" which, among other things, explored issues of Fair Housing. Approximately 15-20 landlords participated in the bi-monthly gatherings.

A significant barrier to progress is the Town's lack of funding to assist with lead abatement. Planning Staff plans to recommend to the Town Council the creation of a small local tax credit program.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

Working with its local CHDO (Metro West Collaborative Development), the Town is preparing to undertake the renovation of the acquired 25 existing rental units in St. Joseph Hall, of which a significant number of the existing tenants are extremely low-income.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES- ENERGY STAR UNITS

The Town adopted the Stretch Energy Code and all new housing units are required to be Energy Star-qualified. In FY13, there were 463 building permits issued for new housing units, of which two were single-family, ten were two-family, 361 were multifamily apartments, and 90 were assisted living apartments.

PART B. LEVERAGING

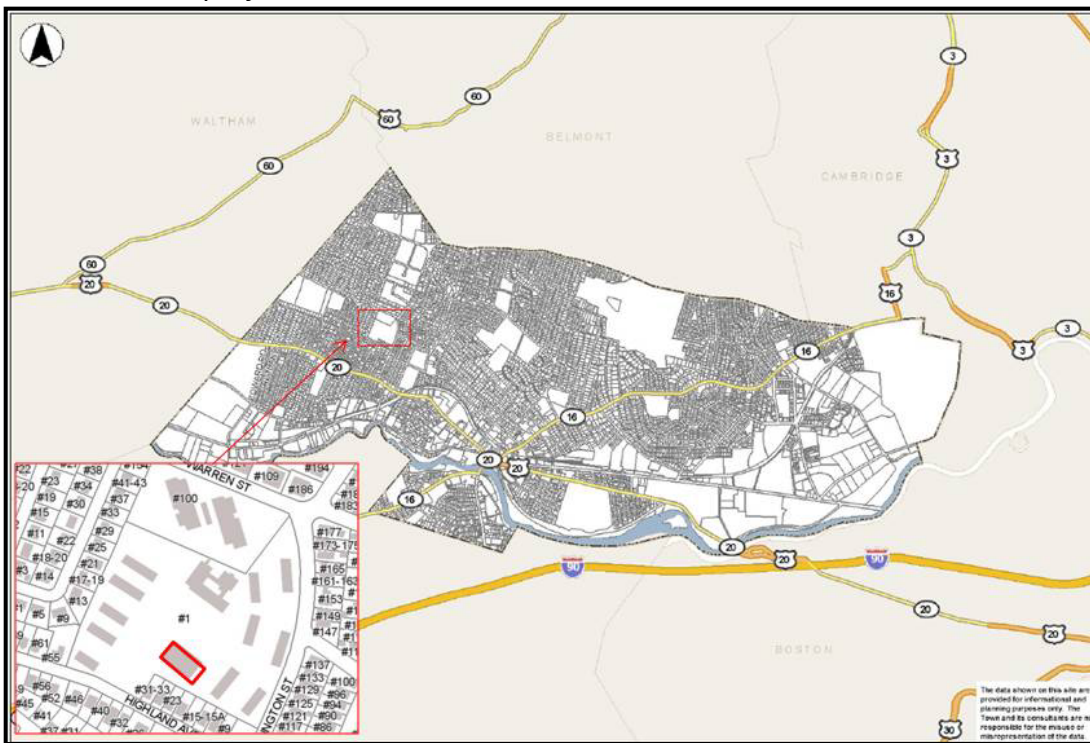
No projects were completed in FY13. MWCD was able to raise an additional \$4,140,774 in public and private resources to undertake a significant renovation of St. Joseph Hall later in 2013. The renovation will result in improved energy efficiency and increased safety features for the elderly tenants to age in place comfortably.

PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES

The Watertown Housing Partnership (WHP) holds monthly meetings with HOME program updates as a regular standing agenda item. The WHP meetings are the forum for public hearings required for decisions involving HOME program budget transfers, fund allocations, and the development of the Annual Action Plans and the five-year Consolidated Plan. In accordance with Massachusetts Open Meeting Law, all WHP meetings are open to the public and notice is posted at Town Hall and on the Town website. Public hearings are also noticed in the local newspaper (*Watertown TAB*) two weeks in advance of a hearing.

In FY13, the Town was involved in the planning processes for a Housing Production Plan and a Town-wide Comprehensive Plan in which members of the Watertown Housing Partnership as well as members of Town Council and the Planning and Zoning Boards also participated. The public meetings were opportunities for members of the various boards to discuss housing and zoning issues together.

The map below identifies the location of St. Joseph Hall, an active HOME-funded project in Watertown. Although no project funds were drawn in FY13, CHDO operating assistance funds were drawn in connection with this project.



Location Map of St. Joseph Hall

PART D. MONITORING

First Time Homebuyer Monitoring Results

In fall 2012, 21 outstanding First-Time Homebuyer loans were monitored. All homeowners provided the required documentation and were found to be in compliance. Documentation provided by owners included: a) signed certification form, b) copy of driver’s license, and c) copy of homeowner insurance.

Rental Housing Monitoring Results

29 HOME-assisted rental units among the following four projects were found to be in compliance:

- 1060 Belmont - 7 HOME units
- Coolidge School - 4 HOME units
- Brigham House - 15 HOME units
- Marshall Place - 3 HOME units

PART E. DISPLACEMENT AND RELOCATION

There was no activity during FY13 that would have necessitated the displacement of households as a result of HOME-assisted activities.

PART F. STATUS OF LOANS

The following information provides guidance on loan status in Watertown:

Rental housing

- 1060 Belmont St - \$760,110.90 outstanding deferred and forgivable loan
- Coolidge School - \$390,000 outstanding deferred and forgivable loan
- Brigham House - \$250,000 outstanding deferred loan
- St. Joseph Hall - \$559,065 outstanding deferred and forgivable loan

First Time Homebuyer loans

At the close of FY13, there were 21 outstanding deferred loans totaling \$576,120. Of these homeowners, one is in the process of foreclosure. The Town received a bankruptcy discharge order for one of the first time homebuyer loans and was not included as part of the 21 outstanding loans.

PART G. ANNUAL PERFORMANCE REPORT

	Very Low Income (At or below 50% AMI)	Low Income (51%-80% AMI)	Total
St. Joseph Hall			
Renter households	2	5	7
Owner households	0	0	0

The St. Joseph Hall project did not draw any funds in FY13 nor have any open contracts.

TOWN OF WAYLAND**PART A1. ASSESSMENT OF GOALS AND OBJECTIVES**

Priority #1: Housing needs of small family homeowners with incomes less than 80 percent of AMI.

Priority #2: Housing needs of first-time homeowners between 51 and 80 percent of AMI.

Priority #3: Housing needs of small family renters with incomes between 0 and 30 percent of AMI.

The Town of Wayland officially joined the WestMetro HOME Consortium in 2010 and established its opening priorities for the program in the FY11 Annual Action Plan. The Town of Wayland, as a new member of the Consortium, is properly building up its HOME funds and will continue to work to assemble adequate funding to begin work on its priorities as listed above. The following items are components of Wayland's plans for affordable housing in the Town:

Creation of an Affordable Trust

The Town of Wayland has been working on submitting a Bylaw for the 2013 Fall Town Meeting that would create an Affordable Housing Trust. The purpose of the Trust shall be to assist the Town of Wayland in creating and preserving affordable housing for the benefit of low- and moderate-income households, and to support the activities of the Wayland Housing Partnership and the Housing Authority through grants of real and personal property.

Route 20 Town-owned Land for Study and Potential Sale

The Town of Wayland Economic Development Committee received approval from Town Meeting to conduct due diligence studies and planning related to the pre-permitting and potential sale of Town-owned land along Route 20 to a qualified private developer for the construction of 200 units of senior independent housing. This project would provide a significant amount of affordable housing. It will be going before 2013 Fall Town Meeting.

PART A2. ASSESSMENT OF GOALS AND OBJECTIVES- PUBLIC HOUSING

The Town of Wayland has an excellent working relationship with the Wayland Housing authority (WHA), which oversees the affordable housing rental units and ownership units in the community. Brian Boggia, the Director of the Authority has been doing this work for 27 years. The Town regularly refers individuals interested in affordable housing to the WHA, and will continue to serve as an educational and marketing role whenever possible. Mr. Boggia also sits on many committees throughout town.

PART A3. ASSESSMENT OF GOALS AND OBJECTIVES- AFFIRMATIVE MARKETING

The Town of Wayland has implemented a marketing plan for 40B development housing and Town Center rental housing that has been approved. No units were built with HOME funds.

The Wayland Housing Authority has been designated as the Lottery Agent to conduct the affordable housing lottery for the 16 affordable rental units developed by KGI Properties, LLC, as part of a mixed-use project in Wayland Town Center. The WHA will prepare the Tenant Selection/Marketing Plan, which will include the elements of the tenant selection process, an affirmative marketing plan and the local preferencing requirements. The Tenant Selection Plan will also consider any necessary requirements or the layering of subsidies.

PART A4. ASSESSMENT OF GOALS AND OBJECTIVES- IMPEDIMENTS TO FAIR HOUSING

Wayland was one of the first communities in the State to establish a Fair Housing Committee, which was established in 1957. The duties of the Fair Housing Committee are now under the Wayland Housing Authority and the Wayland Housing Partnership.

Wayland's Fair Housing Policy is to facilitate a harmonious environment where people regardless of race, color, national origin, ancestry, age, income, sex, or handicap can be assured of housing that enhances the quality of life of all residents. The Town of Wayland will encourage:

- A variety of housing;
- Integration of diverse needs and lifestyles; and
- Participation by realtors, the banking community, developers, and neighborhoods to work cooperatively to achieve these ends.

Outreach and education are significant components of reducing barriers to fair housing, as well as new production initiatives to create more units. The Wayland Housing Partnership, the Planning Board, Community Preservation Committee, and the Board of Selectmen are working together to implement these actions to remove impediments to fair housing.

PART A5. ASSESSMENT OF GOALS AND OBJECTIVES- PERSONS LIVING BELOW POVERTY LEVEL

In 2000, the Census found that the Town of Wayland had that 383 households or 8.3 percent of all households had incomes of less than \$25,000. In the same year, there were 77 families and 322 individuals who were living below the poverty level, which was \$10,850 for an individual and \$18,310 for a three-person household for a family of three. While there are no updated figures available, given economic circumstances since 2000, it is likely that the financial situations of these residents may not have improved substantially and some may have been forced to relocate.

PART A6. ASSESSMENT OF GOALS AND OBJECTIVES-ENERGY STAR UNITS

The Habitat Project is required to meet the building stretch code that was adopted in Wayland in 2011.

PART B.LEVERAGING: N/A**PART C. CITIZEN PARTICIPATION, INSTITUTIONAL STRUCTURE, DISTRIBUTION OF EXPENDITURES**

The Wayland Housing Partnership is working on the development of several Habitat for Humanity units within the Town. This project has involved significant public outreach. The Town of Wayland is constantly working to improve communication, both between Town Departments and with the private and public organizations in the community. The Town of Wayland Economic Committee is working with the Wayland Council on Aging to provide Elderly Housing at the former Septage Site on Route 20 that is owned by the Town of Wayland.

PART D. MONITORING: N/A**PART E. DISPLACEMENT AND RELOCATION: N/A****PART F. STATUS OF LOANS: N/A****PART G. ANNUAL PERFORMANCE REPORT: N/A**

PART III
APPENDIX

Philip B. Herr

20 MARLBORO STREET, NEWTON, MA 02458 617-969-5367

PPHERR@MSN.COM

MEMORANDUM

To: Robert Muollo
Cc: Alice Walkup
From: P. Herr
Date: September 3, 2013
Re: CAPER observations

PRIORITY NEED # 1 AND #2

The CAPER Draft says this on pages numbered 3 & 4:

Priority need #1: Provide deeper subsidies in affordable housing projects so that very low-income renter households have a greater range of housing choices.

In FY13, the City committed \$690,250 in CDBG funds to CAN-DO to acquire and rehabilitate a two-family, rental property located at 54 Eddy Street in West Newton. A Philadelphia-style building, the

3

first and second floor unit has two bedrooms and the second and third floor unit has three bedrooms. The total development cost is \$1.1 million and includes a first mortgage from The Village Bank and local Community Preservation Funds. This past fiscal year, CAN-DO acquired the property, deleaded it, and removed asbestos from the basement. A construction contract has been signed and the property will be rehabilitated and occupied in FY14.

Priority need #2: Reduce financial and institutional barriers to increase the availability of affordable housing by increasing funding; expediting the local funding review and project approval processes; and providing more case management and financial education for tenants.

The higher cost per unit for the 54 Eddy Street project (\$557,625/unit in total funds and \$345,125/unit in CDBG funds) is a reflection of targeting one of the units for households whose income does not exceed 50 percent of AMI. In addition, the project was conceived and underwritten so that residents do not need to have rental assistance to be able to live at the development. This is an example of how housing can be made available to lower-income households.

The draft text for Priority Need #1 notes that the Eddy Street property will have rental units. However, it gives no hint to the reader beyond that regarding how that development will address the need for deeper subsidies for very low income renter households, as sought by that Priority. Further, the implies that the Eddy Street construction contract wasn't signed in FY 13, but I believe that it was.

It is the CAPER text for Priority Need #2 that explains how the Eddy Street project serves Priority need #1, making the points that should have been in the text re Priority

#1. That language could be moved to Priority #1, perhaps with a reference in the text under Priority #2 to those words. That text might then make clear that the only element of that Priority that is being addressed at Eddy Street (as I understand it) is increased funding, while other items including expedited funding and project review are with the Mayor's support anticipated to occur over the coming fiscal year.

Also I don't think that the project development cost was raised because of reaching lower income levels: the increase was only to the amount of project subsidy.

To assure that I wasn't missing something, I went back to the July 1, 2012 –June 30, 2013 Annual Action Plan that is on the Web, and I got further confused. That which in the CAPER is boxed as Housing Priority #1 is verbatim the same as is Priority #2 in the Annual Action Plan, while the text of CAPER Housing Priority #2 is verbatim AAP Housing Priority #1. Switching order may not be a serious problem, but getting text and Priority statements to connect substantively certainly is important.

ECONOMIC DEVELOPMENT

These are some of the CAPER words at page numbered 21:

City of Newton & WestMetro HOME Consortium

FY13 CAPER

ECONOMIC DEVELOPMENT

Following a thorough analysis by the Planning staff and based on the recommendations of the EDAC, expressions of interest from the business community, the *Newton Comprehensive Plan*, and the options allowed within the CDBG program, a façade improvement program was determined to be one way to address these collective interests. This program will take the place of the two FY13 programs and will look to assist several small businesses in FY14.

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The above text seems to suggest that the *Newton Comprehensive Plan* supports facade improvement programs. Based on a careful digital word search and skimming of all the potential locations for such support, I can find no evidence of it or any other specific action that might include that. My recollection, which could be wrong, is that façade improvement was briefly discussed by the *Plan* Committee, but that device lacked support so it was dropped. While the CAPER words don't explicitly state that the *Plan* supported a façade improvement program, some of the authors of the *Plan's* Economic Development and Land Use elements might question that language. If there is a real link from façade improvement to language in the *Plan* then a footnote reference to it would strengthen the connection and preclude criticism on that point.



Setti D. Warren
Mayor

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www.newtonma.gov

Candace Havens
Director

October 1, 2013

Phil Herr
20 Marlboro Street
Newton, MA 02458

RE: Response to Comments on the FY13 Consolidated Annual Performance Evaluation Report

Dear Mr. Herr:

Thank you very much for your comments on the FY13 Consolidated Annual Performance Evaluation Report. Your input recommending stronger connections between the identified housing priority needs and the action taken to address those needs is very helpful. The language has now been updated to explain more clearly the connections.

Regarding the *Newton Comprehensive Plan* and the façade improvement program, you are correct in your conclusion that the *Plan* does not call out a façade program by name. Housing and Community Development staff reviewed the *Plan* and how it could aid in molding an eligible CDBG-funded economic development program that could assist the Newton small business community. In doing so, staff refer to several sections that discuss village centers, the need to provide vibrant attractive centers serving the adjacent residential communities, as well as to provide incentives for small business development in these village centers. This review of the *Plan* combined with the outreach efforts to the business community and guidance from the Boston Field Office of the U.S. Department of Housing and Urban Development led the Planning and Development Department to propose this program to the Economic Development Advisory Committee and later to the Planning and Development Board for their support.

Thank you again for providing your comments.

Sincerely,

Alice Walkup
Community Development Senior Planner
Planning and Development Department
City of Newton

cc: Candace Havens, Director, Planning and Development Department, City of Newton
Anne Marie Belrose, Community Development Manager, City of Newton

From: Sheila Mondshein <sheilamond@yahoo.com>
To: rmuollo <rmuollo@newtonma.gov>; kklauffer <kklauffer@aol.com>
Sent: Wed, Sep 4, 2013 12:35 pm
Subject: A few suggestions about the CAPER draft

Hi Kathy and Rob---Here are a few suggestions about the portion of the CAPER draft that deals with fair housing. I think it looks good overall. I'm sorry I don't have the exact page numbers with me at this time, but I will be reachable this afternoon by phone (or Monday) if there are any questions. If you like, you can circulate this to the other FHC members. Thanks, Sheila

- 1) Under priority need #3, at number 1, change "cultural diversity" to "ethnic diversity".
- 2) In the section discussing the ADA/Section 504 Access Coordinator, we should speak of "incorporating the requirements of Section 504" (as opposed to "incorporating Section 504"). Also, the proper reference to the "Fair Housing Act" or "Title VIII" is just that---it's confusing to also refer to the amending legislation which has a much narrower scope and purpose. The reference made here, and later on in the discussion on fair housing complaints, should be revised to simply say the "Fair Housing Act", among the other statutes listed.
- 3) In the section discussing the Questionnaire, I recommend the following two revisions: a) say that complaint filing was not "necessarily" a solution.... ; and b) speak of the "ultimate" goal of the process. I think that this revised wording would better reflect the purposes of the questionnaire process.
- 4) In the section discussing the Checklist, I believe that the statement about all having a written reasonable "modification" policy should probably read "accommodation" policy.
- 5) Do you want to add to the year's activities the preparation for and taping of the TV interview on fair housing (done by June), and the distribution of the fair housing posters? These public education and publicity efforts certainly help support diversity.



Setti D. Warren
Mayor

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Candace Havens
Director

October 1, 2013

Sheila Mondshein
Fair Housing Committee
Newton, MA

RE: Response to Comments on the FY13 Consolidated Annual Performance Evaluation Report

Dear Ms. Mondshein:

Thank you very much for your comments on the FY13 Consolidated Annual Performance Evaluation Report (CAPER). All of your feedback regarding word choice has been incorporated into the CAPER. We have also included information on the TV interview on Fair Housing and the distribution of the fair housing posters. Regarding your edit to change "cultural" to "ethnic" diversity under priority need #3, both types of diversity were established priorities in the FY11-15 Consolidated Plan. As a result, the word "ethnic diversity" was added, but "cultural diversity" was not removed under this priority need.

Thank you again for providing your comments.

Sincerely,

Alice Walkup
Community Development Senior Planner
Planning and Development Department
City of Newton

cc: Candace Havens, Director, Planning and Development Department, City of Newton
Anne Marie Belrose, Community Development Manager, City of Newton

U-CHAN
UNITING CITIZENS FOR HOUSING AFFORDABILITY IN NEWTON

Memorandum

To: Robert Muollo
Alice Walkup
From: Josephine McNeil & Esther Schlorholtz, U-CHAN Co-Chairs
Date: September 6, 2013
Re: CAPER comments

At our U-CHAN meeting on September 6, 2013, we discussed the incomplete "CITIZEN PARTICIPATION" portion (page numbered 31) of the Newton and WestMetro FY13 CAPER report. Two concerns were discussed, both of which have been raised from time to time over the past year. First, although the process for preparing the City's "Annual Action Plan" does as reported in the CAPER involve "a large number of committed volunteers," those involved are almost exclusively professionals in the various fields involved and/or appointees of the Mayor, but involves relatively few of those citizens who are either the direct beneficiaries of the actions shaped by both the "Consolidated Plan" and the "Annual Action Plan" or the general public, many of whom are aware that the City receives federal funds for the designated purposes. Achieving broader participation would require careful designing if it is to be effective, but could go a long way towards making citizen participation in both the creation of the Consolidated Plan and the Annual Action Plan more truly community based.

Second, such citizen participation as there is has been structured such that those involved with housing are enabled to make timely review of how the housing funds are to be allocated among housing activities, while those citizens with interests centered on architectural access similarly are able to review allocations within that topic's part of the budget (and through the six topical areas being funded), but those participants have essentially no voice regarding how funds are allocated among those topical areas. Broadening participation so as to give citizens a voice in such allocations could importantly help make the CDBG and HOME programs more community based. That is particularly important in a City like Newton where those residents most needing publicly supported efforts are no longer as geographically concentrated as they once were here or as they still are in most other communities. The result is that there is great difficulty in ensuring that funding across the various topical areas is serving those residents for whom the programs are intended – persons of limited means.

We suggest that in the "Comments" area of the CAPER it be stated that it is the intention of the City of Newton to over the next year explore how it can best shape a participatory program to address these concerns so that funds will effectively reach those for whom they are basically intended.

Please let us know how you will respond to our request. Thank you.



Setti D. Warren
Mayor

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Candace Havens
Director

October 1, 2013

Josephine McNeil and Esther Schlorholtz
Uniting Citizens for Housing Affordability in Newton
Newton, MA

RE: Response to Comments on the FY13 Consolidated Annual Performance Evaluation Report

Dear Ms. McNeil and Ms. Schlorholtz:

Thank you very much for your comments on the FY13 Consolidated Annual Performance Evaluation Report.

Your input recommending greater involvement of direct beneficiaries of the programs covered by the CAPER, the Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant programs is very helpful. As the *FY16-20 Consolidated Plan* process starts up this fall, the Housing and Community Development Division of the Planning and Development Department anticipates engaging low- to moderate-income residents who have benefitted from the programs for their input in evaluating the City's needs and establishing its priorities for the next five year plan. Additionally, we hope to sustain that involvement after the *FY16-20 Consolidated Plan* process concludes, ensuring that the first-person perspective of beneficiaries remains in place during the implementation of that *Plan*.

Your comments addressing the consideration and discussion of the allocation of funds across the program areas is also timely, as the *FY16-20 Consolidated Plan* process, through its market analysis and identification of needs, will provide an opportunity to consider the funding levels of the various program areas, and structure the annual budgets for FY16-20 in a manner that reflects those priorities.

Thank you again for providing your comments.

Sincerely,

Alice Walkup
Community Development Senior Planner
Planning and Development Department
City of Newton

cc: Candace Havens, Director, Planning and Development Department, City of Newton
Anne Marie Belrose, Community Development Manager, City of Newton

CITIZENS FOR AFFORDABLE HOUSING IN NEWTON DEVELOPMENT ORGANIZATION, INC.
D/B/A/ CAN-DO
1075 Washington Street
West Newton, MA 02465

September 8, 2013

Ms. Alice Walk-up
City of Newton Planning Department
1000 Commonwealth Avenue
West Newton, MA 02459

RE: CAPER Comments

Dear Ms. Walk-UP,

I would like to offer comments on the following stated sections of the CAPER:

Homeowners Rehabilitation Program

The revised procurement procedures do not improve the outcome of the construction projects. The modeling of state purchasing principles are questionable given the fact that state's policies are for goods and services and specifically exempt construction contracts in Massachusetts. These revisions in the procurement procedures and the slowness of the approval process within the executive offices have resulted in fewer households being served. In addition, they result in added costs for the projects.

Economic Development Programs

The lack of meetings by the EDAC during FY13 raises questions about the efficacy of its advisory and monitoring roles. The description of the committee is inaccurate. Not all members of the committee are from the Newton business community.

Neighborhood Improvement Program

The lack of an inclusive process in the selection of the Neighborhood Advisory Committees has led to questionable projects. This shortcoming coupled with the lack of training regarding the history of the CDBG legislation has resulted in neighborhood projects that are unrelated to the needs of the low-income populations in the target neighborhoods. Each neighborhood advisory should require some number of low income persons, on the model of the federal HOME program. While this would not ensure the funding of projects that directly benefit low-moderate income residents, at the very least it would provide an opportunity for that perspective to influence the decisions of the committees. I appreciate the opportunity to provide these comments on the CAPER.

Sincerely,


Josephine McNeil
Executive Director



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Candace Havens
Director

October 1, 2013

Josephine McNeil
Executive Director
Citizens for Affordable Housing in Newton Development Organization, Inc.
1075 Washington Street
Newton, MA 02465

RE: Response to Comments on the FY13 Consolidated Annual Performance Evaluation Report

Dear Ms. McNeil:

Thank you very much for your comments on the FY13 Consolidated Annual Performance Evaluation Report.

Regarding your input on the Economic Development Advisory Committee, the language in the CAPER has been updated to reflect the current composition of the Committee. There will be additional meetings as the façade improvement program continues to develop.

Housing and Community Development Division staff has been working to involve more people in the Neighborhood Advisory Committees. In January 2013, the Division sent postcards to all the residents of the City's four target neighborhoods to invite their participation in the Neighborhood Advisory Committees. Staff continues to examine additional outreach methods, particularly to better engage people with low- to moderate incomes. The *FY16-20 Consolidated Plan* process, which is starting this fall, anticipates involving more direct beneficiaries of the CDBG program in evaluating the City's needs and establishing its priorities for the next five year plan, and intends to sustain that involvement after the *Plan* is completed.

On the new procurement procedure topic, we again appreciate your feedback. As I said in my response to your comments on the *FY14 Annual Action Plan*, the City's current policy remains in place. We will continue to monitor the performance of projects subject to this policy in FY14.

Thank you again for providing your comments.

Sincerely,

Alice Walkup
Community Development Senior Planner
Planning and Development Department

cc: Candace Havens, Director, Planning and Development Department, City of Newton
Anne Marie Belrose, Community Development Manager, City of Newton

Alice Walkup

From: "rrcexec" <rrcexec@regulatoryresearch.com>
To: <awalkup@newtonma.gov>
Subject: Comment on Draft CAPER dated July 1, 2012-June 30, 2013 for the City of Newton and WestMetro HOME Consortium
Date sent: Wed, 25 Sep 2013 13:36:09 -0400

September 24, 2013
Alice Walkup
City of Newton
Senior Planner
Community Development
City Hall
Newton, MA

Dear Alice:

I have read the Draft Consolidated Annual Performance Evaluation Report dated July 1, 2012-June 30, 2013 for the City of Newton and WestMetro HOME Consortium.

I understand that the public comment period extends to September 27, 2013 and I wish to comment on this publication.

My community has just undergone a divisive and ugly experience as the result of a proposal for housing in the Newton village of Waban that was inadequately advertised and had little to no community participation in its conception. The letter of the law was likely followed in the advertising of public meetings and hearings. However, I challenge the City to draw affected residents into their planning at much earlier stages than at present. As soon as a program is considered by any of the housing or planning boards for housing more than four clients (the legal number of unrelated people, I believe, that can reside together in a single family dwelling), the City should notify the abutters and abutters to abutters to the property. The City could also advertise the program to the Village with a short reverse 911 call, pointing the residents to a more informational website. I applaud the Committee chaired formerly by Joyce Moss for recommending that the community comment period be extended by 30 days. But, that is still insufficient.

I note that the four targeted communities for CDBG funding have advisory committees available to consider expenditure of funds in their neighborhoods. The remaining nine villages do not have such advisory boards. If these monies are to be spent outside the targeted neighborhoods, then it seems reasonable to expect that the village in which funds will be spent will have similar local citizen representation. At least three of those remaining nine villages have Neighborhood Area Councils who could easily be notified and who could facilitate communication between residents and developers. The eight or so city-wide boards (made up mostly of developers and housing specialists) lack the community's perspective. If the City's planners wish to have success in promoting their programs, they need to engage the residents who will be most impacted by their plans. They need to engage the community at the very early planning level. This is more work and much more difficult for the program's developers, but has the chance of being supported by the neighborhood and a much greater chance of successful implementation.

Thank you for your consideration in this matter.

Sincerely,

Sallee Lipshutz
24 Radcliff Road
Waban, MA 02468
(617)965-1379
rrcexec@regulatoryresearch.com



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
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(617) 796-1120
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(617) 796-1142
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(617) 796-1089
www.newtonma.gov

Candace Havens
Director

October 1, 2013

Sallee Lipshutz
24 Radcliff Road
Waban, MA 02468

RE: Response to Comments on the FY13 Consolidated Annual Performance Evaluation Report

Dear Ms. Lipshutz:

Thank you very much for your comments on the FY13 Consolidated Annual Performance Evaluation Report (CAPER).

Your input recommending greater and earlier involvement of non- Community Development Block Grant (CDBG) target neighborhoods proposed to host CDBG funded projects is helpful. As the *FY16-20 Consolidated Plan* process starts up this fall, the City will be reviewing the Citizen Participation Plan and public notification process. This feedback will be considered in that revision and I hope you will attend those meetings in which public participation is discussed. I have added you to the list that receives notice of such meetings directly.

Also as part of the *FY16-20 Consolidated Plan*, the Housing and Community Development Division of the Planning and Development Department anticipates engaging residents from all neighborhoods within the City, both to listen to their input and to educate the public on the CDBG, HOME Investment Partnerships program, and Emergency Solutions Grant program in which the City participates. Additionally, we hope to sustain that involvement after the *FY16-20 Consolidated Plan* process concludes, ensuring that the perspectives of residents throughout the City remain in place during the implementation of that *Plan*.

Thank you again for providing your comments.

Sincerely,

Alice Walkup
Community Development Senior Planner
Planning and Development Department
City of Newton

cc: Candace Havens, Director, Planning and Development Department, City of Newton
Anne Marie Belrose, Community Development Manager, City of Newton

Financial Summary
Grantee Performance Report
 Community Development Block Grant Program

**U.S. Department of Housing and
 Urban Development**
 Office of Community Planning
 and Development

OMB Approval No. 2506-0077 (Exp.5/31/97)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paper Reduction Project (2506-0077), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

1. Name of Grantee CITY OF NEWTON		2. Grant Number B-12-MC-25-0019		3. Reporting Period From 7/1/12 To 6/30/13	
Part I: Summary of CDBG Resources					
1. Unexpended CDBG funds at end of previous period (Balance from prior program years)				\$ 1,098,898.97	
2. Entitlement Grant from form HUD-7082				\$ 1,686,582.00	
3. Surplus Urban Renewal Funds				\$ -	
4. Section 108 Guaranteed Loan Funds (Principal Amount)				\$ -	
5. Program Income received by:		Grantee (Column A)	Subrecipient (Column B)		
a. Revolving Funds		\$ 181,494.22	\$ -		
b. Other (Identify below. If more space is needed use an attachment.)			\$ -		
		\$ 181,494.22	\$ -		
c. Total Program Income (Sum of columns a and b)			\$ 181,494.22		
6. Prior Period Adjustments (if column is a negative amount, enclose in brackets)				\$ -	
7. Total CDBG Funds available for use during this reporting period (sum of lines 1 through 6)				\$ 2,966,975.19	
Part II: Summary of CDBG Expenditures					
8. Total expenditures reported on Activity Summary, forms HUD-4949.2 & 4949.2A				\$ 2,103,879.94	
9. Total expended for Planning & Administration, form HUD-4949.2			\$ 366,207.51		
10. Amount subject to Low/Mod Benefit Calculation (line 8 minus line 9)			\$ 1,737,672.43		
11. CDBG funds used for Section 108 principle & interest payments				\$ -	
12. Total expenditures (line 8 plus line 11)				\$ 2,103,879.94	
13. Unexpended balance (line 7 minus line 12)				\$ 863,095.25	
Part III: Low/Mod Benefit This Reporting Period					
14. Total Low/Mod credit for multi-unit housing expenditures from form HUD-4949.2A				\$ 601,364.31	
15. Total from all other activities qualifying as low/mod expenditures from forms HUD-4949.2 and 4949.2A				\$ 1,136,308.12	
16. Total (line 14 plus line 15)				\$ 1,737,672.43	
17. Percent benefit to low/mod persons (line 16 divided by line 10 this reporting period)				100%	

Part IV: Low/Mod Benefit for Multi-Year Certifications (Complete only if certification period includes prior years)		
Program years (PY) covered in certification	PY _____ PY _____ PY _____	
18. Cumulative net expenditures subject to program benefit calculation	\$	-
19. Cumulative expenditures benefiting low/mod persons	\$	-
20. Percent benefit to low/mod persons (line 19 divided by line 18)		0%
Part V: For Public Service (PS) Activities Only: Public Service CAP Calculation		
21. Total PS expenditures from column h, form HUD-4949.2A	\$	311,237.53
22. Total PS unliquidated obligations from column r, form HUD-4949.2A	\$	-
23. Sum of line 21 and line 22	\$	311,237.53
24. Total PS unliquidated obligations reported at the end of the previous reporting period	\$	34,412.80
25. Net obligations for public services (line 23 minus line 24)	\$	276,824.73
26. Amount of Program Income received in the preceding program year	\$	228,841.58
27. Entitlement Grant Amount (line 2)	\$	1,686,582.00
28. Sum of line 26 and line 27	\$	1,915,423.58
29. Percent funds obligated for Public Service Activities (line 25 divided by line 28)		14.45%
Part VI: Planning and Program Administration Cap Calculation		
30. Amount subject to planning and administrative cap (grant amount from line 2 plus line 5c)	\$	1,868,076.22
31. Amount expended for Planning & Administration (from line 9 above)	\$	366,207.51
32. Percent funds expended (line 31 divided by line 30)		20%

Instructions

Name of Grantee: Enter the grantee's name as shown on the approved Grant Agreement (form HUD-7082) for the most recently completed program year.

Grant Number: Enter the grant number assigned by HUD to the Community Development Block Grant for the most recently completed program year.

Period Covered: Enter the beginning date and ending date for the most recently completed program year.

Annual Performance Report HOME Program

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0171
(exp. 05/31/2007)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/MI) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410	Starting 07/01/2012	Ending 06/30/2013	09/30/2013

Part I Participant Identification

1. Participant Number M-12-DC-25-0213	2. Participant Name Newton (WestMetro) Consortium		
3. Name of Person completing this report Anne Marie Belrose		4. Phone Number (Include Area Code) 617-796-1130	
5. Address 1000 Commonwealth Avenue	6. City Newton	7. State MA	8. Zip Code 02459-1449

Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
\$130,107.27	\$123,266.34	\$207,988.71	\$0	\$45,384.90

Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
A. Contracts					
1. Number	20	0	0	0	20
2. Dollar Amount	\$158,482.22	0	0	0	\$158,482.22
B. Sub-Contracts					
1. Number	0	0	0	0	0
2. Dollar Amount	0	0	0	0	0
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number	20	1	19		
2. Dollar Amount	\$158,482.22	\$3,000	\$155,482.28		
D. Sub-Contracts					
1. Number	0	0	0		
2. Dollar Amounts	0	0	0		

Part IV Minority Owners of Rental Property

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
1. Number	1	0	0		0	1
2. Dollar Amount	\$36,208					\$36,208

Part V Relocation and Real Property Acquisition

Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

	a. Number	b. Cost
1. Parcels Acquired	0	
2. Businesses Displaced	0	
3. Nonprofit Organizations Displaced	0	
4. Households Temporarily Relocated, not Displaced	0	

Households Displaced	a. Total	Minority Business Enterprises (MBE)				f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic	
5. Households Displaced - Number	0	0	0	0	0	0
6. Households Displaced - Cost						

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	NEWTON
Organizational DUNS Number	076576826
EIN/TIN Number	046001404
Identify the Field Office	BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Brookline Newton Waltham Watertown CoC (MA-518)

ESG Contact Name

Prefix	
First Name	Alice
Middle Name	
Last Name	Walkup
Suffix	
Title	Senior Community Development Planner

ESG Contact Address

Street Address 1	1000 Commonwealth Avenue
Street Address 2	
City	Newton
State	MA
ZIP Code	02459
Phone Number	617-796-1125
Extension	
Fax Number	617-796-1142
Email Address	awalkup@newtonma.gov

ESG Secondary Contact

Prefix	
First Name	Carl
Last Name	Baniszewski
Suffix	
Title	Community Development Planner
Phone Number	617-796-1132
Extension	
Email Address	cbaniszewski@newtonma.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2012
Program Year End Date 06/30/2013

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name
City
State
Zip Code
DUNS Number
Is subrecipient a VAWA-DV provider
Subrecipient Organization Type
ESG Subgrant or Contract Award Amount

REACH Beyond Domestic Violence, Inc.
Waltham, MA 02454 DUNS: 781777412
DV Provider, other nonprofit, \$19,600 – Emergency Shelter Services

The Second Step, Inc.
Newton, MA 02460 DUNS: 028016942
DV Provider, other nonprofit \$41,400 – Emergency Shelter Services

Middlesex Human Service Agency, Inc.
Waltham, MA 02453 DUNS: 170557474
No DV, other nonprofit, \$24,000 – Emergency Shelter Services

Brookline Community Mental Health Center, Inc.
Brookline, MA 02445 DUNS: 097444186
No DV, other nonprofit, \$94,694.25 – Homelessness Prevention
\$31,564.75 – Rapid Re-housing

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	15
Children	17
Don't Know/Refused	0
Missing Information	0
Total	32

Table 1 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	2
Children	3
Don't Know/Refused	0
Missing Information	0
Total	5

Table 2 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	434
Children	38
Don't Know/Refused	0
Missing Information	0
Total	472

Table 3 – Shelter Information

4d. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	451
Children	58
Don't Know/Refused	0
Missing Information	0
Total	509

Table 4 – Household Information for Persons Served with ESG

4e. Complete for Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused	0
Missing Information	0
Total	0

Table 5 – Household Information for Persons Served with ESG

4f. ESG Outcomes and CoC Performance Standards

ESG Component	CoC Standard	ESG Outcome
Street Outreach	0	0
Homelessness Prevention	4 Households	7 Households/32 Individuals
Rapid Re-housing	1 Household	2 Households/5 Individuals
Emergency Shelter Services	580 Individuals	472 Individuals

Table 6 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	352
Female	156
Transgender	1
Unknown	0
Subtotal	509

Table 7 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	58
18-24	42
Over 24	409
Don't Know / Refused	0
Missing Information	0
Total	509

Table 8 – Age Information

6. Race — Complete for All Activities

Racial/Ethnic Status of People Served	People Served
White/non-Hispanic	345
Hispanic	92
African American	148
Asian	27
Native American	4
Other	9
TOTAL	625*

*This table includes the 116 people served through CDBG-funded activities.

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	Total
Veterans	0	0	25	25
Victims of Domestic Violence	4	1	107	112
Elderly	0	0	26	26
HIV/AIDS	0	0	4	4
Chronically Homeless	0	0	261	261

Persons with Disabilities:				
Severely Mentally Ill	10	0	135	145
Chronic Substance Abuse	0	0	211	211
Other Disability	12	0	35	47
Total (unduplicated if possible) Not unduplicated per CB	26	1	804	831

Table 9 – Special Population Served

CR-70 – Assistance Provided

8. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nighths available	36865
Total Number of bed - nights provided	32194
Capacity Utilization	87% (should autocalculate)

Table 10 – Shelter Capacity

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	\$15,985	\$16,600	\$16,760
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	\$13,000	\$12,866	\$12,989
Subtotal Homelessness Prevention	\$28,985	\$29,466	\$29,749

Table 11 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	0	0	0

Table 12 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services	\$12,000	\$11,900	\$12,010
Operations	\$58,000	\$57,300	\$57,840
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	\$70,000	\$69,200	\$69,850

Table 13 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Street Outreach	0	0	0
HMIS	0	0	0
Administration	0	0	0

Table 14 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
	\$98,985	\$98,666	\$99,599

Table 15 - Total ESG Funds Expended

11f. Match Source

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds	\$110,660	\$125,789	\$79,399
Other Federal Funds	\$20,000	\$20,000	\$10,000
State Government	\$797,141	\$804,738	\$402,270
Local Government	\$43,960	\$75,864	\$47,582
Private Funds	\$699,457	\$417,977	\$241,969
Other	\$5,260	\$3,075	\$970
Fees	0	0	0
Program Income	\$18,000	\$20,000	\$8,300
Total Match Amount	\$1,694,478	\$1,467,443	\$790,490

Table 16 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
	\$1,793,463	\$1,566,109	\$890,089

Table 17 - Total Amount of Funds Expended on ESG Activities



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
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TDD/TTY
(617) 796-1089
www.newtonma.gov

Candace Havens
Director

TO: Mayor Setti D. Warren
FROM: Candace Havens, Director of Planning and Development
Anne Marie Belrose, Community Development Manager *AM*
DATE: September 30, 2013
RE: Planning and Development Board Recommendation

On September 12, 2013 the Planning and Development Board held a public hearing to consider the following housing and community development item.

Public Hearing Item: FY 2013 Consolidated Annual Performance and Evaluation Report

Background: Pursuant to federal regulations, the City is required to hold two (2) public hearings per year as a condition of funding from the US Department of Housing and Urban Development (HUD). The grants that are covered by these regulations are Community Development Block Grant, HOME Investment Partnership Program, and Emergency Solutions Grant. In addition, the City must submit (within 90 days of every fiscal year end) a Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER includes extensive quantitative and qualitative descriptions of the City's accomplishments throughout the fiscal year of goals established in the City's Consolidated Plan. It is made available to the public for 30 days, during which time stakeholders may comment and receive responses from the Department.

Accordingly, a public hearing on the CAPER was held at the Planning and Development Board Meeting on September 12. The hearing was advertised in accordance with the City's Citizen Participation Plan. Housing and Community Development staff presented a slideshow which summarized the contents of the CAPER, and invited questions from board members and the public. The presentation was well received, and comments were shared by the Board members and by the public that will be helpful in guiding the process for creating the Consolidated Plan.

Request: Kindly sign below and the attached Certification, (which must be submitted to HUD with the CAPER,) to acknowledge our compliance with the regulatory requirements for the grants, and return both documents to me in the Planning and Development Department.


Setti D. Warren, Mayor

9/30/13
Date

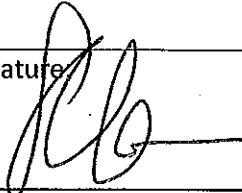
**Department of Housing and Urban Development
Office of Community Planning**

COVER PAGE/CERTIFICATION

Grantee Performance Report
Community Block Grant Program

1. PROGRAM YEAR END: 6/30/13	2. GRANT NUMBER: B12MC250019
3. NAME & ADDRESS OF GRANTEE: City of Newton 1000 Commonwealth Avenue Newton, MA 02459-1449	4. NAME & ADDRESS OF CD Manager: Ms. Anne Marie Belrose Planning and Development Department 1000 Commonwealth Avenue Newton, MA 02459-1449
5. NAME & TELEPHONE NUMBER OF PERSON MOST FAMILIAR WITH INFORMATION IN THIS REPORT: Alice Walkup (617) 796-1125	6. NAME & TELEPHONE NUMBER OF PERSON TO CONTACT ABOUT DISCLOSURES REQUIRED BY THE HUD REFORM ACT OF 1989: Anne Marie Belrose (617) 796-1130
<p>7. Have these Community Development Block Grant (CDBG) funds been used:</p> <p>a. to meet the community development program objectives in the final statement for this program year? If no, explain, in a narrative attachment, how: (1) the uses did not relate to program objectives; and (2) future activities or program objectives might change as a result of this year's experiences. YES</p> <p>b. exclusively to either benefit low-and-moderate (low/mod) income persons, aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency? If no, explain in a narrative attachment. YES</p> <p>c. such that the grantee has complied with, or will comply with, its certification to expend not less than 70% of its CDBG funds, during the specified period, on activities which benefit low/mod income person? If no, explain in a narrative attachment. YES</p>	
<p>8. Were citizen comments about this report and/or the CDBG program received? See Citizen Participation Summary Section and Comments/Responses in Appendix</p>	
<p>9. Indicate how the Grantee Performance Report was made available to the public: See Citizen Participation Summary Section</p>	

I hereby certify that: This report contains all required items identified above; Federal assistance made available under the Community Development Block Grant Program (CDBG) has not been utilized to reduce substantially the amount of local financial support for community development activities below the level of such support prior to the start of the most recently completed CDBG program year; all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18U.S.C.1001,1010,1012;U.S.C.3729,3802)

Typed Name and Title of Authorized Official Representative: Setti D. Warren, Mayor	Signature 	September 30, 2013
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