



**Joint Zoning & Planning Committee and  
Finance Committee**  
**Agenda**

**City of Newton**  
**In City Council**

**Thursday, February 4, 2021**

**7:00 PM**

The Zoning and Planning Committee will meet jointly with the Finance Committee on Thursday, February 4, 2021 at 7:00 PM. To view this joint meeting using Zoom, use this link: <https://us02web.zoom.us/j/84337110442> or call 1-646-558-8656 and use the following Meeting ID: 843 3711 0442

**Items Scheduled for Discussion:**

- Referred to Zoning & Planning and Finance Committees**  
#52-21 **Approval of CPA funds for Covid-19 Emergency Housing Relief**  
HER HONOR THE MAYOR requesting the appropriation the approval of one million two hundred dollars (\$1,200,000) in CPA funds to provide additional emergency housing relief to income eligible households through June 2021.
- Referred to Zoning & Planning and Finance Committees**  
#458-20 **CPC Recommendation to appropriate \$1,433,000 in CPA funding for Grace Church COMMUNITY PRESERVATION COMMITTEE** recommending the appropriation of one million four hundred and thirty-three thousand dollars (\$1,433,000) in Community Preservation Act historic resource funding to the Grace Episcopal Church Tower Restoration project for the stabilization and preservation of the historically significant ca. 1872 conical stone spire, tower and belfry.

**Respectfully Submitted,**

**Deborah J. Crossley, Chair of the Zoning & Planning Committee**  
**Rebecca walker Grossman, Chair of the Finance Committee**

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**52-21**

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rfuller@newtonma.gov

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Honorable City Councilors:

January 25, 2021

CITY CLERK  
NEWTON, MA. 02459

JAN 25 PM 3:43

RECEIVED

I respectfully submit this docket item to this Honorable Council requesting the approval of \$1.2 million in CPA funds to provide additional emergency housing relief to income eligible households through June 2021. The funds, unanimously recommended for approval by the Community Preservation Committee on January 12, 2021, are in addition to the \$2 million in CPA funds approved last April and \$500,000 allocated by the City in federal CDBG funds from the federal CARES Act.

The City will continue to partner with Metro West Collaborative Development to oversee and administer all funding to provide housing assistance to households with incomes below 80% of the area median income which were negatively impacted by the ongoing COVID-19 crisis. This request will allow the program to continue assisting households through June 2021, providing a full year of housing assistance to the majority of recipients who entered the program in July 2020.

Attached please find the CPC's January 19, 2021 funding recommendation.

Thank you for your consideration of this matter.

Sincerely,

Mayor Ruthanne Fuller



Ruthanne Fuller  
Mayor

## City of Newton, Massachusetts

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

**52-21**

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Barney S. Heath  
Director

### Community Preservation Committee Funding Recommendation for COVID-19 Emergency Housing Relief Program Additional Funding

**Date:** January 19, 2021  
**From:** Community Preservation Committee  
**To:** The Honorable City Council  
**Cc:** Her Honor Mayor Ruthanne Fuller

**PROJECT GOALS & ELIGIBILITY** This proposal requests additional funding to extend the City's COVID-19 Emergency Housing Relief Program through June 2021. In May 2020, the City partnered with Metro West Collaborative Development (MWCD) to oversee and administer a joint program utilizing CPA and Federal CARES CDBG funding to provide housing assistance to households with incomes below 80% AMI which were negatively impacted by the ongoing COVID-19 pandemic. To date, the program has successfully provided over \$1.6 million to assist 211 households by paying 70% of their monthly housing costs. However, the program's initial term of three months has provided to be too short a time period to address the negative impacts of the ongoing Covid-19 crisis. Because most program participants needed far less per month than originally anticipated (the average household receives approximately \$1,400 per month in assistance), the City was able to extend the program to first six and then eight months of assistance with the initial funding allocation. The program is anticipated to run out of funding this spring, but it is unlikely that most households will see any improvement in their situations by that time. The current request will allow the program to continue assisting households through June 2021, providing a full year of housing assistance to the majority of recipients who entered the program in July 2020. This project is CPA-eligible as the support of affordable housing.

**RECOMMENDED FUNDING** On January 12, 2021, the Community Preservation Committee voted unanimously to recommend allocating \$1,200,000 in CPA funds for the support of community housing to the control of the Planning & Development Department for a grant to the Metro West Collaborative Development for the purpose of providing emergency housing relief to income eligible households through June 2021. The funding is proposed to be taken from existing community housing reserve funds and existing FY21 budget reserve as follows:

Sources of Funds	Amount
CPA Housing Reserve Funds (Account 58C10498-57900C)	\$401,837
CPA Housing Reserve Funds – Prior Year Fund Balance (Account 5820-3599)	\$431,305
FY21 Budget Reserve (Account 58R10498-579000)	\$366,858
<b>Total Funds Recommended</b>	<b>\$1,200,000</b>

website [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa)

contact Lara Kritzer, Community Preservation Program Manager  
email [lkritzer@newtonma.gov](mailto:lkritzer@newtonma.gov) phone 617.796.1144

Preserving the Past  Planning for the Future

**SPECIAL ISSUES CONSIDERED BY THE CPC**

CPC members have continued to express their support for providing CPA funds to assist households who have been negatively impacted by the ongoing Covid-19 pandemic since the program was first proposed in May 2020. It was noted at the start of this program that many Newton households were already cost burdened prior to the emergency, and that this condition would only be exacerbated by current crisis. Over the first six months of the program, the CPC received regular updates on the program and twice approved extensions to the length of the program, first to six months in September and then to eight months in December, as it became clearer that economic conditions were not improving. During these reviews, it was noted that the majority of the program's participants are considered to be very or extremely low income households, and that many were in danger of losing their existing units without this assistance. While the program's maximum allowed income was set at 80% AMI, 90% of the households in the program have incomes below 65% AMI and over half of the program's current participants have far lower incomes below 30% AMI. As a result, the program is assisting some of Newton's most vulnerable households to remain in their existing units and avoid homelessness.

**ADDITIONAL RECOMMENDATIONS** *(funding conditions)*

1. That the program be continued as initially designed through June 2021 with the elimination of the \$7,500 maximum allowed assistance per household and the option that program participants can continue to receive assistance for up to one year with income recertifications at three-month intervals.
2. The program will be made available to all households which meet the income threshold requirements, irrespective as to whether they are already receiving housing assistance from other sources.
3. The CPC assumes all recommended funds will be appropriated within twelve (12) months after the date of this recommendation. If this deadline cannot be met, the applicants should submit a written request to the CPC to extend that deadline.
4. The release of the additional CPA funds will be governed by the existing grant agreement between the City of Newton and the Metro West Development Collaborative which was executed on July 20, 2020.
5. Any CPA funds appropriated but not used for the purposes stated herein should be returned to the Newton Community Preservation Fund.

**KEY OUTCOMES**

The Community Preservation Committee will continue to evaluate this project based on its success in using Newton CPA funds to support vulnerable, lower income households in Newton who have been negatively impacted by the COVID-19 crisis to remain in their existing housing situation. The success of this program will be measured by its ability to provide assistance and stability to Newton's most vulnerable and at-risk households during the Covid-19 crisis.

**ATTACHMENTS**

- Additional funding proposal application
- Program presentation made at the January 12 CPC Meeting

The above attachments are also available on the CPC project webpage along with links to additional information not attached to this recommendation. This information is available at:

<https://www.newtonma.gov/government/planning/community-preservation-program/proposals-projects/covid-19-emergency-housing-relief-program>

**Newton, Massachusetts Community Preservation Program  
FUNDING REQUEST**

(For staff use)  
date rec'd:

City of Newton



Ruthanne Fuller  
Mayor

PRE-PROPOSAL

PROPOSAL

Updated December 14, 2020

Please submit this completed file directly – do not convert to PDF or other formats.  
For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact us:

Lara Kritzer, Community Preservation Program Manager,  
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
lkritzer@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	COVID-19 Emergency Housing Relief Program Additional Funding		
<b>Project LOCATION</b>	Full street address (with zip code), or other precise location. Citywide		
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone
<b>Project Manager</b>	Amanda Berman, Dir. Housing & Community Dev., Planning and Dev. Dept.	<a href="mailto:aberman@newtonma.gov">aberman@newtonma.gov</a>	617-796-1147
<b>Other Contacts</b>	Barney Heath, Dir., Planning & Dev. Dept.	<a href="mailto:bheath@newtonma.gov">bheath@newtonma.gov</a>	617-796-1120
<b>Co-Applicant</b>	Jennifer Van Campen, Exec. Dir., Metro West Collaborative Development	<a href="mailto:jvc@metrowestcd.org">jvc@metrowestcd.org</a>	617-923-3505
<b>Project FUNDING</b>	<b>A. New CPA funds requested:</b> \$1,200,000	<b>B. Other funds to be used:</b> \$2,500,000	<b>C. Total project cost (A+B):</b> \$3,700,000
<b>USES OF FUNDS</b>	<input checked="" type="checkbox"/> Rental Assistance		<input checked="" type="checkbox"/> Mortgage Assistance
<b>TARGET POPULATION, TYPE OF HOUSING, SPECIAL FEATURES</b>			
Individuals <input checked="" type="checkbox"/>	Families <input checked="" type="checkbox"/>	Seniors <input checked="" type="checkbox"/>	Homeless/At Risk of Homelessness <input checked="" type="checkbox"/>
Rental <input checked="" type="checkbox"/>	Ownership (including condominiums) <input checked="" type="checkbox"/>	% Area Median Income:	Up to 80% AMI
<b>Project SUMMARY</b>	Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW.		
<p>Additional funding is requested to extend the Covid-19 Emergency Housing Relief Program to provide up to 12 months of assistance to income-eligible households who continue to be negatively impacted by the ongoing pandemic. Established in July 2020, the program was designed to assist households at or below 80% AMI with up to 70% of their housing costs, with a maximum per month expenditure of \$2,500. To date, the program has assisted 211 low and very low-income households, with 90% of households at or below 65% AMI. Approximately 60% of individuals served by the program are people of color. Despite the success of the program, nearly all of the member households are still in critical need of additional housing support. Many will continue to be out of work for the foreseeable future and eviction moratoriums have, or will be, ending in the next month. While the program was originally conceived as a three-month assistance program, the average monthly assistance was much lower than the \$2,500 initially projected. Existing funding was available to cover two approved funding extensions: the first three-month extension allowed for up to 6 total months of assistance and the second two-month extension allowed for up to 8 total months of housing assistance, pending a recertification of program eligibility at the end of each three-months of assistance. For the program recipients who joined in July 2020, the extended 8-month program will end in February, long before economic conditions are expected to improve. The requested funding is the amount necessary to extend the program through June 2021. This will provide up to 12 months of assistance to those initial program participants, and additional assistance to those who entered at later dates in 2020 and 2021. The hope is that this additional funding will help to protect Newton's most at-risk households from losing their homes through the end of the current crisis.</p>			

<b>Project TITLE</b>	COVID-19 Emergency Housing Relief Program Additional Funding		
<b>USE of CPA FUNDS</b>	<b>COMMUNITY HOUSING</b>	✓	<b>Support</b>
<b>COMMUNITY NEEDS</b>	From each of at least 2 plans linked to the <u><a href="#">Guidelines &amp; Forms</a></u> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a> , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.		
The COVID-19 Emergency Housing Relief Program supports affordable housing as recognized in the following plans:			
<p><b>Comprehensive Plan:</b> The Housing Section emphasizes the importance of protecting the City's diversity and lists it as the first of the section's "Housing Goals" (p. 5-12). The section stresses the need to "undertake a program of positive actions that will assure fair and equal housing opportunities for a population that is at least as diverse as at present." The goal also recognizes the need for this diverse population to be able to "maintain suitable housing at affordable costs." The proposed Housing Relief program will assist those Newton residents who have been negatively impacted by the COVID-19 pandemic to remain in their existing housing, in the process helping to maintain both the diversity of the City and the affordability of its housing stock.</p> <p>Further, establishing an emergency housing assistance program is specifically suggested as Potential Housing Action 2E, Finance and Development (p.5-20)</p> <p><b>Consolidated Plan 7/2015 to 6/2020:</b> (p.103) This section states that 29% of Newton households were already cost burdened or extremely cost burdened prior to the current crisis. The program to date has predominantly assisted Newton's lowest income households with 55% of participants at or below 30% AMI and 90% at or below 65% AMI.</p> <p><b>Community Outreach:</b> The Mayor, multiple City Councilors, and numerous City residents and affordable housing advocates have taken part in the development of this program and have expressed support for the continued use of CPA funding. Over the last six month, City staff and officials have read numerous articles and attended webinars on the creation of Emergency Housing assistance programs throughout the state, with support from state organizations including the Community Preservation Coalition, Mass. Housing Partnership, Citizens Housing and Planning Association (CHAPA), and the Metropolitan Area Planning Council (MAPC) amongst others.</p>			
<b>COMMUNITY CONTACTS</b>	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager's qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.		
	<b>Name &amp; title or organization</b>	<b>Email</b>	<b>Phone</b>
	Fran Godine, Engine 6	<a href="mailto:godine@comcast.net">godine@comcast.net</a>	6-17-969-2625
	Meghan Kennedy, Director of Social Services, City of Newton Health & Human Services Dept.	<a href="mailto:mkenedy@newtonma.gov">mkenedy@newtonma.gov</a>	617-796-1282
	Lizbeth Heyer, Chair Newton Housing Partnership	<a href="mailto:lheyer@2lifecommunities.org">lheyer@2lifecommunities.org</a>	617-912-8400
			<b>Mailing Address</b>

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.  
Full proposals must include separate, detailed budgets in addition to this page.

Project TITLE	COVID-19 Emergency Housing Relief Program	
<b>SUMMARY BUDGET for RENTAL &amp; MORTGAGE ASSISTANCE</b>		
<b>Uses of Funds</b>		
Direct Assistance: Additional program funding to provide up to 12 months of rental and homeowner assistance (deed-restricted ownership units only) between July 2020 and June 2021 for approximately 250 Newton Households (maximum monthly assistance of \$2,500)		\$1,200,000
Program Admin Fee (Funded in Initial Funding Request – No further funding required)		\$ 0
<b>D. TOTAL USES</b> (should equal C. on page 1 and E. below)		<b>\$1,200,000</b>
<b>Sources of Funds</b>	<b>Status</b> (requested, expected, confirmed)	
CPA funding – Additional Funding	Requested	\$1,200,000
CPA Funding (June 2020) Anticipated to continue to fund the program through February 2021	Confirmed	\$2,000,000
CDBG Funding (Initial program expenses through September 2020)	Confirmed	\$500,000
<b>E. TOTAL SOURCES</b> (should equal C. on page 1 and D. above).		<b>\$3,700,000</b>
<b>SUMMARY BUDGET for PROGRAM ADMINISTRATOR</b>		
<b>Uses of Funds</b>		
Administrative costs for Metro West Collaborative Development Administration and Oversight of Program are \$500 per approved application for initial review, \$50 per household for later recertifications. The maximum administrative cost is not to exceed 7.5% of original program funding (\$187,500 – includes CDBG and CPA admin costs). This expense does not change with the projected extension of the program.		\$187,500
<b>F. TOTAL PROGRAM ADMINISTRATION COST</b> (should equal G. below)		<b>\$187,000</b>
<b>Sources of Funds</b>		
CPA Funding		\$150,000
CDBG Funding		\$37,500
<b>G. TOTAL ANNUAL FUNDING</b> (should equal F. above)		<b>\$187,500</b>
<b>Project TIMELINE</b>	<b>Phase or Task</b>	<b>Season &amp; Year</b>
	Program Development and Funding Reviews and Approvals	April -May 2020
	First wave of assistance paid	July 1, 2020
	Program extended from three to six months	September 2020
	Program extended to eight months	December 2020
	Proposal for Additional Funding to extend program through June 2021	December - January 2020
	Last month of assistance paid	June 2021

<b>Project TITLE</b>	<b>COVID-19 Emergency Housing Relief Program</b>	
↓ Check off submitted attachments here.		
<b>Separate, detailed budget attachments REQUIRED.</b>	<b>PROGRAM FINANCES</b> printed and as computer spreadsheets, with both uses & sources of funds	
	<b>X</b>	<b>Rental &amp; mortgage assistance budget</b> for the extended period envisioned
	<b>X</b>	<b>Updated Financial Information on Program to Date</b>
<b>REQUIRED</b>	<b>PROGRAM MANAGEMENT</b>	
	<b>NA</b>	<b>Draft Program Guidelines and Lottery Process, including Outreach/Affirmative Marketing Plan</b>
	<b>NA</b>	<b>Draft application/instructions (for applicants)</b>
	<b>NA</b>	<b>Draft monitoring documents for both CDBG and CPA funds</b>
<b>REQUIRED.</b>	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>	
	<b>NA</b>	<b>For sponsoring department or organization, most recent annual operating budget (revenue &amp; expenses) (CDBG FY21 budget)</b>
	<b>NA</b>	<b>For project manager and third party organization: relevant training &amp; track record of managing similar projects</b>
	<b>X</b>	<b>COVER LETTER</b> from Planning & Development Director, confirming commitment of staff time for project management
<b>OPTIONAL for all proposals.</b>	<b>X</b>	<b>LETTERS of SUPPORT</b> from Newton residents, organizations, or businesses



**Ruthanne Fuller**  
Mayor

**City of Newton, Massachusetts**  
Department of Planning and Development  
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**Barney S. Heath**  
Director

Community Preservation Committee  
c/o Lara Kritzer, Community Preservation Programs Manager  
City of Newton  
1000 Commonwealth Avenue  
Newton, MA 02459

December 18, 2020

Dear Community Preservation Committee members:

The Department of Planning and Development is pleased to submit this application for additional CPA funding for the COVID-19 Emergency Housing Relief Program. Over the past six months, this critical program has served over 200 Newton households negatively impacted by COVID-19, providing much-needed housing stability during a time of public health and economic uncertainty. Our program administrator, Metro West Collaborative Development, has done an impressive job working with some of our city's most vulnerable households, helping them navigate the application process to receive necessary financial assistance to stay housed as the pandemic continues to tear through our country.

To-date, the program has awarded over \$1.6 million to 211 households. Over half of the households served have an annual income at or below 30% of the area median income (AMI), and over 90% have incomes at or below 65%. As demonstrated through these numbers, the program is supporting those Newton households whose financial income was already taxed by the high cost of living in our community even before the coronavirus added another layer of challenge. Furthermore, approximately 60% of individuals served by the program are people of color, with 16% identifying as Black/African American, 11% as Asian, and 28% as Hispanic/Latino.

Initially conceived as a three-month program, we quickly realized that most households' situation is unlikely to improve until our country "returns to normal." In September and then again in early December, the CPC generously agreed to allow us to modify the program guidelines to provide three-month extensions to program participants to provide up to eight months of housing assistance for those households that can prove continued eligibility at the end of each three months of support. These extensions have provided the opportunity for the 134 initial households who entered the program in July (and have sought continued assistance) to receive assistance through the end of February 2021. As the crisis continues, however, we know that many of these households will still be

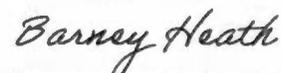
struggling to pay their rent or mortgage at that time. With the Massachusetts eviction moratorium having come to an end in October and the CDC eviction moratorium expiring on December 31, 2020, we know that continued financial support to keep individuals and families safely housed through the winter and spring is of the utmost importance as we work to do our part to keep our community safe.

The attached proposal requests an additional \$1,200,000 in CPA funds to continue to directly assist households at or below 80% AMI in providing up to twelve months of rental payments, or mortgage payments for those already living in affordable deed-restricted units. We project that over the life of the program (July 1, 2020 through June 30, 2021), approximately 250 Newton households will be served. This additional funding will not only help to keep the existing 200 or so program participants in their homes over the next six months, but also provides the opportunity for approximately 70 new households to enter the program and receive housing assistance between now and June 30, 2021, the proposed end date of the program.

The City's co-applicant in this application, Metro West Collaborative Development, will continue administer the day-to-day activities of the program, including the application process, applicant certification and re-certification, waiting list, and funding distribution. The Community Development and Housing Division of the Planning and Development Department will continue to work closely with Metro West CD to ensure the success of the program.

I look forward to presenting the additional funding request to the Committee at its meeting on January 12, 2021. Please feel free to contact me in the meantime if you have any questions or would like any further information.

Sincerely,



Barney Heath, Director  
Planning and Development Department

**Newton COVID-19 Emergency Housing  
Relief Program Projections**

**12-Month Scenario: 7/1/20 - 6/30/21**

April 2021 cases (Estimate): April - June 2021 (3 months of assistance)		
Estimated Number of April 2021 cases	Total Amount to Be Paid Out for April (Estimate)	Total for April cases
15	\$19,500.00	\$58,500.00
March 2021 cases (Estimate): March - June 2021		
Estimated Number of March 2021 cases	Total Amount to Be Paid Out for March (Estimate)	Total for March cases
15	\$19,500.00	\$78,000.00
Feb. 2021 cases (Estimate): Feb. - June 2021		
Estimated Number of Feb. 2021 cases	Total Amount to Be Paid Out for Feb. (Estimate)	Total for Feb. cases
15	\$19,500.00	\$97,500.00
Jan. 2021 cases (Estimate): Jan. - June 2021		
Estimated Number of Jan. 2021 cases	Total Amount to Be Paid Out for Jan. (Estimate)	Total for Jan. cases
20	\$26,000.00	\$156,000.00
Dec. cases (Estimate): Dec. - June 2021		
Estimated Number of Dec. cases	Total Amount to Be Paid Out for Dec. (Estimate)	Total for Dec. cases
15	\$19,500.00	\$136,500.00
November cases (Actual): Nov. - June 2021		
Actual Number of November cases	Total Amount to Be Paid Out for Nov. (Actual)	Total for Nov. cases
4	\$5,145.70	\$41,165.60
October cases (Actual): Oct. - June 2021		
Actual Number of October cases	Total Amount to Be Paid Out for Oct. (Actual)	Total for Oct. cases
12	\$15,795.50	\$142,159.50
September cases (Actual): Sept. - June 2021		
Actual Number of September cases	Total Amount to Be Paid Out for September (Actual)	Total for Sept. cases
6	\$5,401.00	\$54,010.00
August cases (Actual): Aug. - June 2021 (11 months of assistance)		
Actual Number of August cases	Total Amount Paid Out for Aug. (Actual)	Total for Aug. cases
29	\$41,042.20	\$451,464.20
July cases (those first processed in June and July for July rent and mortgage payments): July - June 2021 (12 months of assistance)		
Actual Number of July cases	Total Amount Paid Out for July (Actual)	Total for July cases
154	\$192,649.11	\$2,311,789.32
<b>Total amount projected to be paid out</b>		<b>\$3,527,088.62</b>
<b>Total # of households assisted over life of program (estimate)</b>		<b>285</b>
<b>Additional Funding Needed</b>		<b>-\$1,214,588.62</b>

Direct Financial Assistance Budget (not to exceed)	
CDBG	\$462,500
CPA	\$1,850,000
<b>Total</b>	<b>\$2,312,500</b>

**City of Newton COVID-19 Emergency Housing Relief Program: Summary of Program Financials, 12/18/20**

Direct Financial Assistance Budget, original funding, Spring 2020 (not to exceed)	
CDBG	\$462,500
CPA	\$1,850,000
<b>Total</b>	<b>\$2,312,500</b>

Direct Financial Assistance Budget, original funding + new CPA request (not to exceed)	
CDBG	\$462,500
CPA (Spring 2020)	\$1,850,000
CPA (Jan. '21)	\$1,200,000
<b>Total</b>	<b>\$3,512,500</b>

Program Funds awarded to households to date (12/10/20):	
June	\$195,439.31
July	\$233,313.51
August	\$234,172.01
September	\$235,264.41
October	\$226,521.11
November	\$226,521.11
December (estimated)	\$250,448.81
<b>Total</b>	<b>\$1,601,680.27</b>

12-Month Funding Scenario (7/1/20 - 6/30/21):	
Total amount projected to be paid out between 7/1/20 and 6/30/21	\$3,527,088.62
Total # of households assisted over life of program (estimate)	285
<b>Additional Funding Needed (beyond original \$2,312,500 budget)</b>	<b>-\$1,214,588.62</b>

Emergency Housing Relief Program, Admin Budget, as of 12/18/20		
	Budget	Remaining Balance
Program Admin Fee to Metro West Collaborative Development (CPA)	\$150,000.00	\$79,750.00
Program Admin Fee to Metro West Collaborative Development (CDBG)	\$37,500.00	\$0.00
<b>Total</b>	<b>\$187,500.00</b>	<b>\$79,750.00</b>

Remaining Direct Financial Assistance Funds as of 12/10/20 for 8-Month Program:	\$710,819.73
Total # of households assisted over life of 8- months program (estimate)	227



October cases (Actual): October - March								
Actual Number of October cases		Total Amount to Be Paid Out for Oct. (Actual)	Total Amount to Be Paid Out for Nov. (Actual)	Total Amount to Be Paid Out for Dec. (Actual)	Total Amount to Be Paid Out for Jan. (Actual)	Total Amount to Be Paid Out for Feb. (Actual)	Total Amount to Be Paid Out for March. (Actual)	Total for October cases
12	n/a	\$15,795.50	\$15,795.50	\$15,795.50	\$15,795.50	\$15,795.50	\$15,795.50	\$94,773.00
September cases (Actual): September - February								
Actual Number of September cases		Total Amount to Be Paid Out for September (Actual)	Total Amount to Be Paid Out for October (Actual)	Total Amount to Be Paid Out for November (Actual)	Total Amount to Be Paid Out for Dec. (Actual)	Total Amount to Be Paid Out for Jan. (Actual)	Total Amount to Be Paid Out for Feb. (Actual)	Total for September cases
6	n/a	\$5,401.00	\$5,401.00	\$5,401.00	\$5,401.00	\$5,401.00	\$5,401.00	\$32,406.00
August cases (Actual): August - January								
Actual Number of August cases		Total Amount Paid Out for Aug. (Actual)	Total Amount Paid Out for Sept. (Actual)	Total Amount Paid Out for Oct. (Actual)	Total Amount Paid Out for Nov. (Actual)	Total Amount Paid Out for Dec. (Actual)	Total Amount Paid Out for Jan. (Actual)	Total for August cases
29	n/a	\$41,042.20	\$41,042.20	\$41,042.20	\$41,042.20	\$41,042.20	\$41,042.20	\$246,253.20
July cases (those first processed in June and July for July rent and mortgage payments): July - Dec.								
Actual Number of July cases		Total Amount Paid Out for July (Actual)	Total Amount Paid Out for Aug. (Actual)	Total Amount Paid Out for Sept. (Estimated)	Total Amount Paid Out for Oct. (Estimated)	Total Amount Paid Out for Nov. (Estimated)	Total Amount Paid Out for Dec. (Estimated)	Total for July cases
154	n/a	\$192,649.11	\$192,649.11	\$192,649.11	\$192,649.11	\$192,649.11	\$192,649.11	\$1,155,894.66
<i>Total amount projected to be paid out (under 6-month max assistance model)</i>								\$2,309,326.86

Remaining Direct Financial Assistance Budget \$3,173.14

Direct Financial Assistance Budget (not to exceed)	
CDBG	\$462,500
CPA	\$1,850,000
<b>Total</b>	<b>\$2,312,500</b>

Estimated # of Total HH's Served: 501



Ruthanne Fuller  
Mayor

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

**52-21**  
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Barney S. Heath  
Director

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**MEMORANDUM**

**DATE:** November 12, 2020

**TO:** Councilor Crossley, Chair, Zoning and Planning  
Members of the Zoning and Planning Committee

**FROM:** Barney S. Heath, Director of Planning and Development  
Amanda Berman, Director of Housing & Community Development  
Lara Kritzer, Community Preservation Program Manager

**RE:** **City of Newton COVID-19 Emergency Housing Relief Program Update**

**CC:** Jonathan Yeo, Chief Operating Officer  
Planning & Development Board  
Community Preservation Committee  
City Council

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This memo provides an update on the status of the Emergency Housing Relief Program.

If you have heard from any of your constituents directly regarding their need for housing assistance during the pandemic, please let us know, as we are continually looking for additional data around the state of need in Newton. You can email Amanda Berman at [aberman@newtonma.gov](mailto:aberman@newtonma.gov) to discuss the specifics.

**Households Served and Funding Awarded To-Date:**

As of October 31, the program has successfully assisted a total of **201 households**. Of these 201 cases, 6 households have received mortgage assistance, while the remaining households have received emergency rental assistance. Through the end of October, the program awarded a total of **\$897,453** of direct rental and mortgage assistance to eligible households, at an average monthly housing payment of approximately \$1,410 per household.

When the program first launched in the spring, the maximum amount of assistance per household was capped at three months; however, in early September, the Community Preservation Committee (CPC) voted to extend the timeframe by three months. Planning Department staff and Metro West Collaborative Development, who is administering the program on behalf of the city, believe that since July, the program has served a large portion of the most vulnerable households in Newton who have been financially impacted by COVID-19. As we stated to the CPC in September, while there are surely some households that will enter the program for the first time later in the fall and into the winter as they are let go from their employment, exhaust their savings, or realize that their ability to financially ride out the crisis is becoming more challenging, we feel strongly that the initial cohort of extremely low and low-income households first served in July, August, and September will continue to need the greatest financial support throughout the coronavirus pandemic.

While the marketing for the program launched on May 13<sup>th</sup>, the first batch of assistance was not released until late June, in time for July 1<sup>st</sup> rent and mortgage payments.

- **“July cases”** - 154 households first received emergency housing assistance for the month of July. Under the original program guidelines, the assistance for these July cases would have run out after September, but because of the three-month extension, all “July” households that could still prove program eligibility at that time were offered an extension of three months of assistance in time for October 1<sup>st</sup> rent and mortgage payments. Of the 154 July cases, 134 households (87%) extended their assistance for another three months; 5 households have yet to respond to Metro West’s outreach; 6 households have moved out of Newton; and 9 households no longer needed the assistance.
- **“August cases”** – 29 new households received emergency housing assistance for the first time for the month of August. These “August cases” were eligible to receive assistance for the months of September and October as well. Those that were able to prove continued program eligibility in mid-October were offered an extension of three months of assistance in time for November 1<sup>st</sup> rent and mortgage payments. Of the 29 August cases, 18 households (62%) extended their assistance for another three months; however, Metro West believes that this number will increase over the next week or so.
- **“September cases”** - 6 new households received emergency housing assistance for the first time for the month of September. These “September cases” were eligible to receive assistance for the months of October and November as well. Those that are able to prove continued program eligibility in mid-November will be offered an extension of three months of assistance in time for December 1<sup>st</sup> rent and mortgage payments.
- **“October and November cases”** - 12 new households received emergency housing assistance for the first time for the month of October, and thus far, 4 new households have received assistance for the first time for the month of November. One of the 12 households in October received mortgage assistance.

**Characteristics of Households Served To-Date:**

Over 90% of households served by the program as of the end of October have an annual income at or below 65% AMI (post-COVID). Of these 201 total households, approximately 55% have an annual income at or below 30% of the area median income (AMI), with an additional 26% between 31% and 50% AMI. Approximately 10% of the households have an annual income between 51% and 65% AMI, and the remaining 9% of program households have an annual income between 66% and 80% AMI.

Many of these households were employed in the restaurant industry and gig economy pre-COVID. While some of these individuals have begun working again, many are not back to their normal work schedules and earning levels. Other forces working against these vulnerable households include the October 17<sup>th</sup> expiration of Governor Baker's eviction moratorium, as well as the July 27<sup>th</sup> expiration of the additional \$600 of federal unemployment benefits provided to Americans out of work because of the virus.

Of these 201 households assisted by the program, six received mortgage assistance (the mortgage assistance is limited to only those Newton households that reside in deed-restricted affordable housing units). The average amount of financial assistance provided to the households assisted is approximately \$1,410 (which represents 70% of a household's monthly rent or mortgage payment).

The following table shows the racial and ethnic breakdown of these 201 households. Approximately 40% of households identified as white, 16% as Black / African American and 11% identified as Asian. 28% of the households identified as Hispanic/Latino.

<b>RACE/ETHNICITY</b>	<b>% of Total</b>
White:	40%
Black/African American:	16%
Black/African American & White:	0%
Asian:	11%
Asian & White:	0%
Hispanic/Latino	28%
Other Multi-Racial:	5%
<b>TOTAL Households Served</b>	<b>100%</b>

**Max Assistance Extended from 3 to 6 Months:**

When we first conceived of the program back in April, at the beginning of the coronavirus crisis, we assumed a worst-case scenario in terms of the number of households that would qualify for and seek assistance. In addition, when we estimated that the program would serve at least 300 households, we

utilized the max amount of assistance that a household could receive through the program - \$7,500 for three months (\$2,500 per month).

Since May, we have learned a lot about the program and the households that are receiving assistance. Not only are the incomes of those served much lower than we originally expected, with over 90% of participants at or below 65% AMI, but the average monthly rent or mortgage per assisted household is significantly lower than expected (approximately \$2,000 versus the estimated \$2,250). Therefore, the average amount of financial assistance provided per month per household has been approximately \$1,410. This reduction in funds required to date offered an opportunity to both extend the safety net for those vulnerable households currently enrolled in the program and at the same time allow for new eligible households to be assisted for this longer stability period of six months.

Given the actual data we had on-hand in early September from the months of July and August, staff, in consultation with Metro West Collaborative Development, estimated that an additional 25 new households will come into the program each month for the foreseeable future, at an average amount of assistance per household per month of approximately \$1,300. When we looked at projections related to extending the maximum amount of assistance per household to six months, we estimated that the program could serve **approximately 299 households** between July 2020 and June 2021. Under these assumptions, the program would be able to accept new eligible households into January 2021.

Since early September, however, we have seen that fewer new households have entered the program each month. In September, we saw 6 new households; 12 in October; and thus far in November, 4 new households. If we lower the estimated new households per month to 15, rather than 25, we estimate that the program could serve **approximately 300 total households** between July 2020 and October 2021. Under these new assumptions, the program would be able to accept new eligible households into May 2021.

The attached spreadsheet shows updated projections for the program under the new six-month max assistance guidelines.

**Attachment:**

- Direct Financial Assistance Budget Scenario: Max assistance to 6-months (updated November 12, 2020)




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## CITY OF NEWTON, MASSACHUSETTS

### Newton Housing Partnership

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December 18, 2020

Ruthanne Fuller,  
Mayor

Barney Heath,  
Director  
Planning & Development

Mark Armstrong  
Lara Kritzer  
Community Preservation Committee  
Newton City Hall  
Newton, Ma 02459

Dear Mark and Lara,

Members:

Lizbeth Heyer, Chair  
Mark Caggiano  
Eliza Datta  
Chuck Eisenberg  
John Hennessey  
Kathy Marchi  
Josephine McNeil  
Marva Serotkin  
Stephen Tise

Please accept this letter as the Newton Housing Partnership's support for the \$1 million funding request to extend the Covid-19 Emergency Housing Relief Program. The program has been incredibly effective in helping 221 low and very low-income Newton households keep their housing during the national COVID health crisis that has caused extreme economic insecurity and the risk of homelessness.

The program needs to continue, as many participants will likely need help maintaining their housing stability for the remainder of the crisis due to ongoing job insecurity and an end to eviction moratoriums. The requested funding will extend the program through June 2021 and provide a full twelve months of assistance to the initial program participants as well as additional assistance to those who enter the program later.

The Partnership strongly encourages the CPC to grant this \$1 million funding request.

Thank you for your consideration.

Sincerely,

*Lizbeth Heyer*

Lizbeth Heyer  
Chair

1000 Commonwealth Ave.  
Newton, MA 02459  
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Newton Highlands, Massachusetts 02461

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TDD: (617) 332-3802

Amy Zarechian  
Executive Director

December 18, 2020

Lara Kritzer, Program Manager  
Community Preservation Committee, City of Newton  
1000 Commonwealth Avenue Newton, MA 02459

RE: COVID-19 Emergency Housing Relief Program

Dear Community Preservation Committee,

I write in support of the current proposal from Mayor Fuller through the City of Newton Planning & Development Department to renew funding for the City of Newton's Emergency Housing Relief Program.

The Newton Housing Authority is the largest affordable housing provider in the City of Newton and is directly connected to low-income individuals and families who have been affected by the COVID-19 global pandemic. Many residents are single-parent households that have been forced to reduce hours or leave their employment due to lack of childcare and virtual learning needs of their children. In order to reduce their risk of exposure, other residents with pre-existing conditions have stopped working per recommendations from their medical providers. As the pandemic continues, the financial needs of households affected by COVID-19 will persist.

The Newton Housing Authority believes Newton residents will continue to utilize the support of the City's Emergency Housing Relief Program to preserve their tenancy. **The Emergency Housing Relief Program will provide critical financial relief to vulnerable Newton residents during this pandemic.**

Thank you for your review of this letter.

Best Wishes,

Rebecca Camargo, LICSW  
Director of Resident Services  
Newton Housing Authority  
82 Lincoln Street  
Newton, MA 02461  
617-552-5501  
[rcamargo@newtonhousing.org](mailto:rcamargo@newtonhousing.org)

cc: Amanda Berman, Director of Housing and Community Development, City of Newton Planning and Development Department

**From:** [Bill Humphrey](#)  
**To:** [Amanda Berman](#); [Lara Kritzer](#); [Barney Heath](#)  
**Cc:** [Susan Albright](#); [Rebecca Walker Grossman](#); [Richard Lipof](#); [David Kalis](#)  
**Subject:** Further extending the rental assistance program  
**Date:** Tuesday, December 8, 2020 8:19:57 PM

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Hello –

I watched tonight's CPC meeting extending the rental assistance program by 2 months and projecting the money will be exhausted after that. It was noted that a further extension beyond 8 months would therefore require new funding to be appropriated. The projections stated were: For an additional month it would need \$285k more. To extend it to 12 months, it would need \$1.1 million more.

I firmly believe that we need to make that extension and my understanding is that we have CPA housing dollars still available to appropriate. I know I have constituents depending on that assistance, and I don't expect that things in the economy will turn around fast enough for a program expiring in February to be sufficient, especially given recent indications of delays on vaccine distribution. How soon could this request for approval of more CPA funds to extend the program be sent to the City Council for approval?

I am a bit concerned based on the meeting tonight about a possible "wait and see" approach because the process moves slowly on these things and because residents deserve more of a safety net than a couple month extensions at a time.

Sincerely,  
Bill Humphrey  
Newton Ward 5 Councilor  
712 Chestnut St Newton MA 02468  
617-862-2045

December 18, 2020

Dear Community Preservation Committee,

This letter is to support of allocation of additional funding for the City's Emergency Housing Relief Program. As we await federal relief funding and as the eviction moratorium has run out, we are already seeing eviction cases show up in the Newton District Court. This is a time like no other in memory with a need so great. We know that many of our lower income neighbors have lost their jobs and times are desperate for them. Protecting families at risk of losing housing during this treacherous time is of utmost importance.

Please approve funding for the Emergency Housing Relief Program.

Sincerely,

Doris Ann Sweet  
281 Lexington St.

December 18, 2020

Dear Members of the Community Preservation Committee,

Please support the request before you for additional funding for the City's Emergency Housing Relief Program.

Considering both the degree of need and the success of the program, I urge you to grant the \$1,200,000 to keep the program going through the end of June 2021.

Although we are a privileged community in many ways, now is the time to care for our neighbors and ensure that they may remain safe and in their Newton homes.

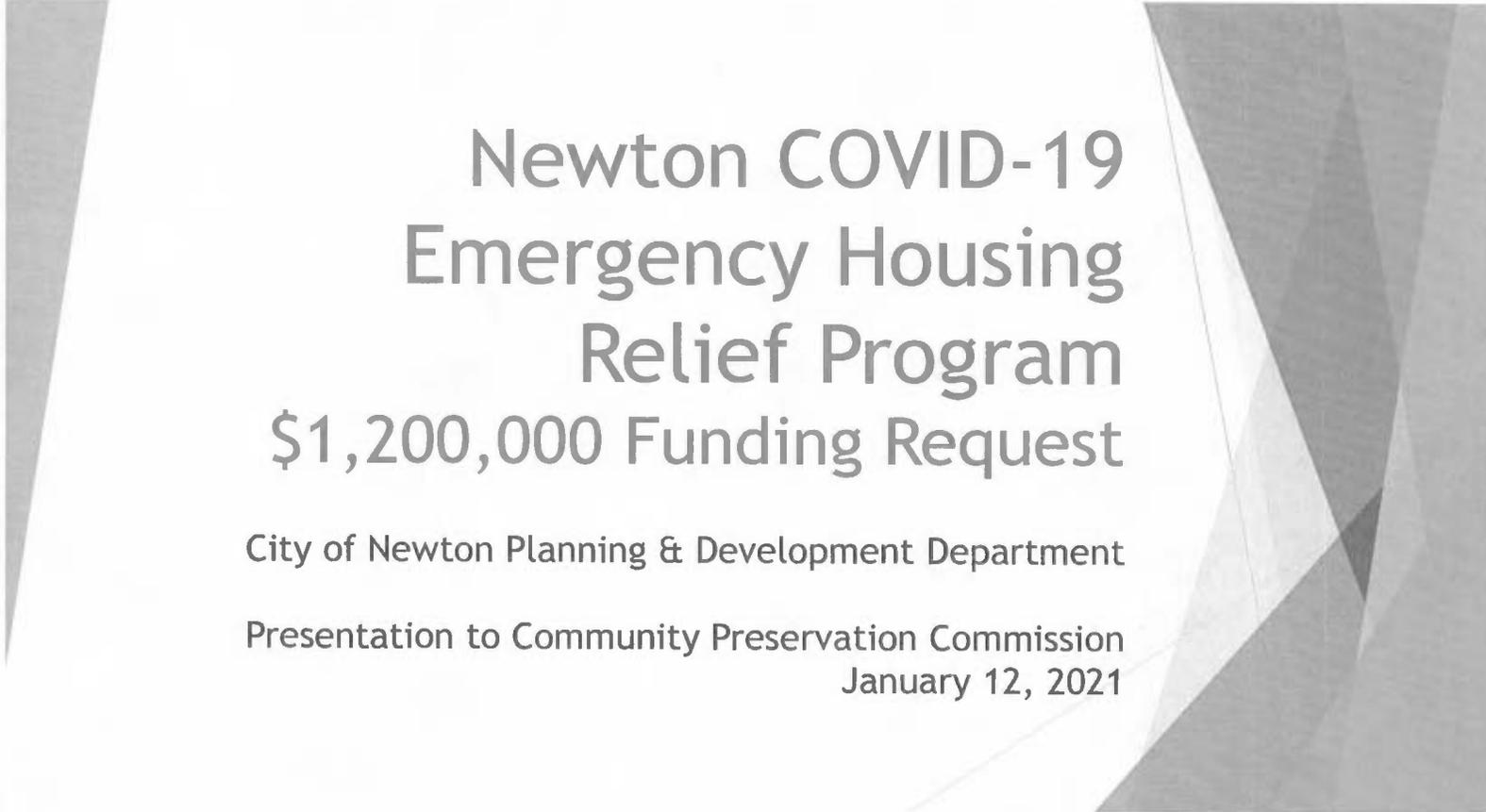
Although a more hopeful time seems to be on the horizon, housing can still be a matter of life or death. As we say in the Jewish tradition this time of year, 'l'chayim' – to life!

Thank you.

Fran Godine

19 Crofton Rd

Newton, 02468



# Newton COVID-19 Emergency Housing Relief Program \$1,200,000 Funding Request

City of Newton Planning & Development Department

Presentation to Community Preservation Commission  
January 12, 2021

## Covid-19 Emergency Housing Relief Program Summary of Program To-Date:

- ▶ 221 Newton households assisted as of 1/7/21 (6 of which received mortgage assistance)
  - 70% of households entered program in July - “July cases” (154 households)
  - 29 August cases
  - 6 September cases
  - 12 October cases
  - 4 November cases
  - 12 December cases
  - 4 January cases (to-date)
- ▶ 191 of the 221 total households served by the program to-date were enrolled to receive assistance in January - approximately 86% of all program HH’s
  - Demonstrating the continued need for this assistance for existing and newly enrolled program households

## Covid-19 Emergency Housing Relief Program Summary of Program To-Date, cont'd:

- ▶ As of January 10, 2021, approximately \$1.6 million had been awarded to households for rental and mortgage assistance, out of \$2.3 million total assistance budget
- ▶ Average monthly housing payment of \$1,410 per household

## 221 Households Assisted To-Date

- Over 90% of households have an annual income at or below 65% AMI (at time of application / re-cert)
- Approx. 55% of households are extremely low-income (annual income at or below 30% AMI)
- 5 households reside in Newton Housing Authority units and 1 household is a mobile voucher holder

RACE/ETHNICITY	% of Total
White:	40%
Black/African American:	16%
Black/African American & White:	0%
Asian:	11%
Asian & White:	0%
Hispanic/Latino	28%
Other Multi-Racial:	5%
<b>TOTAL Households Served</b>	<b>100%</b>

## Program Modifications Approved

- ▶ **Max assistance per household extended two times:**



- ▶ Housing Stabilization Program!
- ▶ Under the current 8-month scenario, the 154 “July” households will lose their assistance at the end of Feb. 2021, long before economic conditions are expected to improve
- ▶ CDC Eviction Moratorium ends January 31, 2021

## Funding Scenarios: Current (8 months) vs. Proposed (12 months)

### ➤ Current: Up to 8 Months

- 154 “July” households will lose assistance at the end of Feb. 2021
- Estimated total # of households to be served: 227
- Program would have to close its doors to new households in January or Feb. 2021

### ➤ Proposed: Up to 12 Months (through June 2021)

- 154 “July” households could receive up to 12 months of assistance
- Estimated total # of households to be served: 285
- Program would likely have to close its doors to new households in April 2021

## Recertification of Program Participants (after every 3 months of assistance)

- Continued evidence of reduced income due to COVID-19, including:
  - ▶ written statement from employer detailing reduced income, or
  - ▶ notices from Unemployment Assistance, and
  - ▶ Income Affidavit certifying this continued reduced income, as well as the household's current gross household income (must be at or below 80% AMI); and
  - ▶ Renewal of Landlord Participation Agreement, affirming rent, occupancy, and arrearages, if any

## Outreach and Marketing

- ▶ Additional marketing activities will be conducted if additional funding is approved
  
- ▶ Efforts to consist of:
  - City of Newton COVID-19-Response website pages
  - Announcement in Mayor Fuller's email blasts, and other relevant outreach platforms
  - Distribution of program flyers at food pantries and other food distribution sites
  - Newton Public School Department outreach to families
  - City of Newton Planning Department Friday Report
  - Email outreach to Newton City Councilors for inclusion in their constituent emails

## Outreach and Marketing, cont'd

### ► Additional Outreach Efforts:

- Email outreach to non-profit organizations in Newton and surrounding communities, including, but not limited to:
  - Boys & Girls Club
  - Family ACCESS
  - Plowshares
  - Newton Community Development Foundation
  - REACH
  - The Second Step
  - Riverside Community Care
  - Barry Price Center
  - YMCA
- Email outreach to local employers and Newton Needham Chamber of Commerce and neighborhood / community list serves



## Questions & Discussion

▶ Thank you!





Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

Telephone  
(617) 796-1100  
Fax  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
Email  
rfuller@newtonma.gov

April 27, 2020

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Honorable City Councilors:

I respectfully submit a docket item on behalf of myself and the Community Preservation Committee to your Honorable Council requesting the approval of \$2 million in CPA funding for the purpose of addressing the emergency housing needs of Newton's low and moderate income citizens through a COVID-19 Emergency Housing Relief Program. In addition, the City will be allocating \$500,000 in CDBG funding from the federal CARES Act to emergency housing needs.

Detailed information on this request will be provided by the CPC Program Manager later in the week.

Thank you for your consideration of this matter.

Sincerely,

*Ruthanne Fuller*  
Mayor Ruthanne Fuller

RECEIVED  
2020 APR 27 PM 3:44  
CITY CLERK  
NEWTON, MA 02459

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
N	The program helped me so much and I'm highly appreciative of this help
A	We would like to thank all of you for what you have done and making this program available to the people in need. It has been a truly life saving program for us.
J	Thank you for the help provided and for extending the help to pay rent. It has helped us a lot because in this time of pandemic I have had little work and it has been fundamental to guarantee a roof for my family.
A	Without the Emergency Housing Assistance Program, I would have been forced to move. I am grateful to the City of Newton for their support. Through this program I kept my apartment and continue to focus my energy on the transition of building a new career.
P	The Newton Emergency Housing Assistance Program has been completely invaluable for me and my family. Thanks to everyone involved in the setting up and continuation of this program,
P	It has helped me tremendously! I'm so appreciative as I got laid off from a good job due to covid, I'm single and living in Newton is so expensive (along with other bills and responsibilities) If they added another 1 million it would be a blessing!
B	The covid assistance program has helped me out during a time when for the first time in my life I was left jobless and had ZERO income. I am grateful for everyone who has helped with the program you have saved me in more ways than one and more that you will ever know.
N	Yes was very much helpful.
A	Yes! The Housing Emergency Assistance has been greatly helpful. The Emergency Housing Assistance is a great way to relieve some of our financial burdens. I do hope to get it extended otherwise we will struggle financially more than ever.
M	The program was a life-saver for me! I am a special education aide and was planning to work in the summer session at my school and do some childcare, but those options were not possible due to Covid-19. I do not get a paycheck during the months of July and August so I have no idea what I would have done without the fund. I am so grateful to have had that support.
A	The Emergency Program has helped tremendously!! The stress of paying rent has weighed heavily since the beginning of the pandemic. The aid of program has alleviated some of the crushing effects of trying to keep up.
D	The Newton Emergency Housing Program has helped my family so much through these difficult times. We were facing homelessness. Thank you for your help.
A	If you are the entity that is providing rent assistance, then it has been extremely helpful to me during this time. My rent assistance ends in March 2021 but my need will persist for some time as I do not know how I will be able to get back on my feet after this financially devastating pandemic.

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
J	The Emergency Housing Program is very helpful. It has been our lifeline in these times, because millions of people have lost their jobs and income due to the pandemic. We are two of them. Therefore, my wife and I are so grateful for your helping.
B & A	First let me thank you, your staff, as well as the City of Newton for implementing this program. This program has been a Godsend in these troubled and uncertain times. Thanks to you, your staff, and everyone involved with the implementation of this life saving program. God Bless you all!
P	This program was unbelievably helpful to me and has taken some pressure off in the short term while I now focus 100% of my time in my job search. I want to again thank everyone at Metro West Collaborative and the City of Newton for making all this possible the help is sincerely appreciated and wont ever be forgotten.
L	All these months that the City of Newton has been helping my family has given us the dignity to continue our life in an honorable way, being able to pay our bills with dignity, Thank you so much for everything!!
A	This housing assistance program supported us going through a hard time. We really appreciate the strong support from our community.
A	The rental assistance helped us tremendously. We were able to have the rest of our income go toward food for our family of 5 and pay electricity and gas bills.
A	The Newton Emergency Housing Assistance Program has been extremely helpful. Without it, things would be much more difficult financially.
B	It has been a huge help that I would definitely apply for again.
G	Yes, absolutely. The program has helped a lot to support my young family of five.
R	Yes the emergency fund has really helped and allowed me to be able to keep my apartment during this pandemic
A	Yes, Emergency Program definitely helped us to pay for rent.
L	I am a small business owner of a woman's Consignment Boutique which has been significantly affected financially as a result of Covid. I would be forever grateful to the town of Newton if this program was extended. Without this program, I do not know where I would be today.
M	Yes, you have helped us and we are very grateful
A	This assistance has helped me more than I could ever tell you!
E	Yes it has helped tremendously. Due to medical issues, I could benefit from more assistance .
A	Given that I lost my job because of COVID 19, I feared that I would not be able to pay my rent and would become homeless. Fortunately, Emergency Housing Assistance has saved me from this worry and I am so grateful!

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
A	Yes they are helping my family a lot and I am very thankful for that because my job it's not the same anymore. If they offer more help it will be appreciated!
S	The Emergency Assistance was very very helpful to my family and many thanks to everyone for supporting us during this tough financial and moral period.
E	This program has helped me and my family so much during this pandemic. I work in a hotel restaurant that has been closed since March with no reopening in sight. I am so grateful to my hometown of Newton for all of the assistance that has been provided to keep us in our home raising our children.
J	This program has been a total lifesaver for my family . With out it we would have been in dire financial difficulty. We so appreciate it and would love if it was extended as our circumstances haven't changed .
T	It is hard to overstate how much the rental Assistance program has helped us. We have two children, one in NPS, and had we not gotten these funds, we would have had to consider moving elsewhere. This has been our lifesaver.
L	Newton's Emergency Housing Assistance Program has been a life-saver! Without the Newton Housing Assistance Program, I did not have the funds for our monthly rent. We would have been homeless. No doubt.
B	The housing assistance has helped me tremendously. I am truly grateful that this wonderful city is always willing to help those in need . Extending this rental assistance will be extremely grateful and most appreciated
D	I don't know how to say in words to express my gratitude for the help from this program and the City of Newton. Thank you for having me in this program, it really means a lot. The program has helped me a lot in this COVID 19 period.
A	My family is very grateful for the city of Newton, and Metro West Development rent assistance program. It would be very helpful if the Metro West considers extending the assistance for another month or two, because we are still struggling to pay the rent. Thanks for your support and consideration under this unusual circumstance.
A	The program helped us enormously at the time!
E	Thank you so so much from the bottom of my heart this program helped me so much during this Pandemic.
N	As a single mom, I am eternally grateful for all your help! Warm thanks to the whole staff of the city of Newton!
J	For me it has been a great help during these difficult times that we are living. I am a children's teacher in a Child care center, [but] my working hours are no longer constant. I don't know what would have happened to me without your help during this pandemic.

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
D	Yes the program has been extremely beneficial to me. I lost my job last summer due to COVID. It would have been very difficult to keep up with my monthly rent payments of \$1750/mo. without it.
A	Yes it's Help me a lot. And thank you so much for your help.
A	The program has helped us tremendously. When my wife lost her job due to COVID-19, we seriously discussed how to end our current lease early and move to a cheaper neighborhood. I sincerely thank you for the city's hard work.
M	First off ,I want to say Thank You from me and my family .We appreciate all you guys have done for us with the help of paying a portion of our rent ,which has helped me catch up on my other bills and to make sure that there is food for me and my family to eat.again Thank You Again from the bottom of our hearts
S	This program has been invaluable, because it has enabled us to stay in our home, and I honestly don't know how we would have been able to do it otherwise. We would be extremely grateful to be able to continue with any assistance that is available, because my job is still being so severely impacted.
K	I would like to express my gratitude to the Newton Emergency Housing Program for all the financial help they have provided me and my son throughout the COVID-19 pandemic. I am a single mother and...without the financial help I received from Newton Emergency Housing Program I would be struggling to keep a roof for my son. Blessings to all the people involved in the program.
K	I was lucky to be accepted by the Newton Assistant Program. It was a big help because I was able to pay my rent. I'm very thankful to all the people who are part of this program, who genuinely want to help the ones in need.
R	It helped me greatly! If you are considering extending the help it will help us stay safe, warm with roof over our heads. in the same neighborhood of my daughter's school and support system. It will get better, I know but your help has been a life saver for me in this tough time.
W	The emergency fund has allowed me to continue to reside in my current residence with my daughter who is currently on a 504 for her multiple disabilities and would suffer greatly if we would need to relocate our residence. I would be grateful to receive any continued rental support the city is able to provide for my daughter and I as I do not have help from any other resources.
A	We are so grateful for the emergency housing program , it has been helping us through a very difficult time . Only my husband is working right now after almost 4 months without working . I'm still unemployed, so if the assistance is extended we would appreciate so much ! We don't get any benefits other than the housing assistance. We are a family of 4.

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
K	Yes absolutely the program helped. The assistance helped to keep up to date with other expenses that needed paid.
R	Thank you for your assistance. It was a great help when my wife and kids most needed it. From our personal experience, I strongly recommend continuing the program. Fortunately I won't be a user this time as I was able to find a job.
M	To whom it may concern , your organization saved the life of my family and we appreciate what you have done for us , we never asked for any state or federal aid before but at times like this with the loss of jobs we were going to be evicted until your organization intervened to help with financial support.
L	The Emergency program made it possible for me to stay in my home while COVID was on the rise and I was unemployed. The program was a blessing and I am very, very grateful. I am now employed, but hope that you will extend the program to others in need.
A	First let me start by saying thank you. Without the Emergency Rental Assistance Program, we could not have survived through the last 6 months. Please consider extending the program. I am sure I am but one of many who have been blessed by the generosity of this program.
P	The program is helping me a lot. During the pandemic my working hours have been reduced, in addition to the child support that I should receive for my daughter, I am not receiving it. I am a single mother and I have very low income. Thank you very much for all the help, I hope I can continue to receive it.
J	The program has been extremely helpful to us. Our income decreased due to covid and having this help allowed us to pay for rent. We are very thankful and if this help would extend for some more time more. It would be a great relief.
A	The Newton Emergency Housing Assistance Program has been such a saving grace to me. I care for my 7 year old grandson and need to maintain a home for my son who is a deployed marine. Without the Housing Assistance Program NONE of this would have been possible! I am beyond grateful and humbled.
K	The program helped me IMMENSELY!! This program was essential to our being able to continue to pay the rent while I did an intensive job search (which was ultimately successful---I just started at a new full-time job January 4th). I really, really appreciate the kindness and foresight that went into creating this program and made me feel that I was a valued resident of my community and someone who should stay here, even though my income had fallen and I might easily have thought I could no longer afford Newton. Thank you and blessings to everyone who was involved in creating this needed program.
M	The housing assistance program has helped me during these uncertain times bringing peace of mind knowing that my family would not have to worry about possible eviction in addition to the worries surrounding Covid

## Newton Emergency Housing Assistance Program 52-21 Participant Feedback 1/25 - 1/26/2021

Respondent	Comments
J	Without the program I would have had given up my apartment and leave Newton where I have lived and raised my family for the past 20 years. This program allows us to stay in a great community that my children and I love and call home.
C	I was so greatly thank full because due to the Newton emergency housing assistance program help me and my kids a lot keeping safe and warm under in are home during COVID -19
K	The emergency housing assistance has helped me tremendously, as a single mother I need to be home with my son during this time. The emergency pandemic housing assistance has given me a piece of mind with out having to go into more debt or miss payments on my current bills.

Other responses	
1	Interested and would apply for program
1	Has applied and is waiting for a response
2	The program did not help because the households did not qualify.
1	The program did not help because the household did not qualify. Applicant is appealing (or wants to) because family still needs assistance.
1	Respondent says she applied but never heard back.
1	Says the program did not help, but response seems to pertain to Newton Housing Authority placement and not the rental assistance program.



Ruthanne Fuller  
Mayor

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Barney S. Heath  
Director

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## Response to Questions raised during Grace Episcopal Tower Restoration Project Review

**Date:** January 28, 2021  
**From:** Lara Kritzer, Community Preservation Program Manager  
**To:** The Honorable City Council

Below are the answers to the questions and requests for additional information which were raised during the joint review of the CPC funding recommendation for the Grace Episcopal Tower Restoration Project by the Finance and Zoning and Planning Committees on Monday, January 11.

### 1) List of Historic City Owned Buildings

The City of Newton currently owns approximately 85 buildings throughout the City. Of those 85 buildings, 62 are over 50 years in age. Approximately thirty of these buildings are included on the City's Historic Resource Inventory, meaning that information on their architecture and history has been recorded and is on file with the Newton Historical Commission and the Massachusetts Historical Commission. This does not necessarily indicate that these buildings are historic, but it gives a sense of the level of research that has been completed to date on the City's existing building stock.

In addition to the inventoried buildings, the City also has sixteen buildings which are currently listed on the National Register of Historic Places and three which were considered to be eligible for listing on the National Register when last reviewed. National Register listing is one of the criteria for historic preservation funding under the Community Preservation Act. The table below lists all of the City owned buildings which are currently listed or are eligible for listing on the National Register of Historic Places.

[www.newtonma.gov/cpa](http://www.newtonma.gov/cpa)

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Name	Address	Village	Date	NR Status
Plummer Memorial (Auburndale) Library	371 Auburn Street	Auburndale	1927	Listed
Waban Library	1608 Beacon Street	Waban	1929	Listed
Fire Alarm Headquarters	1164 Centre Street (25 Willow St)	Newton Centre	1928	Eligible
Health Department (Newton Centre Library)	1294 Centre Street	Newton Centre	1927	Listed
Police Annex (West Newton Library)	25 Chestnut Street	West Newton	1926	Listed
City Hall & War Memorial	1000 Commonwealth Avenue	Newton Centre	1932	Listed
Crafts Street Stable	90 Crafts Street	Newtonville	1896	Listed
Elliot Street Stable	74 Elliot Street	Upper Falls	1926	Listed
Newton Highland Library/Brigham House	20 Hartford Street	Newton Highlands	1886	Listed
Crystal Lake Bathhouse	16-30 Rogers Street	Newton Highlands	1931	Eligible
Newton Centre Field House (Hut)	69 Tyler Terrace	Newton Center	1892	Eligible
Underwood School	101 Vernon Street	Newton Corner	1924	Listed
Newton Corner Branch Library/Chaffin House	124 Vernon Street	Newton Corner	1848	Listed
John Crowninshield Gazebo	124 Vernon Street	Newton Corner	1848	Listed
Senior Center	345 Walnut Street	Newtonville	1938	Listed
Jackson Homestead	527 Washington Street	Nonantum	1809	Listed
Police Headquarters	1321 Washington Street	West Newton	1932	Listed
Police Garage	1321 Washington Street	West Newton	1959	Listed
Horace-Mann School	687 Watertown Street	Newtonville	1965	Listed

## 2) Facilities Assessment – What might not be done if Grace Tower is funded?

Included in the CPC's funding recommendation for this project is a requirement that any funding for the Grace Episcopal Tower Restoration project come only from Historic Resource Reserve funds. As a result, funding of this project will have no impact on future proposals for open space, affordable housing, or recreation projects. In the last two years, the CPC has received only two applications for historic preservation funding, both from Historic Newton. The total of both projects is less than \$50,000, and can be accommodated either from existing Historic Resource Reserve Funds, requiring that more of the Tower Restoration project funding come from FY22, or from CPA General funds, without having a negative impact on any other known projects.

Because the CPC accepts proposals on a rolling basis, it is difficult to know what might come in for funding yet in FY21. At present, it appears unlikely that the funding of this project would prohibit the funding of any future municipal or other projects based solely on available funds. The CPC has a current fund balance of over \$13 million dollars. If all of the projects currently

recommended by the CPC were approved by the City Council, there would still be nearly \$7 million remaining in the CPA fund for future projects.

### 3) Are there any upcoming plans for projects on the City's Historic Structures?

The City has no current plans to submit CPA funding proposals for City buildings projects. The CPC highly recommends that all proposed projects include some form of funding match which can make projects on the City's many buildings challenging to develop.

During discussions with City staff on this question, the following projects were noted as potential future CPA funding proposals. All the projects listed below are included in the City's Capital Improvement Plan (CIP) and their CIP rating is also shown. Please note that these projects have been identified only as potential projects which could qualify for CPA funding – the City has no plans at present to submit proposals for their funding.

CIP Rating	Address or Project Name
#25	Crescent St. Park - This project was previously reviewed by the CPC and was placed on hold in 2018. It is still listed on the CPC's current proposals list with its original funding request.
#26	Levingston Cove Shoreline Improvements
#27	Commonwealth Avenue Carriageway (Already Funded FY21)
#44	Gath Pool Study
#64	War Memorial Stairs – Pre-Proposal submitted. CPC agreed to consider full proposal if City provided some matching funds. On hold since March 2019.
#97	West Newton Armory – This project is currently moving through the Reuse Committee and is anticipated to apply for Community Housing CPA funds for a future affordable housing development.
#103	Waban Branch Library – Accessibility Improvements
#104	Old Cold Spring Field Renovations
#113	Burr Park Field House – Accessibility Improvements
#115	Forte Park field renovations (synthetic)

In addition to the projects listed above, the CPC also annually reviews the CIP to identify potential City projects which could be eligible for CPA funding. This list is included in the CPC's Community Preservation Plan and a copy of the table is attached here as well.

Lastly, the City is considering two additional projects not currently on the CIP which would complete work at multiple City sites. The first is a proposal from the Parks and Recreation Committee to use CPA Recreation funding to renovate the City's grass athletic fields. The second potential future project would request Historic Resource funds to complete a conditions and structural assessment of some or all of the City's historic structures.

### 4) The Benefits of Landmarking vs. Preservation Restrictions

There are a number of similarities between placing a preservation restriction on an historic site and designating it as a local landmark.

Preservation Restrictions protect historically significant properties from inappropriate changes by requiring that any changes to the property such as demolition, additions, renovations, or new construction be reviewed and approved by the Newton Historical Commission.

Preservation restrictions are legal documents in which the property owner grants control over the historically significant elements of the property to the City via a deed restriction that is approved by the Massachusetts Historical Commission and registered with the Registry of Deeds. Deed restrictions have the flexibility to be individually customized to protect all or part of a building or site (interior, exterior, landscape, etc.) and to run for either a set number of years or in perpetuity. The Community Preservation Act requires that restrictions be placed on properties in perpetuity and that they be structured to protect the historically significant elements which have been restored or preserved with CPA funds. In general, CPA required preservation restrictions will be placed on the entire building or site to ensure that no changes are made to the property which might have a negative impact on what the public's funding has restored. Preservation restrictions can also be placed on interior spaces of an historic structure, but this is generally only done when CPA funding has been used to restore an interior feature.

Newton's Local Landmark Ordinance is one of the City's more powerful preservation tools, allowing the Newton Historical Commission to place the protections of a local historic district on individual properties through a  $\frac{3}{4}$  vote of the Commission. This process was established in 1993 to protect the City's oldest and most significant historic structures, and can be initiated by the Commission, Mayor, City Council Members, the Director of Planning and Development, or the Commissioner of Inspectional Services. Similarly to Preservation Restrictions, landmarking requires that any changes to the structure or property, such as demolition, additions, renovations, deterioration by neglect, or new construction, must be reviewed and approved by the Newton Historical Commission. Unlike Preservation Restrictions, landmarking does not require the approval of either the property owner or the Massachusetts Historical Commission, and can move more quickly to protect endangered properties when needed.

In the case of Grace Episcopal Church, the existing preservation restriction on the property states that "The Grantor agrees that no alterations shall be made to the Premises, including the alteration of any interior, unless (a) clearly of minor nature and not affecting the characteristics which contribute to the architectural, archaeological or historical integrity of the Premises, or (b) the Commission has previously determined that it will not impair such characteristics after reviewing plans and specifications submitted by the Grantor." As the City already has full review over the interior and exterior of the building, a landmark designation would be largely symbolic. While it would be a recognition of the architectural and historical significance of the building to the community, the designation would not provide the City with any more control or review than it already has.

#### **5) Potential Conditions for Funding of Non Municipal structures/sites**

The Community Preservation Committee is planning to take a look at its existing guidelines and requirements for potential projects beginning at its next meeting on February 9. This may include looking at previously discussed requirements such as how to evaluate the public benefit of a project. The CPC will need to look carefully at the benefit of any proposed restrictions to the public, as well as on their authority to require or oversee them. For example, while a landmark requirement has been suggested, the CPC does not have the authority to initiate the landmark process and both the landmark report and designation vote is solely the purview of the Newton Historical Commission. Further, the CPA allows for historic

resources to be funded that are locally significant or are listed on the state register of historic places, while landmarks must be listed or eligible for the National Register of Historic Places. It is possible that the City may wish to use CPA funding in the future to preserve something that meets the requirements of the CPA but that may not for whatever reason be eligible for the National Register. In those cases, a requirement that any property must be landmarked could unnecessarily limited how the City chooses to allocate its funding.

# Newton Community Preservation Plan

**458-20**  
Updated Jan. 28, 2021

Current & Future Proposals Compared to Available Funds & Allocation Targets					
Total Funded Projects, FY15-FY20 (included debt service)	Affordable Housing	Historic Resources	Open Space	Recreation	
<b>\$37,215,223</b>	\$12,298,224	\$5,295,287	\$15,862,500	\$3,759,122	
<b>Fy15-Fy20 - Percentage of allocation by resource</b>	<b>33%</b>	<b>14%</b>	<b>43%</b>	<b>10%</b>	
<b>CPC target allocations by resource, ± 5%</b>	<b>30%</b>	<b>25%</b>	<b>20%</b>	<b>20%</b>	
<b>Current Proposals or Pre-proposals, with Related Future Proposals</b> (in order of submission to CPC) ✓ = Fy20 appropriation    ? = recommended by CPC but not yet funded    * = cost revised or estimated by CPC staff					
<b>CIP = City of Newton Capital Improvement Plan.</b> In this plan, for "Priority," lower numbers = higher priorities; for "Urgency," <b>100</b> = highest, <b>1</b> = lowest.					
Sources & CIP Priority (Urgency) October 2019	Project Title	Affordable Housing	Historic Resources	Open Space	Recreation
CIP 31 (53.7) CPA proposal on hold	70 Crescent Street <i>(in addition to prior CPA funding already incl. in Fy13-18 totals above: \$100,000 for site assessment, Apr. 2016; \$260,000 for feasibility &amp; design, Mar. 2017)</i>	\$1,481,622			\$1,093,378
CIP 66 (39.9) Pre-proposal discussed by CPC	Fy21 City Hall (Front) & War Memorial Exterior Stairs <i>In April 2019 the CPC voted 9-0 to condition any consideration of a full proposal for initial design (\$68,250) on a commitment of matching non-CPA funds. The CPC has not yet agreed to consider a request for final design or construction funding.</i>		\$2,332,000		
Not City Project	Grace Episcopal Church Tower Restoration <i>(Public Hearing held 9/15/20; Further review on 10/13)</i>		\$1,244,857		
Not on CIP Proposal submitted for review on Nov 10, 2020	Jackson Homestead Fence Replacement		\$18,244		
Not City Project	Coleman House Senior Housing Preservation <i>(Proposal recommended for funding at Jan 12, 2021)</i>	\$4,214,622			
Not on CIP	Covid-19 Emergency Housing Relief Program Additional Funding <i>(Proposal recommended at Jan. 12, 2021 meeting)</i>	\$1,200,000			
<b>Current (Pre)Proposals Subtotal (including debt service)</b>					
FY21 Funds only	Webster Wood Debt Service			\$697,699	
	<b>\$12,282,422</b>	\$6,896,244	\$3,595,101	\$697,699	\$1,093,378
	Percentage of Allocation by Resource	<b>56%</b>	<b>29%</b>	<b>6%</b>	<b>9%</b>
Following amts include current fund balance. For funds available once that balance is spent down, see separate funding forecast.					
<b>FIVE-YEAR FORECAST: Total Available Funds for FY21-FY25 = \$22,936,366</b>					
	target allocations. – 5%	\$6,880,910	\$3,440,455	\$3,440,455	\$3,440,455
	target allocations + 5%	\$9,174,546	\$5,734,092	\$5,734,092	\$5,734,092
<b>TEN-YEAR FORECAST: Total Available Funds for Fy21-FY30 = \$60,727,016</b>					
	target allocations. – 5%	\$18,218,105	\$9,109,052	\$9,109,052	\$9,109,052
	target allocations + 5%	\$24,290,806	\$15,181,754	\$15,181,754	\$15,181,754
<b>Cumulative Debt Service for Webster Woods/300 Hammond Pond Parkway land acquisition (30 year debt):</b>					
	<i>First Five Years (FY21-FY25):</i>			\$3,474,609	
	<i>First Ten Years (FY21-FY30):</i>			\$6,950,872	

# Newton Community Preservation Plan

**458-20**  
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Other Potential Future Proposals (in order by highest CIP ranking for each site)					
Sources & CIP Priority (Urgency) October 2019	Project Title	Affordable Housing	Historic Resources	Open Space	Recreation
CIP 30 (53.8)	Fy21 Crystal Lake Levingston Cove <i>(state</i>				\$700,000
CIP 110, 192, 208 (20.8,	Waban Library		\$428,500		
CIP 112 (33.1)	Gath Pool <i>(replacement)</i>				\$9,200,000
CIP 113 (33.1)	Forte Park <i>(including synthetic turf, which cannot be purchased with CPA funds)</i>				\$2,000,000
CIP 114 (33.0)	Old Cold Spring Park				\$350,000
CIP 118 (32.2)	Upper Falls/Braceland Playground				\$1,675,000
CIP 121, 145 (31.7, 28.5)	Burr Park Fieldhouse		\$474,000		<i>could also be listed here</i>
CIP 124, 176 (30.6, 24.7)	Kennard Estate <i>(Parks &amp; Rec. Dept. HQ)</i>		\$740,000		
CIP 125, 184 (30.5, 22.7)	Crafts Street Stable <i>(DPW)</i>		\$5,000,000		
CIP 126, 161, 211 (15.4, 26.9, 30.4)	Auburndale Library		\$520,000		
CIP 131, 147, 167, 182 (26.0, 29.9, 23.0, 28.4)	Senior Center <i>(existing, use changing)</i>		\$689,000		
CIP 134, 148 (28.2, 29.6)	West Newton Library <i>(Police Annex)</i>		\$450,500		
CIP 137 (29.3)	* City Hall Archives <i>(facilities) CIP lists only \$100,000 for this, but amt at right reflects CPA-funded archives strategic plan.</i>		\$1,500,000		
CIP 141, 166 (26.0, 29.0)	Newton Corner Library <i>(use changing)</i>		\$331,500		
CIP 159 (27.1)	Newton Centre Library <i>(use changing)</i>		\$1,500,000		
CIP 168 (25.7)	Crystal Lake Bathhouse <i>(previously est. full project cost \$8m)</i>				\$5,000,000
CIP 177 (24.7)	City Hall Historic Landscape		\$1,500,000		
CIP 178 (24.4)	Chaffin Park Wall (Fy21) <i>(abutting Farlow Park)</i>		\$200,000		
CIP 180 (23.8)	Nonantum Library		\$204,000		
CIP 181, 204, 207 (23.7, 18.7, 19.2)	Historic Burying Grounds <i>(in addition to ≈ remaining unspent \$84,000 in previously appropriated CPA funds)</i>		\$160,000		
CIP 196, 206 (19.0, 20.7)	Jackson Homestead <i>(basement galleries, doors &amp; windows)</i>		\$342,000		
CIP 202 (20.0)	City Hall Doors & Windows <i>NOTE: Total CPA-eligible projects listed for City Hall, including archives &amp; landscape: \$8,332,000.</i>		\$3,000,000		
CIP 205 (19.2)	Nahanton Park <i>(renovate parking areas, path to Nature Center)</i>				\$150,000
<b>Other Potential Future Proposals Subtotal =</b>					
<b>\$36,114,500</b>		\$0	\$17,039,500	\$0	\$19,075,000
% Allocation by Resource		<b>0%</b>	<b>47%</b>	<b>0%</b>	<b>53%</b>
<b>TOTAL Current (Pre)Proposals + Other Future Proposals =</b>					
<b>\$48,396,922</b>		\$6,896,244	\$20,634,601	\$697,699	\$20,168,378
% Allocation by Resource		<b>14%</b>	<b>43%</b>	<b>1%</b>	<b>42%</b>
<b>CPA Target Allocations by Resource</b> +/-		<b>35% ± 5%</b>	<b>20% ± 5%</b>	<b>20% ± 5%</b>	<b>20% ± 5%</b>
<b>5%, according to guidelines April 2018</b>					