

## CR-05 - Goals and Outcomes

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

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Northampton's Community Development Block Grant Program operated for its 34th year from July 1, 2017 to June 30, 2018. During this time, Northampton residents with low and moderate incomes participated in a comprehensive system of services that included emergency shelter, language and financial literacy enhancement, community meals and food, income maximization and housing stabilization. Wayfinders completed and opened Live 155, a stellar new state of the art energy efficient mixed income and mixed use housing development comprised of 70 residential units and first floor commercial space right downtown on Pleasant Street. The Valley CDC, having acquired the former Northampton Lumber Yard land just down the block from Live 155, started redevelopment of that site. 55 units of affordable housing and 5,300 square feet of first floor commercial space started to rise after the relocation of an underground storm drain channel. The 82 Bridge Street Single Room Occupancy renovation and expansion project secured additional funding sources and The Community Builders in partnership with Valley CDC launched plans for more affordable housing at Village Hill, the former Northampton State hospital property.

Ten single family homeowners participated in the Housing Rehabilitation Program and six of those units were completed. CDBG funds assisted Dial/Self with the acquisition of 11 Hatfield Street and the renovation of the existing building opened as home to 4 formerly homeless youth. CDBG funds were utilized by the Valley CDC for downpayment assistance grants to individuals and families purchasing their first homes, and for micro-business technical assistance for entrepreneurs. CDBG funds also assisted those in our community challenged with physical disabilities, by carrying out handicap accessibility improvements at the Northampton Community Arts Center and the Vernon Street School.

Based on extensive public input garnered throughout the year, the City determined how best to allocate these Federal dollars to enhance the quality of life for those with low incomes living in our community.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	11458	76.39%	2703	3073	113.69 %
Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Added	Household Housing Unit	14	0	0.00%	0	0	

Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	9	60.00%	6	4	66.67%
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	175	761	434.86%	275	592	215.27%

Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Jobs created/retained	Jobs	25	35	140.00 %	10	1	10.00%

Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Businesses assisted	Businesses Assisted	50	57	114.00 %	15	27	180.00 %
Elimination of Slums and Blight	Elimination of Slums and Blight	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units constructed	Household Housing Unit	0	0				
Elimination of Slums and Blight	Elimination of Slums and Blight	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Buildings Demolished	Buildings	1	0	0.00%	1	0	0.00%

Homelessness Prevention	Homeless Non-Homeless Special Needs	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	
Homelessness Prevention	Homeless Non-Homeless Special Needs	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homelessness Prevention	Persons Assisted	550	865	157.27 %	95	316	332.63 %
Homelessness Prevention	Homeless Non-Homeless Special Needs	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	HIV/AIDS Housing Operations	Household Housing Unit	22	22	100.00 %			

Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units constructed	Household Housing Unit	17	11	64.71%	15	11	73.33%
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units rehabilitated	Household Housing Unit	0	0		0	0	
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	

Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Rehabilitated	Househol d Housing Unit	0	0		0	0	
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Housing for Homeless added	Househol d Housing Unit	8	4	50.00%	12	12	100.00 %
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Housing for People with HIV/AIDS added	Househol d Housing Unit	0	0				

Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	HIV/AIDS Housing Operations	Household Housing Unit	22	22	100.00 %	22	22	100.00 %
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Buildings Demolished	Buildings	1	0	0.00%			
Housing Rehabilitation	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	6	30.00%	7	6	85.71%
Housing Support Services	Affordable Housing	CDBG: \$ / CPA: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Housing Support Services	Affordable Housing	CDBG: \$ / CPA: \$	Homelessness Prevention	Persons Assisted	200	243	121.50 %	0	0	
Improvement of Public Facilities	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2040	5237	256.72 %	1600	3075	192.19 %
Improvement of Public Infrastructure	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1500	100.00 %			
Improvement of Public Infrastructure	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1400	1400	100.00 %			

Planning and Administration	Program Administration	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
Planning and Administration	Program Administration	CDBG: \$	Brownfield acres remediated	Acre	0	0				
Planning and Administration	Program Administration	CDBG: \$	Rental units constructed	Household Housing Unit	0	0				

Planning and Administration	Program Administration	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Planning and Administration	Program Administration	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Jobs created/retained	Jobs	0	0				
Planning and Administration	Program Administration	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
Planning and Administration	Program Administration	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				

Planning and Administration	Program Administration	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	HIV/AIDS Housing Operations	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	Buildings Demolished	Buildings	1	0	0.00%			
Planning and Administration	Program Administration	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	Other	Other	145000	84750	58.45%	29000	27750	95.69%
Preservation of Existing Affordable Rental Stock	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units rehabilitated	Household Housing Unit	0	0		15	0	0.00%
Preservation of Existing Affordable Rental Stock	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homelessness Prevention	Persons Assisted	1521	1521	100.00%			

Preservation of Existing Affordable Rental Stock	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Other	Other	0	0				
Rental Housing for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units constructed	Household Housing Unit	58	0	0.00%	70	70	100.00%
Rental Housing for Individuals	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / HOPWA: \$131335	Rental units constructed	Household Housing Unit	28	0	0.00%	56	52	92.86%
Rental Housing for Individuals	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / HOPWA: \$131335	Housing for Homeless added	Household Housing Unit	22	0	0.00%			

Support for Emergency Shelter System	Homeless	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	
Support for Emergency Shelter System	Homeless	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeless Person Overnight Shelter	Persons Assisted	1400	613	43.79%	300	280	93.33%
Support for Emergency Shelter System	Homeless	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City, through the dedication of its community partners, made substantial progress this past year creating affordable housing units, supporting the emergency shelter system, addressing basic needs and preserving the existing affordable housing stock. CDBG funds were allocated over a variety of categories of eligible activities, timeliness deadlines for expenditures were met and agencies successfully carried out their scopes of services.

The Public Services Review Committee prioritized services for at-risk youth this past year. Therefore, completion of the first four units of housing for unaccompanied homeless youth at 11 Hatfield Street was a significant accomplishment, in relation to addressing a high priority need. This effort was a manifestation of grass roots commitment at its best. The majority of the \$900,000 raised to date came from local tax dollars (Community Preservation Act funds) and private contributions.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	3,281
Black or African American	445
Asian	76
American Indian or American Native	30
Native Hawaiian or Other Pacific Islander	3

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The above table does not include the following racial and ethnic compositions: American Indian or Alaskan Native/White; Asian/White; Black African-American/White; American Indian/Alaskan Native/Black African American; Asian/Pacific Islander; and other multi-racial categories. These compositions comprised an additional 296 individuals of whom 112 were of Hispanic ethnicity.

In total, 4,131 people benefitted this program year, of whom 1,062 identified as Hispanic.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,160,146	792,924
HOME	HOME	0	0
HOPWA	HOPWA	131,335	131,335
ESG	ESG	0	0
Continuum of Care	Continuum of Care	334,210	334,210
Other	Other	330,781	330,781

**Table 3 - Resources Made Available**

### Narrative

The "other" category in the chart above reflects local Community Preservation Act funding. \$300,000 was allocated to Valley CDC for the Lumber Yard Project, and \$30,781 was expended by the Center for Human Development for the Community Housing Support Services Program.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
No geographic Priorities Designated	100		Programs are delivered city wide or in specific project locations.

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The City has not designated any HUD defined target areas. All public service activities, as well as the Housing Rehab program and Micro-Business assistance are available to all income eligible Northampton residents city-wide.

There has been a significant investment focus on the Pleasant Street corridor the past several years. Valley CDC and Wayfinders have produced over 40 million dollars in two affordable housing projects. The State's Department of Housing and Economic Development contributed 2.5 million dollars through the MassWorks Program for storm sewer and street improvement projects. The Mass Department of Transportation's Complete Streets Program awarded an additional \$400,000 for streetscape and road alignment work, as well as \$100,000 each from NETA for traffic mitigation and from the City's Department of Public Works for sewer and infrastructure work.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

CDBG allocations for public services amount to very small percentages of overall program costs per sub-recipient. The awards range from \$3,000 to \$10,000 dollars. In most cases, agencies use the awards to show evidence of City support in order to leverage larger grants.

The Dial/Self Teen Housing Program leveraged \$65,000 of CDBG funding and \$275,000 of Community Preservation Act funds, to secure an additional \$155,000 from private foundations and \$426,000 in private donations raised through a capital campaign.

The Valley CDC Micro-Business program received additional support from the Florence Savings Bank (\$5,000); the Commonwealth of Massachusetts Mass. Growth Capital Corporation (\$7,500) and a grant from the Capital One Credit System (\$15,000).

The renovation/expansion of the 82 Bridge Street SRO project is a 7 million dollar project, to which \$150,000 of CDBG funds were allocated. \$6,300,000 is in the form of a permanent loan, \$4,875,525 is Low Income Housing Tax Credit Equity, \$200,000 is from the MA Affordable Housing Trust Fund, \$485,000 is from the State's Housing Innovations Fund, \$603,235 is the HIF 1 and HIF 111 Subordinate Debt, \$239,000 is from the Consolidated Facilities Fund for DMH clients, \$500,000 is from the Federal Home Loan Bank of Boston, \$350,000 is from the local Community Preservation Committee and \$15,000 is from a Kuehn Grant. The subtotal is \$13,717,760 and with construction loan repayment, brings the total sources (without the construction loan) to \$7,417,760.

Both Live 155 on Pleasant Street and the Lumber Yard Apartments at 256 Pleasant Street are twenty million dollar projects, utilizing a variety of State funding sources as well as the Low Income Housing Tax Credit Program. Smith College also made a contribution to the Lumber Yard Apartments. Smith's contribution was made as a result of a development agreement created several years ago when the College removed many market rate affordable housing units from the City's inventory to expand their campus facilities. Through a Town/Gown negotiation, Smith agreed to seed a fund for affordable housing unit replacement elsewhere in the City.

The land where Habitat for Humanity is constructing 4 affordable homes was a defunct subdivision purchased by the City/Office of Planning and Sustainability. The acquisition was

made to protect natural resource areas, preserve wildlife corridors and small lots were carved off for affordable house lots. The City continued to work to acquire two parcels deeded to the Northampton Housing Authority in order to move forward with their development, but have been unable to secure the deeds from the State. The Office of Planning and Sustainability purchased another parcel this past year (Burts Meadow-Burts Pit Road) on which Habitat is building 3 homes (not CDBG assisted). The Planning Office has successfully implemented many of these limited development projects over the years to achieve natural resource conservation and small lot affordable housing creation on the same parcels.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	16	12
Number of Non-Homeless households to be provided affordable housing units	40	40
Number of Special-Needs households to be provided affordable housing units	11	11
<b>Total</b>	<b>67</b>	<b>63</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,777	1,777
Number of households supported through The Production of New Units	68	48
Number of households supported through Rehab of Existing Units	14	10
Number of households supported through Acquisition of Existing Units	4	4
<b>Total</b>	<b>1,863</b>	<b>1,839</b>

Table 6 – Number of Households Supported

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

The number of homeless to be provided actual housing units is different than earlier plans. The narrative in earlier plans used the language "to be supported" which yielded much higher numbers than the language "to be provided actual housing units". Therefore, this chart has been adjusted to reflect actual housing units, as opposed to those assisted with support services. The one year goal of 16 includes 8 at 11 Hatfield Street (4 created) and 8 at Live 155, defined as those units available for those earning 30% of area median income or less. (8+4=12)

The number of non-homeless to be provided affordable housing units is the remaining 40 units at Live 155. (There being 48 affordable units at Live 155, 48 - 8 (the # already reflected in the "provided for homeless category" = 40) The building contains 70 units total, 48 of which were designated as affordable.

The 11 units for special needs populations includes the 5 units setaside for clients of the Department of Mental Health, the 4 handicapped accessible units and the 2 units for the visually impaired that were all created and brought on line at the Live 155 development this program year (included in the 40 count in the "non-homeless to be provided affordable housing units").

The Northampton Housing Authority administered 1,777 rental assistance vouchers in the last program year. This total does not include VASH voucher utilization in Northampton, or other vouchers that may be being administered by other housing authorities, as those numbers are difficult to ascertain.

The one year goal tally for production of new units included 16 units in the 82 Bridge Street Project, the 4 new construction units at 11 Hatfield Street for homeless youth; as well as the 48 new affordable units at Live 155 Pleasant Street - for a total of 68. Because the 82 Bridge Street project did not get physically underway in this program year, nor did the 4 new units at 11 Hatfield Street, those units are not reflected in the "actual" category.

The renovation of the existing residential building at 11 Hatfield Street proceeded as planned during the program year. This effort created 4 units for unaccompanied and at-risk homeless youth. The anticipated total for the housing rehab program was 10 units. 6 units were rehabbed through the program in the last program year; all others are in process.

In the acquisition category, Habitat for Humanity purchased the property at Glendale Road for construction of 4 new affordable homes. The 2018-19 CDBG program will provide soft costs and site clearance funds to move this project forward.

The funds previously allocated in the last 3 program years for demolition of the old farmhouse on the Burts Pit Road parcel have been reallocated, due to the delay in accomplishing the transfer of ownership from the State.

### **Discuss how these outcomes will impact future annual action plans.**

All projects included in last years Action Plan are progressing with the exception of the Burts Pit Road farmhouse demolition activity. The larger projects may be awaiting State funding awards, but all projects proceeded according to their anticipated time lines. Therefore, the City looks forward to adding the following affordable housing opportunities to income eligible households over the next several years:

- The new building to house 4 unaccompanied homeless youth being created by Dial/Self, which will complete the 8 unit project (Spring 2019).

- The renovation being undertaken by Valley CDC of 15 existing SRO units at the 82 Bridge Street property, and the addition of 16 new units at the site, will result in 31 high quality enhanced SRO units in downtown Northampton. All permits and funding sources were secured and relocation of existing tenants will occur in the spring of 2019 with construction scheduled for completion in Spring of 2020.
- Valley CDC's Lumber Yard Apartments which will see occupancy for 55 households in the spring of 2019, is on schedule and proceeding quickly, now that the storm drain channel relocation has been completed.
- 12 units of affordable housing will be created at Village Hill, the former State hospital property, by The Community Builders and Valley CDC. Funding has been secured from the newly launched State program called the Community Scale Initiative, which provides funding for smaller, more rural oriented projects. This project will be moving forward more quickly than the second phase, which includes an additional 53 units on the remaining large parcel at Village Hill. Combined, 65 new rental units for individuals and families will be coming on line in the next 2-4 years.
- The 4 new homeownership units being created by the Pioneer Valley Chapter of Habitat for Humanity, are on track for 2019, as 2 of the units will be modular construction.

These endeavors will result in 144 new affordable housing opportunities and serve young adults without homes, people with physical, visual and mental health challenges, large and small families and individuals with low incomes that might already live here and want to improve their living situations, or people who want to move here to enjoy all that Northampton has to offer. The Mayor is grateful to all of our community partners who work tirelessly to initiate and bring these projects to fruition.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2,403	0
Low-income	1,077	0
Moderate-income	642	0
<b>Total</b>	<b>4,122</b>	<b>0</b>

**Table 7 – Number of Households Served**

### **Narrative Information**

The number above indicates income levels for all races but does not include another 9 households that were counted as non low/moderate income. In total 4,131 households benefitted from CDBG project funding this past year.

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**  
**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City continued to work closely with Eliot Homeless Services. The Street Outreach Clinician attended the monthly Next Step meetings and reported regularly on the numbers and profiles of people living outside. Recently, he teamed up with a staff person from ServiceNet's Resource Center and a person from Tapestry Health Systems to visit encampments, do outreach and make service linkages. This was an exciting development as it involved a multi-disciplinary approach that actively acknowledged the mental health and substance use disorders being experienced by many of our unsheltered population.

Eliot Services and Dial/Self staff routinely visited meals programs, shelters and gathering sites to do outreach, in both Northampton and Amherst. Coordinated case management occurred when people chose to engage with services. Dial/Self focused on the under 18 and 18-24 year old segment of the population. With the opening of the first 4 units at 11 Hatfield Street for at-risk and unaccompanied homeless youth, there were finally housing slots available for referrals!

The numbers of people living outside remained relatively stable, with a slight increase in the fall, as people anticipated the openings of the winter shelters in both communities. The Resource Center continued to provide case management services, laundry and shower facilities, emergency food, health care and benefits assistance, throughout the year.

The Mayor's Work Group on Panhandling created and conducted a survey to better understand the needs of people panhandling in the downtown. 20 comprehensive interviews were completed. The results will be included in a report and form the basis for developing strategies to implement in the service delivery system moving forward.

REACH meetings with relevant service providers were held at the Resource Center every Monday to conduct coordinated case management. The Coordinated Entry Intake system was launched this year, as well as a 1-800 number to access services. The chronically homeless were prioritized for housing and services, after they were identified as such through the intake assessment and ranking on the vulnerability index. This has been accomplished through the work of the Three County Continuum of Care. Soldier On took responsibility for creating and implementing the coordinated entry system, funded with a McKinney allocation. The system will be evaluated for effectiveness moving forward. Local providers have said it will not make much of a difference in how they have operated in the past, and it all does not mean much if there are no housing units available to refer people to. Therefore the City continued to focus on the production side of the formula as well as the support services side.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City continued to provide CDBG funds to support staffing at the Hampshire County Interfaith Winter Shelter and the year round Grove Street Inn Shelter. The Interfaith Winter Shelter, which operated from November 1 to April 30, provided 4,364 bednights and 8,728 meals for 189 individuals this program year. The Grove Street Inn provided 5,988 bednights and 11,976 meals for 91 individuals.

HUD funding and therefore the efforts of the local Continuum of Care, support permanent housing, as opposed to emergency shelter or transitional housing programs. Emergency shelters in the region are having a difficult time securing and sustaining adequate funding to cover operating costs. Substantial private donations and coverage by volunteers are keeping them functioning. Fundraising has become a very time consuming process and the cash match requirements mandated by HUD are a huge obstacle to agency participation. All of the housing units funded by the CoC that used to be categorized as transitional, have been converted to permanent supported housing units.

The CDBG Administrator held monthly meetings of the Next Step Collaborative, attended by local housing and homeless service providers. Attendees monitored shelter capacity and identified and tried to address service delivery gaps. She also staffed the Northampton Housing Partnership which focused on the preservation of existing affordable housing (Leeds Village Apartments) and undertook efforts to create new affordable housing units (Village Hill North). She served as Co-Chair of the Steering Committee of the Western Massachusetts Network to End Homelessness and attended Network Committee meetings on Individual, Youth and Family homelessness. She served on the Management Committee of the Hampshire County Inter-Faith Shelter for Homeless Individuals, as she has since 1995. Through this community interaction, the work undertaken by the City to address the needs of people unhoused in Northampton and the region, was informed and guided.

The CDBG Administrator was in communication with the Amherst Winter Shelter Craig's Door and the Easthampton Annex during the year to insure coordination between communities. She did outreach to Holyoke to encourage that City to create emergency shelter resources for individuals there, when Northampton shelters were turning people away during the extreme cold weather.

Specifically, a sampling of community accomplishments this past year included the creation of the Northampton Recovery Center, a peer led support center for those in recovery, the development of a City department protocol for addressing homeless encampments, a work group with representatives from the Police Department, the City Council, Tapestry Health Systems, Eliot Homeless Services, the Downtown Business Association, the Greater Northampton Chamber of Commerce, ServiceNet, Inc. and the Mayor to research and make recommendations to the community on how to better serve at -risk populations; the creation of a local YIMBY chapter, and an allocation of City funding to undertake an Impediments to Fair Housing Analysis to research issues related to discrimination and housing access, which will begin in the fall of 2018.

## **Helping low-income individuals and families avoid becoming homeless, especially extremely**

**low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Soldier On continued to pick up and transport Veterans who were being discharged from the Hampshire County House of Corrections if they had no housing identified upon release. The Jail continued their monthly Round table sessions with local service providers to identify paths for people prior to release. Social workers from the local hospital participated in the Next Step Collaborative meetings to connect with shelter providers in order to avoid discharging patients into homelessness. The Department of Mental Health sponsored another annual workshop on housing search and communicated with providers when units became available. DMH continued to work in partnership with the Northampton Police Department to conduct quarterly Jail Diversion meetings with area shelter and service providers. ServiceNet's Hampshire County Resource Center continued to operate daily, providing office space for the Benefits Analyst, Health Care for the Homeless doctors and nurses, and case management staff linked people with housing, health, education and employment resources. Dial/Self has several housing sites in Franklin County, in addition to the new units in Northampton, so they were available to assist youth exiting the foster care or DYS service system, at least with services, if not housing.

With outreach and enhanced communication over the years, it is clear that personnel working in publicly funded institutions and systems of care do not want to discharge people into homelessness if it can be avoided. They are grateful to have the names and numbers of people to call to help identify placements ahead of time, whenever possible. When communication issues arise between systems, people representing those systems are invited to the Next Step meetings to engage and connect.

As an example, the CDBG Administrator brokered a meeting between staff at the Resource Center and the social worker at the Northampton Senior Center. The social worker had come forward to report that the Senior Center was seeing an increasing number of seniors presenting as homeless. As a result of the meeting, the Resource Center staff will conduct some office hours at the Senior Center to process housing applications and make referrals, so the Senior Center staff, who are less experienced with this work, can perform their other functions. Highland Valley Elder Services was alerted to this issue, so their protective services case managers could assist and also have a presence at the Senior Center.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were**

## recently homeless from becoming homeless again

CDBG funds were provided to support the Community Legal Aid Homelessness Prevention Project and the Single Room Occupancy (SRO) Outreach Program. Community Legal Aid (CLA), which provides free legal assistance to families and individuals with low incomes, successfully preserved tenancies in the majority of cases. Where CLA was unable to preserve the tenancy, move-out agreements were negotiated which gave tenants time to find alternative housing. During the program year, CLA assisted 21 households (consisting of 36 individuals). The SRO Outreach Program, conducted mediation with landlords to preserve tenancies, connected tenants to appropriate resources, provided intensive case management, operated a food pantry and assisted 111 individuals during the program year. The Coordinator provided on-going support to those relocated from the Northampton Lodging property.

Several affordable housing projects with on site support services are in various stages of development. The Lumber Yard Apartments will have 6 units set aside for homeless individuals. Completion of the project is anticipated for June 2019. The expansion of 82 Bridge Street will provide 8 units with a homeless preference and have 2 units reserved for DMH clients. The Live 155 Apartments, completed this spring invited 30 residents that were displaced from the original SRO, many of whom were formerly homeless, back to the new development. The building had 8 units reserved specifically for homeless, as well as 5 units for clients of the DMH. On site support services will be provided at all sites. Over the past two years, the State Department of Housing and Community Development has acknowledged the critical importance of support services for housing stabilization and has targeted some funding for this purpose.

Through the coordinated entry system, the chronically homeless will receive priority placement in permanent supported housing units. This practice increases the need for intensive support services once individuals are housed. Providing adequate resources for this phase in the continuum of care is a delivery system gap. All recognize the need to provide services to those facing the most challenges, but the HUD requirement translates into an unfunded mandate if there are not also support service resources to insure that people can achieve and maintain stability in the housing. The length of stay in shelter is totally dependent on the availability of housing units for referrals, which are not always readily available. Veterans have the opportunity to utilize VASH vouchers administered by the Northampton Housing Authority, to find housing in the private market. Paradise Pond Apartments and the new housing being produced are resources for families being referred from area shelters. Safe Passage's emergency shelter for victims of domestic violence staff are always looking for housing placements as families that are placed here from other locations often want to remain here.

The City continued to support the Community Housing Support Services Program, the Community Legal Aid Homelessness Prevention Program, the Tenancy Preservation Program and the SRO Outreach Program to assist households formerly homeless, from becoming homeless again. The Community Housing Support Services Program, with a renewal application from the Northampton Housing Partnership secured an additional year of funding (\$80,465) in CPA funds to continue providing housing stabilization services.



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

### **Actions taken to address the needs of public housing**

The Northampton Housing Authority completed the following capital improvement projects during this program year.

- Tobin Manor - replacement of entry door and conversion of 3 bedroom unit to two units 12/8/2017
- Market Street - Chimney replacement 8/15/2017
- Hampshire Heights - roof replacements 11/16/2017
- McDonald House - reconfiguration of administrative offices 2017

A smoke-free policy was instituted in March of 2017 at all NHA properties. Outdoor smoking shelters were installed at McDonald House, Cahill Apartments and the Salvo House Apartments in June of 2017. The shelter at Forsander Apartments was installed in July of 2018 and Florence Heights in August of 2018.

There has been a plan to hire a Resident Services Coordinator for Hampshire Heights for several months. This is now on track for October 2018. An RSC serving the Federal properties has been on staff for several years, serving Florence Heights and the Salvo House.

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

Residents at Hampshire Heights (one of the two family public housing developments owned and managed by the Northampton Housing Authority) petitioned the Board of Commissioners to become a formally recognized tenants association. Residents at Hampshire Heights were busy organizing and holding events, while they awaited official designation. A collaboration with Grow Food Northampton and Healthy Communities to provide fresh produce on site for resident usage, became a regular event. Other community gatherings organized by the tenants themselves included a session conducted by Community Legal Aid on "Knowing your Rights as Tenants", creation of a video on "Re-energizing Democracy" to encourage disenfranchised people to get engaged in the municipal political system, an educational session on the use of NarCan and the Opioid Epidemic, Movie Nights, trainings on what and how to recycle household goods and residents worked to improve relationships with Jackson Street School, Casa Latina and the YMCA.

All are looking forward to the hiring of a Resident Services Coordinator, the process for which began in May of 2018 and will culminate in October of 2018. The addition of this position will greatly assist the tenants striving towards improved qualities of life, self-sufficiency and income maximization.

The Analysis of Fair Housing Impediments project will include spending time with Housing Authority tenants to better understand the obstacles faced when trying to find alternate rental housing or

pursuing home ownership opportunities in Northampton.

There is currently a proposal initiated by the President of the Northampton City Council to increase the tenant representation on the Housing Authority Board of Commissioners from 1 slot to 6. Changing this composition would require approval by the State legislature, but this reflects the feeling of some that a stronger tenant voice is needed in the operation of the NHA.

### **Actions taken to provide assistance to troubled PHAs**

Although the Northampton Housing Authority is not designated as "troubled" in the State or Federally defined sense, the NHA and 3 other housing authorities in the region were sued by the Massachusetts Fair Housing Center for issues related to language access. Through testing, it was determined that non-English speakers were not offered the translation services they were entitled to by law. The MFHC is monitoring the compliance requirements stipulated in the law suit.

The Consultant hired to conduct the Analysis of Impediments to Fair Housing will examine the status of this situation and make recommendations as necessary, to insure complete compliance moving forward.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The Zoning Committee of the Northampton Housing Partnership continued to work with the Office of Planning and Sustainability to identify areas in the Zoning Ordinance that may be impeding the production of affordable housing. The NHP offered to provide public testimony before the Planning Board and City Council for revisions that may be controversial. Two items were identified that will be moving forward for adoption in the fall (site plan requirements for smaller projects and lot density reductions).

The Analysis of Impediments to Fair Housing Consultant RFQ was issued in the spring of 2018. Interviews were conducted by the Fair Housing Committee of the Housing Partnership and the Pioneer Valley Regional Planning Commission was selected for the project. Work will begin in September of 2018. A component of the work scope will be to examine public policies and practices that may negatively impact the availability of and/or access to housing in Northampton.

Habitat for Humanity, in beginning the Glendale Road project to develop 4 affordable homes, asked the City to waive the stormwater permit fees. That will be one component to be examined moving forward. Other fees for affordable housing projects have been waived for years.

The Housing Partnership continued to research and monitor the Tax Relief Program adopted by the town of Amherst to incentivize affordable housing development there. Amherst has now had its first project utilize the abatement. The NHP also reached out to Provincetown to learn more about their tax abatement program for property owners who rent to seasonal service workers with low incomes.

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

The City CDBG office undertook efforts this past year to continue to facilitate communication and collaboration among housing and homeless service providers, CDBG public service sub-recipients and others that provide housing stabilization, affordable housing, food security, language and employment skills, emergency shelter and economic stability programming. In the face of inadequate State and Federal resources, it is imperative that the components of a holistic service delivery system be maintained, enhanced and not duplicated.

City support for and participation in the Western Mass. Network to End Homelessness, the Three County Rural CoC, the Next Step Collaborative, the Northampton Housing Partnership and the committees of the regional network allowed the City to stay aware of the needs of the underserved. Identifying unmet needs and developing strategies to fill them is an ongoing role of the CDBG Administrator. Examples this

past year included participating in meetings to bolster Casa Latina so it could continue serving the Latino community in Northampton, participating in expert panels to guide funding decisions of the Hampshire County United Way, facilitating interdepartmental sessions to develop a protocol regarding homeless encampments, and staffing 13 meetings of a Mayoral work group to better understand the service needs of at risk populations on the street.

Participating in the Pioneer Valley Regional Planning Commission's Housing Plan Implementation Committee, and the regional Inclusionary Communities Advisory Group, further informed City efforts to better serve people facing housing and discrimination challenges.

The growth of the Northampton Recovery Center was a huge accomplishment this year. In recognition of the opioid crises devastating impacts on the addicted, their families and the providers that serve them, the community embraced this significant new resource. The District Attorney's Office, the Northampton Health Department, the Hampshire HOPE Coalition, the Mayor and the peer advocates deserve the credit for the unflagging dedication that brought this to fruition. After sharing space for a year in the Edwards Church community room, a permanent downtown location was found. Programmatic offerings were expanded by the peer advocates with staff support and participation increased daily.

The Northampton Housing Partnership became better informed through a member, about the efforts of residents at Hampshire Heights, (one of two Northampton Housing Authority public housing family properties), to form a Tenant's Association. The Northampton Housing Authority also pledged to hire a Resident Services Coordinator to serve that development. When both of these efforts are accomplished, the ability of families with low incomes to have a voice in developing their own economic self empowerment will be greatly improved.

The opening of Live 155 was a major accomplishment this past year. This state of the art, energy efficient mixed use, mixed income housing development designed by local architect Peter Frothingham and developed by Wayfinders (Peter Serafino, Faith Williams), replaced a very delapidated 58 unit SRO on Pleasant Street. This community collaboration relocated 31 remaining residents, demolished a 2 story building, built a 4 story building with first floor commercial space, added art and vibrancy to the downtown and treated the relocated residents and building history with compassion, dignity and respect. Oral histories were recorded, photographs taken (Cassandra Holden and Paul Shoal) and displayed (Historic Northampton and inside the new building). The City experienced an amazingly humane undertaking by Wayfinders and their development and property management team that resulted in a stellar addition to our community and a place of intense pride.

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

The Housing Rehab program conducted lead paint testing at each selected property, regardless of the family composition of the inhabitants. A single family homeowner can participate in a 15 year deferred payment 0% interest loan. The upward limit of \$45,000 for a total project cost was set that high to allow

for lead abatement to occur, if necessary.

The Board of Health continued to keep up the data base of all units that have received lead and/or asbestos abatement certification. There were no new asbestos abatements during the program year; the last lead abatement certification was for Valley CDC's Lumber Yard housing project in April 2017. The Board of Health worked towards a public notification process that will identify lead abated properties so families with young children can identify which units are safe for their households. The Valley CDC Homeownership Center continued to make referrals to the Commonwealth's Get the Lead Out Program for low interest abatement loans. The State also took action last year to reduce the threshold of abatement activity required, to make it less expensive for property owners. This development was communicated to 35 landlords who attended the annual workshop sponsored by the Housing Partnership in February entitled " How to Be A Successful Landlord". Most of the residential units in Northampton are owned by smaller property owners, responsible for 2-4 unit buildings. With no local landlord association, these sessions have become very well attended over the years and many of the questions relate to lead paint abatement laws and resources. The workshop invitation comes in a letter from the Mayor which is sent to every landlord in the City. The letter expresses the Mayor's appreciation to them for providing housing opportunities in the City, informs them of the date, time and topics of the workshop and includes a list of resources they may find useful.

The incidences of children being poisoned from lead paint as reported to the Department of Public Health remained low in the City. However, due to the age of the housing stock, lead paint is present and there is an assumption families with children are still refused housing, and thus being discriminated against, as a result of landlords being afraid of having to abate their units.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City continued to fund the Northampton Survival Center, the MANNA Soup Kitchen, the SRO Food Pantry and the Highland Valley Elder Services Nutrition Program to fight food insecurity this program year. The provision of healthy food and community meals helped individuals and families who often have to choose between eating and paying rent, not have to make that decision.

The Valley CDC's Micro-Business Assistance provided technical support and workshops for people interested in business start-ups and gave assistance to small business owners to improve revenue, sales and increase profits for income maximization and job creation.

The Literacy Project, the Center for New Americans, Casa Latina and Community Action's Youth Employment Readiness Program assisted individuals with gaining education and employment skills to earn a living wage. The City's Senior Services Center assisted elders with gaining employment to supplement their incomes through the Employment After Retirement Network (EARN) Program. These programs were CDBG funded sub-recipients.

Several CDBG funded sub-recipients were called to action after it was discovered that 30 families from

Puerto Rico displaced by Hurricane Maria were living at a local hotel. Casa Latina, the Center for New Americans, Catholic Charities, the Amherst Family Resource Center and the Northampton Public Schools Social Worker rotated their presence at the hotel every afternoon and provided case management to accomplish housing search, linkage to needed resources such as medical care and benefit applications, as well as providing emotional support. Many of the families chose to stay, so housing search and linkages to resources consumed a lot of time and energy for these organizations, as well as for the Social Worker in the Northampton Public School administration. Permanent housing was secured for all those at the hotel who chose to remain in the area. Some units were found in Northampton and their children were welcomed into our school system. Many entities (MANNA Soup Kitchen, Amherst College, Smith College, downtown restaurants) came together to deliver food to the hotel every day for months, agencies (Center for New Americans, Casa Latina, Catholic Charities, The Bridge Family Resource Center of Amherst, United Way, CSO, Franklin Hampshire Career Center, International Language Institute) and individual volunteers came together to assist these displaced families. Kudos in particular go to Kelley Knight, the School Social Worker that discovered the families, connected with them all, looked for housing, found housing, found furniture, moved families and furniture, then celebrated with them all when her part in their story concluded. Kelly Thibodeau of the Family Resource Center (CSO) was equally dedicated and involved. Dozens of other community partners stepped forward in this, and Shaun Leahan at the Quality Inn was another hero in this endeavor. Our City stepped in and up and showed what being a welcoming community looks like.

Community Action continued the Head Start Program at the Vernon Street School and administered the First Call for Help hot line that provided information and referral services to those in need. The City/City Council continued to receive reports on employers participating in the Living Wage Campaign in the City. One downtown restaurant instituted a policy of no tipping in exchange for the workers being paid a \$15/hour living wage. The tip jars were repurposed into a "Common Account", which allows those in need of a meal, to enjoy one. (Haymarket/ Peter Simpson). This is proving to be a successful strategy that allows workers to predict their income and makes front line and kitchen staff positions more equitably compensated.

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

With involvement in the Western Mass Network to End Homelessness, the Rural Three County Continuum of Care, the Next Step Collaborative, Valley CDC's Service Provider Meetings, the Northampton Housing Partnership and the Hampshire County Inter-Faith Shelter Management Meetings, the Mayor's Office was constantly engaged with the local and regional service delivery system. Operational feedback and system gap input came to the Mayor's Office through the CDBG Administrator/Housing and Community Development Planner, the Economic Development Coordinator, the Community Preservation Committee, the Planning Director and Office of Planning and Sustainability, the Human Rights Commission, the Committee on Disabilities, Police Department, Health Department, Building Department, among others. This input informed Mayoral decision making holistically. The Mayor, Mayor's Chief of Staff, the Planning Director, CDBG Administrator and Economic Development Coordinator met monthly to facilitate a coordinated community development strategy. All other Boards

and Commissions met monthly, with agendas and minutes publicly posted on the City's website.

The City's Health Department has gotten very engaged in public health issues the past several years, way beyond traditional municipal functions such as restaurant inspections. They have worked on Breast Cancer Awareness, done "bra" drives for the homeless shelters, worked on prohibiting smoking in public spaces and created the project and home for the Hampshire HOPE Coalition (Cherry Sullivan) on opioid awareness which involves many community stakeholders. The new leadership in the Department (Merridith O'Leary) has resulted in critical community engagement around many issues affecting marginalized populations and people facing life altering challenges.

The municipal structure that exists is collaborative and effective. This program year was evidenced by hundreds of community events dedicated to supporting and giving voice to those among us that struggle.

The Mayor's Work Group on Panhandling Report to be issued in the fall will include recommendations that may assist with reducing the number of people finding the need to panhandle, such as flexible employment programs administered by downtown businesses. Outreach will be done with many groups in the City, to gather feedback on the proposals.

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

The Next Step Collaborative was attended by providers working with people who were living outside, living in emergency shelters, Veterans, living with HIV/AIDS, in recovery, living in subsidized housing, managing subsidized housing, as well as people with lived experience who have navigated these paths and systems. Efforts tackled this past year included: better connection with the Emergency Room Staff at Cooley Dickinson Hospital (they were invited and attended meetings); identifying landlords willing to house people exiting homelessness such as the chronic homeless and/or Veterans (fall outreach session planned); learning more about the Gandara Mental Health Center; a new provider in our community (to be invited in the fall); increased services for women finding themselves without homes (round table discussion in the fall); investigation of new housing models such as tiny homes, recovery housing (on-going); identifying the next project for Friends of the Homeless (they have bought 3 houses: 1 for chronically homeless, 1 for those in recovery and 1 for homeless youth); improve relationship with the Northampton Housing Authority (they were invited and have attended).

The CDBG Administrator continued to participate in the quarterly meetings held with Valley CDC, it's property manager HMR, and local service providers. Service providers discuss strategies and assign tasks to each other to preserve at risk tenancies. Wayfinders has adopted the same model to support tenants in the units it owns and manages in Northampton, particularly since the Live 155 development has opened. With successful tenancies the goal of everyone, evictions can be stayed and residents supported. One such issue voiced at those meetings was that no local office was taking RAFT applications; providers had to drive clients to Springfield during very limited hours; that issue was

resolved through advocacy from Community Legal Aid and additional staff resources identified by Wayfinders.

### **Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The Northampton Housing Partnership/Fair Housing Committee continued to work on recommendations made in the 2012 Analysis of Impediments to Fair Housing and undertook the Consultant selection process to update the analysis.

- Increase the supply of affordable housing in Northampton and take steps to prevent the loss of existing units. *(200 units in the pipeline and worked with Leeds Village Apartments to retain affordability at this expiring use property).*
- Develop strategy to insure those in protected classes get first access to newly created units. *(Projects have set-asides for homeless, visually, hearing and physically impaired, but no other classes. Unit types are often assigned by State funding sources, and by Housing Authority priority preferences. NHP attending public hearing for the NHA 5 Year plan to advocate for this).*
- Host an education session with landlords to inform them about the new protected class covering LGBTQ people. *(held 2-13-2018)*
- Produce fair housing outreach materials to include transgender and gender/identity expression as a protected class *(done by the Mass Fair Housing Center)*
- Create a database on the City's website listing homes that have been deeded *(done, by the City Health Department)*
- Provide outreach to landlords and homeowners about programs and financial assistance for deeding *(done through annual letter from Mayor to all landlords with reference sources included, presented at the annual February workshop and financial resources made available to income eligible single family homeowners through the Housing Rehab Program).*
- Disability rights and CORI workshops have been conducted in the past few years.
- Examine the nature and number of housing discrimination complaints; look for patterns and opportunities *(done annually, and will be done thoroughly with the new contract to update the AI; most common complaint category was inadequate reasonable accommodation)*
- Work with rental housing advertisers to inform them of fair housing laws *(tested and monitored by the MA Fair Housing Center)*

The Fair Housing Committee of the Housing Partnership spent many hours this program year researching other AI's across the nation, crafting the Request for Qualifications, interviewing the 3 firms that responded and developing the work scope. The Housing Partnership will now assist the Consultant with outreach to pertinent individuals and groups to assemble the focus groups. \$20,000 was allocated by the City Council (after a failed bid for funding from the Community Preservation Committee). The project term will run from October 1, 2018 thru March 30, 2019.

The Northampton Housing Authority, along with 3 other authorities in the region, were sued by the

Mass Fair Housing Center for issues related to lack of language access. The NHA has follow up conditions that must be complied with. The MA Fair Housing Center is monitoring that compliance. The City has been made aware of those compliance conditions and encouraged service providers to provide feedback on their clients experiences.

The work scope for the contract to update the AI includes the holding of focus groups to gather valuable insight into what people experience trying to live in Northampton with a low income and what obstacles they face trying to improve their housing situations and lives. The findings and recommendations articulated in the report will guide future decision making around community development goals, policies, funding distribution and action tasks.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Quarterly reports are required from all sub-recipients. The data in those reports is used for IDIS entry and is closely reviewed for progress and compliance. Performance outcomes are outlined in the Scope of Services in each CDBG Agreement Contract. When applicable, contracts also include requirements for submissions of other HUD reports such as Section 3 and FFATA information, as well as Department of Labor MBE/WBE reports and Davis Bacon wage rate compliance certifications and payroll records.

Public service applicants are interviewed during a competitive application cycle by a Review Committee comprised of community members and city councilors. Organizational capacity and past performance are evaluated. Along with quarterly reports, on-site monitoring occurs on a rotating basis. Each public service sub-recipient is visited at least once in every 2 year period.

Contractors are informed about the above mentioned reports, along with affirmative action hiring goals during meetings and in the contract document. Most smaller projects, such as housing rehab, are completed by sole owner businesses. Larger projects, while able to do outreach often do not need to expand their workforce to complete a project. Solicitation for contractors, as for the housing rehab program, include the statements that women or minority owned businesses or Section 3 businesses, are encouraged to apply.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Legal ads were published in the local newspaper for all public hearings and publication of the Draft Plan, Action Plan and CAPER documents giving the dates of meetings and times available for review in the office. All documents were also uploaded to the City's website. Residents were encouraged to come in, call or email with comments. Two public service sub-recipients have in-house translators to convey information to minority populations and assist them should they wish to comment.

The CDBG Administrator discussed program goals, objectives and outcomes with the Next Step Collaborative participants monthly and provided notice to an extensive email listserv about all public hearings, publication of documents and applicable comment periods.

The discussions at the various public hearings and meetings yielded valuable input. No other comments were received from the general public.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The implementation of the Action Plan proceeded without any major alterations. The only project that has been problematic has been the funds allocated for demolition of the farmhouse on Burts Pit Road. The City has been trying for three years to get the State Department of Capital Asset Management to transfer the ownership deed from the Housing Authority (due to lack of action) to the City to proceed with demolition and site redevelopment for affordable housing. Despite the fact that the two parcels (Burts Pit Road and Laurel Street) were given to the Northampton Housing Authority for free during the disposition of the former State hospital property, DCAM is feeling compelled to make the City pay a half a million dollars for the same parcels. With the City having no intention or ability to pay for the parcels, the demolition funds were finally reallocated (to the housing rehab program), until this issue can be resolved.

The Mayor's Office/CDBG administrative staff have been diligent in ensuring funds are expended in a timely fashion. Projects that stall have funds reallocated as necessary.

This program year, the City spent \$792,923.98 of the \$1,160,146.66. The total includes program income received and expended during the year. In May 2018, the City's draw ratio was 1.01%.

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

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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# Attachment

## PR26 - Program Year 2017

	Office of Community Planning and Development	DATE:	09-26-18
	U.S. Department of Housing and Urban Development	TIME:	9:12
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG Financial Summary Report		
	Program Year 2017 NORTHAMPTON, MA		

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	538,259.62
02 ENTITLEMENT GRANT	613,782.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	8,105.14
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,160,146.76

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	671,913.65
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	671,913.65
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	121,010.33
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	792,923.98
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	367,222.78

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	200,975.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	470,938.65
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	671,913.65
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2015 PY: 2016 PY: 2017
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,675,913.65
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,675,913.65
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	96,856.47
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.53
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	96,857.00
32 ENTITLEMENT GRANT	613,782.00
33 PRIOR YEAR PROGRAM INCOME	31,994.01
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	645,776.01
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	121,010.33
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	1,745.67
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	162.85
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	122,593.15
42 ENTITLEMENT GRANT	613,782.00
43 CURRENT YEAR PROGRAM INCOME	8,105.14
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	621,887.14
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.71%



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**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	5	881	Homeless Youth Program Acquisition	01	LMH	\$65,000.00
				<b>01</b>	<b>Matrix Code</b>	<b>\$65,000.00</b>
2017	3	883	82 Bridge Street Pre-Development	14B	LMH	\$135,975.00
				<b>14B</b>	<b>Matrix Code</b>	<b>\$135,975.00</b>
<b>Total</b>						<b>\$200,975.00</b>

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	19	870	6102434	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6120469	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6150393	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6174709	Grove Street Shelter	03T	LMC	\$2,500.00
2017	20	871	6120469	Interfaith Winter Shelter	03T	LMC	\$3,333.00
2017	20	871	6150393	Interfaith Winter Shelter	03T	LMC	\$5,000.33
2017	20	871	6174709	Interfaith Winter Shelter	03T	LMC	\$1,666.67
					<b>03T</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
2017	7	882	6147341	Vernon Street School Accessibility	03Z	LMC	\$162.05
2017	7	882	6170354	Vernon Street School Accessibility	03Z	LMC	\$30,637.31
2017	8	875	6142170	Northampton Community Arts Trust Accessibility	03Z	LMC	\$62,400.00
					<b>03Z</b>	<b>Matrix Code</b>	<b>\$93,199.36</b>
2017	16	867	6137416	Northampton Nutrition Program	05A	LMC	\$978.92
2017	16	867	6139918	Northampton Nutrition Program	05A	LMC	\$1,021.08
2017	16	867	6159569	Northampton Nutrition Program	05A	LMC	\$2,000.00
2017	22	873	6102434	Senior Service EARN Program	05A	LMC	\$240.00
2017	22	873	6120465	Senior Service EARN Program	05A	LMC	\$962.00
2017	22	873	6147341	Senior Service EARN Program	05A	LMC	\$1,556.97
2017	22	873	6170354	Senior Service EARN Program	05A	LMC	\$700.50
2017	22	873	6172736	Senior Service EARN Program	05A	LMC	\$540.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$7,999.47</b>
2017	15	866	6107676	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6120465	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6150393	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6172736	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
					<b>05C</b>	<b>Matrix Code</b>	<b>\$6,500.00</b>
2017	12	863	6107676	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6120465	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6159569	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6174709	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
					<b>05D</b>	<b>Matrix Code</b>	<b>\$5,000.00</b>
2017	11	862	6120465	Education and Services for Immigrants	05H	LMC	\$2,300.25
2017	11	862	6150393	Education and Services for Immigrants	05H	LMC	\$4,056.26
2017	11	862	6172736	Education and Services for Immigrants	05H	LMC	\$2,143.49
2017	14	865	6102434	Youth Employment Readiness Initiative	05H	LMC	\$747.95
2017	14	865	6120465	Youth Employment Readiness Initiative	05H	LMC	\$2,645.84
2017	14	865	6150393	Youth Employment Readiness Initiative	05H	LMC	\$1,123.27
2017	14	865	6172736	Youth Employment Readiness Initiative	05H	LMC	\$1,982.94
					<b>05H</b>	<b>Matrix Code</b>	<b>\$15,000.00</b>
2017	18	869	6150393	Manna Soup Kitchen	05W	LMC	\$3,357.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	21	872	6102434	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6120465	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6147341	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6174709	Emergency Food Pantry	05W	LMC	\$2,500.00
							<b>\$13,357.00</b>
							<b>05W Matrix Code</b>
2017	10	861	6166204	Puentes: Bridges for Latinos	05Z	LMC	\$5,000.00
2017	10	861	6174709	Puentes: Bridges for Latinos	05Z	LMC	\$5,000.00
2017	13	864	6107678	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6120465	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6159569	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6174709	SRO Outreach	05Z	LMC	\$2,500.00
2017	17	868	6107676	Pathways to Success	05Z	LMC	\$462.94
2017	17	868	6120465	Pathways to Success	05Z	LMC	\$2,298.34
2017	17	868	6159569	Pathways to Success	05Z	LMC	\$3,093.14
2017	17	868	6174709	Pathways to Success	05Z	LMC	\$3,145.58
							<b>\$29,000.00</b>
							<b>05Z Matrix Code</b>
2016	1	844	6098726	Affordable Homeownership (2016)	13	LMH	\$3,000.00
2016	1	844	6099258	Affordable Homeownership (2016)	13	LMH	\$3,000.00
							<b>\$6,000.00</b>
							<b>13 Matrix Code</b>
2017	1	859	6102429	Down Payment Assistance (2017-2018)	13A	LMH	\$4,000.00
2017	1	859	6102434	Down Payment Assistance (2017-2018)	13A	LMH	\$4,214.32
2017	1	859	6107674	Down Payment Assistance (2017-2018)	13A	LMH	\$4,000.00
2017	1	859	6120465	Down Payment Assistance (2017-2018)	13A	LMH	\$5,824.44
2017	1	859	6147341	Down Payment Assistance (2017-2018)	13A	LMH	\$5,976.41
2017	1	859	6172736	Down Payment Assistance (2017-2018)	13A	LMH	\$3,984.83
							<b>\$28,000.00</b>
							<b>13A Matrix Code</b>
2016	6	850	6099625	Rehab #1 - Federal Street	14A	LMH	\$17,986.50
2016	6	850	6100949	Rehab #1 - Federal Street	14A	LMH	\$14,112.00
2016	6	850	6120465	Rehab #1 - Federal Street	14A	LMH	\$3,566.50
2016	6	850	6151205	Rehab #1 - Federal Street	14A	LMH	\$400.00
2016	6	851	6098748	Rehab #2 - O'Donnell Drive	14A	LMH	\$18,009.00
2016	6	851	6099625	Rehab #2 - O'Donnell Drive	14A	LMH	\$2,825.50
2016	6	851	6102460	Rehab #2 - O'Donnell Drive	14A	LMH	\$270.00
2016	6	852	6099623	Rehab #3 - Laurel Park	14A	LMH	\$33,480.00
2016	6	852	6102422	Rehab #3 - Laurel Park	14A	LMH	\$3,720.00
2016	6	852	6102460	Rehab #3 - Laurel Park	14A	LMH	\$245.00
2016	6	853	6099269	Rehab #4 - Hooker Avenue	14A	LMH	\$16,737.30
2016	6	853	6100555	Rehab #4 - Hooker Avenue	14A	LMH	\$2,663.50
2016	6	853	6100949	Rehab #4 - Hooker Avenue	14A	LMH	\$420.00
2016	6	858	6102460	Rehab #5 - Ellington Road	14A	LMH	\$7,002.00
2016	6	858	6137421	Rehab #5 - Ellington Road	14A	LMH	\$11,722.50
2016	6	858	6147341	Rehab #5 - Ellington Road	14A	LMH	\$2,080.50
2016	6	876	6098748	Rehab #6 - Pilgrim Drive	14A	LMH	\$800.00
2016	6	876	6100949	Rehab #6 - Pilgrim Drive	14A	LMH	\$8,442.00
2016	6	876	6102460	Rehab #6 - Pilgrim Drive	14A	LMH	\$4,021.20
2016	6	876	6120465	Rehab #6 - Pilgrim Drive	14A	LMH	\$1,384.80
2016	6	877	6098748	Administration - Recording Fees	14A	LMH	\$225.00
2016	6	877	6100555	Administration - Recording Fees	14A	LMH	\$225.00
2016	6	877	6120465	Administration - Recording Fees	14A	LMH	\$375.00
2016	6	877	6137421	Administration - Recording Fees	14A	LMH	\$450.00
2016	6	877	6151205	Administration - Recording Fees	14A	LMH	\$225.00
2016	6	877	6164075	Administration - Recording Fees	14A	LMH	\$150.00
2016	6	878	6099275	Rehab #7 - North Maple Street	14A	LMH	\$580.00
2016	6	878	6164075	Rehab #7 - North Maple Street	14A	LMH	\$30,037.50
2016	6	878	6172736	Rehab #7 - North Maple Street	14A	LMH	\$675.00
2016	6	879	6102422	Rehab #8 - Olive Street	14A	LMH	\$380.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	6	880	6102422	Rehab #9 - Spring Grove	14A	LMH	\$455.00
2016	6	880	6142170	Rehab #9 - Spring Grove	14A	LMH	\$11,610.00
2016	6	880	6164075	Rehab #9 - Spring Grove	14A	LMH	\$8,910.00
2016	6	884	6142170	Rehab #11 - Nonotuck Street	14A	LMH	\$425.00
					<b>14A</b>	<b>Matrix Code</b>	<b>\$204,610.80</b>
2016	6	845	6098748	Housing Rehab - Admin	14H	LMH	\$4,510.67
2016	6	845	6100558	Housing Rehab - Admin	14H	LMH	\$10,657.40
2016	6	845	6102460	Housing Rehab - Admin	14H	LMH	\$7,637.59
2016	6	845	6142173	Housing Rehab - Admin	14H	LMH	\$9,466.36
					<b>14H</b>	<b>Matrix Code</b>	<b>\$32,272.02</b>
2017	9	860	6102434	Micro-Business Assistance Program	18C	LMC	\$1,712.97
2017	9	860	6120465	Micro-Business Assistance Program	18C	LMC	\$4,307.66
2017	9	860	6147341	Micro-Business Assistance Program	18C	LMC	\$3,979.37
					<b>18C</b>	<b>Matrix Code</b>	<b>\$10,000.00</b>
<b>Total</b>							<b>\$470,938.65</b>

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	19	870	6102434	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6120469	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6150393	Grove Street Shelter	03T	LMC	\$2,500.00
2017	19	870	6174709	Grove Street Shelter	03T	LMC	\$2,500.00
2017	20	871	6120469	Interfaith Winter Shelter	03T	LMC	\$3,333.00
2017	20	871	6150393	Interfaith Winter Shelter	03T	LMC	\$5,000.33
2017	20	871	6174709	Interfaith Winter Shelter	03T	LMC	\$1,666.67
					<b>03T</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
2017	16	867	6137416	Northampton Nutrition Program	05A	LMC	\$978.92
2017	16	867	6139918	Northampton Nutrition Program	05A	LMC	\$1,021.08
2017	16	867	6159569	Northampton Nutrition Program	05A	LMC	\$2,000.00
2017	22	873	6102434	Senior Service EARN Program	05A	LMC	\$240.00
2017	22	873	6120465	Senior Service EARN Program	05A	LMC	\$962.00
2017	22	873	6147341	Senior Service EARN Program	05A	LMC	\$1,556.97
2017	22	873	6170354	Senior Service EARN Program	05A	LMC	\$700.50
2017	22	873	6172736	Senior Service EARN Program	05A	LMC	\$540.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$7,999.47</b>
2017	15	866	6107676	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6120465	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6150393	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
2017	15	866	6172736	CLA Tenancy Preservation Project	05C	LMC	\$1,625.00
					<b>05C</b>	<b>Matrix Code</b>	<b>\$6,500.00</b>
2017	12	863	6107676	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6120465	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6159569	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
2017	12	863	6174709	Big Brothers Big Sisters Mentoring Program	05D	LMC	\$1,250.00
					<b>05D</b>	<b>Matrix Code</b>	<b>\$5,000.00</b>
2017	11	862	6120465	Education and Services for Immigrants	05H	LMC	\$2,300.25
2017	11	862	6150393	Education and Services for Immigrants	05H	LMC	\$4,056.26
2017	11	862	6172736	Education and Services for Immigrants	05H	LMC	\$2,143.49
2017	14	865	6102434	Youth Employment Readiness Initiative	05H	LMC	\$747.85
2017	14	865	6120465	Youth Employment Readiness Initiative	05H	LMC	\$2,645.84
2017	14	865	6150393	Youth Employment Readiness Initiative	05H	LMC	\$1,123.27
2017	14	865	6172736	Youth Employment Readiness Initiative	05H	LMC	\$1,982.94
					<b>05H</b>	<b>Matrix Code</b>	<b>\$15,000.00</b>
2017	18	869	6150393	Manna Soup Kitchen	05W	LMC	\$3,357.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	21	872	6102434	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6120465	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6147341	Emergency Food Pantry	05W	LMC	\$2,500.00
2017	21	872	6174709	Emergency Food Pantry	05W	LMC	\$2,500.00
					<b>05W</b>	<b>Matrix Code</b>	<b>\$13,357.00</b>
2017	10	861	6166204	Puentes: Bridges for Latinos	05Z	LMC	\$5,000.00
2017	10	861	6174709	Puentes: Bridges for Latinos	05Z	LMC	\$5,000.00
2017	13	864	6107678	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6120465	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6159569	SRO Outreach	05Z	LMC	\$2,500.00
2017	13	864	6174709	SRO Outreach	05Z	LMC	\$2,500.00
2017	17	868	6107676	Pathways to Success	05Z	LMC	\$462.94
2017	17	868	6120465	Pathways to Success	05Z	LMC	\$2,298.34
2017	17	868	6159569	Pathways to Success	05Z	LMC	\$3,093.14
2017	17	868	6174709	Pathways to Success	05Z	LMC	\$3,145.58
					<b>05Z</b>	<b>Matrix Code</b>	<b>\$29,000.00</b>
<b>Total</b>							<b>\$96,856.47</b>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	23	874	6100558	Administration and Planning	21A		\$352.03
2017	23	874	6102434	Administration and Planning	21A		\$60.66
2017	23	874	6117177	Administration and Planning	21A		\$55,487.94
2017	23	874	6120465	Administration and Planning	21A		\$1,400.00
2017	23	874	6137416	Administration and Planning	21A		\$575.93
2017	23	874	6147341	Administration and Planning	21A		\$340.31
2017	23	874	6150379	Administration and Planning	21A		\$34,381.72
2017	23	874	6151205	Administration and Planning	21A		\$53.72
2017	23	874	6159569	Administration and Planning	21A		\$50.00
2017	23	874	6170354	Administration and Planning	21A		\$500.00
2017	23	874	6172723	Administration and Planning	21A		\$712.05
2017	23	874	6172748	Administration and Planning	21A		\$18,495.97
2017	23	874	6174709	Administration and Planning	21A		\$8,600.00
					<b>21A</b>	<b>Matrix Code</b>	<b>\$121,010.33</b>
<b>Total</b>							<b>\$121,010.33</b>

# Section 3 Report



## Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons  
**U.S. Department of Housing and Urban Development**  
 Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0043  
 (exp. 11/30/2018)

Disbursement Agency
City of Northampton
210 Main Street, Northampton, MA 01060
04-6001406

Reporting Entity
City of Northampton
210 Main Street, Northampton, MA 01060

<b>Dollar Amount</b>	\$743,764.11
<b>Contact Person</b>	Margaret Keller
<b>Date Report Submitted</b>	10/02/2018

Reporting Period		Program Area Code	Program Area Name
From	To		
7/1/17	6/30/18	CDB1	Community Devel Block Grants

**Part I: Employment and Training**

Job Category	Number of New Hires	Number of New Hires that Are Sec. 3 Residents	Aggregate Number of Staff Hours Worked	Total Staff Hours for Section 3 Employees	Number of Section 3 Trainees
The expenditure of these funds did not result in any new hires.					

<b>Total New Hires</b>	0
<b>Section 3 New Hires</b>	0
<b>Percent Section 3 New Hires</b>	N/A
Total Section 3 Trainees	0
The minimum numerical goal for Section 3 new hires is 30%.	

**Part II: Contracts Awarded**

<b>Construction Contracts</b>	
Total dollar amount of construction contracts awarded	\$162,400.00
Total dollar amount of contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0.0%
Total number of Section 3 businesses receiving construction contracts	0
The minimum numerical goal for Section 3 construction opportunities is 10%.	

<b>Non-Construction Contracts</b>	
Total dollar amount of all non-construction contracts awarded	\$300,857.00
Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0.0%
Total number of Section 3 businesses receiving non-construction contracts	0
The minimum numerical goal for Section 3 non-construction opportunities is 3%.	

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

No	Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
No	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
No	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
No	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
No	Other; describe below.

Vendors solicited for CDBG funded construction and non-construction related projects receive information on Section 3 requirements in the bid package. Selected vendors commit to carry out the requirements in the CDBG contract, and are strongly encouraged to hire accordingly if they hire new workers. Two construction contracts were awarded this year; neither contractor need to hire new workers to accomplish the work. The Housing Rehab Program administered by the Pioneer Valley Planning Commission, awarded in a prior year, solicits contractor participation through local newspapers. For those that respond, there is an application form that states the contractor will adhere to the requirements set forth in the Section 3 Housing and Urban Development Act of 1968 and, Community Development Act of 1992. There have been no new hires as a result of this award. The Housing Rehab Program addresses 5-7 units annually and contracts with smaller sized contractors.

# PIT Data

## 3 County CoC Community Point in Time Counts • 2018



Choose a community to view local counts by Household type, project type, and population type.

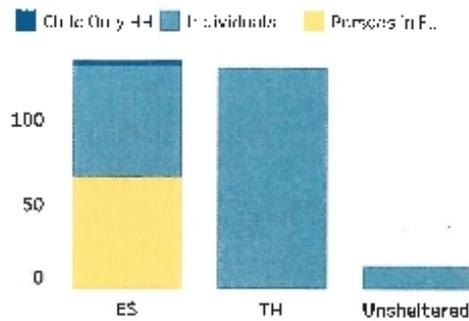
Multiple values : **Leeds and Northampton**

### Overall Counts

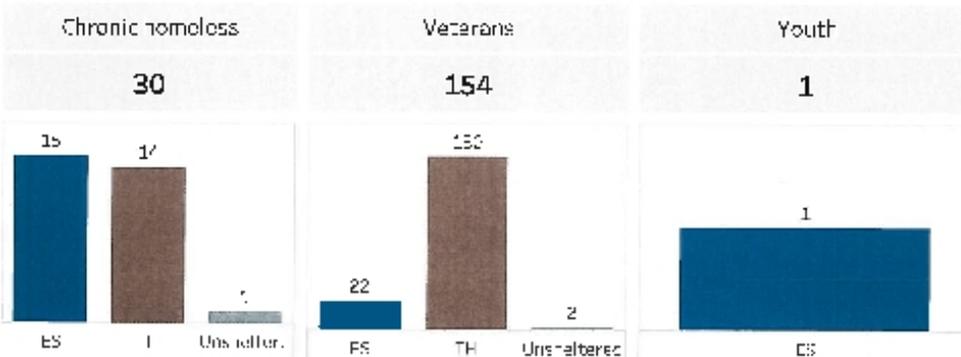
Overall Count	Individuals	Persons in Families
<b>278</b>	<b>210</b>	<b>66</b>

### By Project Type

	ES	TH	Unsheltered
Individuals	66	130	14
Persons in Families	66		
Child Only HH	2		



### By Population Type

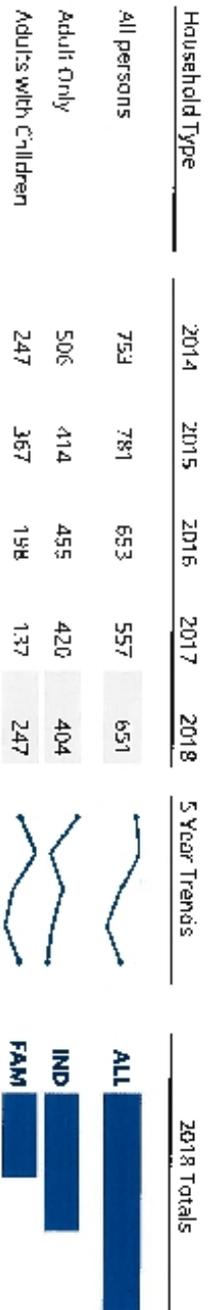


### MA-507 CoC Point in Time Count • January 2018

The CoCs annual Point in Time Count (PIT) was conducted on January 24th, 2018. Like 2017, we formally used a service-based count - so data was collected from January 24th through January 31st, 2018. New partners this year included the Northampton Survival Center and the Easthampton Police Department.

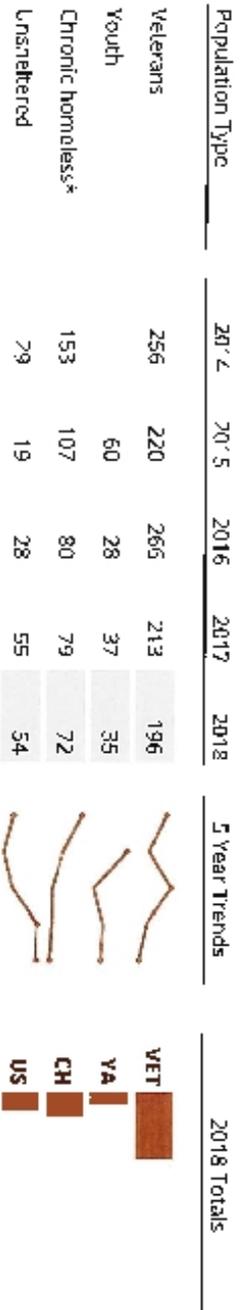
#### Total Household Counts

Our PIT count increased 17% from last year, driven by an increase in the family shelter census that resulted from Hurricane Maria.



#### Priority Populations

All priority populations declined compared to last year, most significantly among veterans, whose PIT count declined by 8%.



\*The CH definition changed between 2015 and 2016. The new definition included stricter criteria, thus fewer persons were defined as CH.

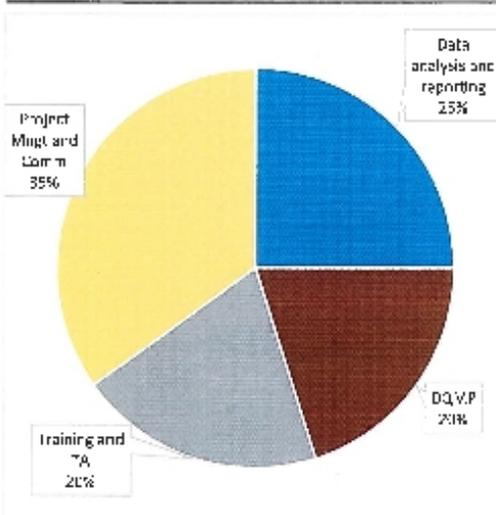


## 3 County CoC HMIS Project • 2018 Annual Report

February 2017 - January 2018

Overview	<p>The 3 County CoC HMIS Project operates on behalf of 20 homeless services providers and 68 projects in Berkshire, Franklin, and Hampshire Counties. Approximately 20% of these projects are funded by the CoC. Other funders include MA D+ICD, RIIV, VA SSVF and GPD grants, Balance of State ESG, SAMHSA and community-based funders.</p>
Major Accomplishments	<ul style="list-style-type: none"> <li>• Implemented the CoC Data Quality Management Plan Initiative</li> <li>• Conducted a half day workshop for CoC providers regarding System Performance Measures and Quality Improvement, in partnership with TAC.</li> <li>• Provided specialized reporting and IA to specific federal partners: ESG, RHY, and SSVF (Veterans BNL), generating some diversification of funding sources.</li> <li>• Presented at the Autumn NHSDC HMIS Conference; and presented to the National Veterans Peer to Peer Monthly Webinar Meeting.</li> <li>• Invited to join HUDs national HMIS Lead Mini Team work group, joining a small group of HMIS practitioners from across the country who are advising HUD.</li> </ul>
Major Barriers	<ul style="list-style-type: none"> <li>• Approximately 376 Soldier On project beds are in an HMIS other than the CoCs designated HMIS. An additional 271 PSH [VASH] beds are not covered in the HMIS. Together these represent 43% of CoC beds, impacting the HMIS effort in many ways.</li> <li>• ETC Results, the BI reporting platform available in ETO ASIS<sup>SM</sup>, remained difficult to work with, including the fact that CE assessment data cannot be pulled.</li> </ul>

### Annual Activities



HMIS Annual Report • 2018

#### • Data Analysis and Reporting

Data integration, analysis, production and submission of CoC, provider and customized local reports.

#### • Data Quality Management Plan Initiative

Implementation of the DQMP framework launched by HUD in April 2017, including monthly DQ and APR DQ reporting.

#### • Training and Technical Assistance

Provider or partner-specific assistance, training, troubleshooting, and technical products.

#### • Project Management and Operations

All supporting activities including meetings, communications, the Wiki, and general operations oversight.

p. 7

### Data Analysis and Reporting

**Benchmarks:** 100% of HUD and CoC-required reports were submitted on time and accepted for submission by HUD. These reports include:

• The Annual Point in Time Count	• The HMIS Annual Performance Report
• The Annual Housing Inventory Count	• CoC Program Application Reporting
• The System Performance Measures Report	• Coordinated Entry/ By Name List Reports
• The Annual Homeless Assessment Report	• Customized local reporting

**Highlight:** The Housing First Fidelity Tool, developed by HMIS staff to support CoC Ranking and Evaluation, served as the template for HUD's Housing First Assessment Tool published in September 2017.

**Tools:** Current reporting platforms include multiple HMIS systems (ETO, ETO ASIST, and CaseWorthy), multiple HUD reporting portals (eSnaps, Sage, and HDX), two canned report environments (ETO Results and HomelessData.com), and a local SPSS analytic database linked to Tableau. Sage was launched during 2017 while ETO Results migrated to a new interface.

### Data Quality Management Plan Initiative

**Benchmarks:** The CoCs DQMP initiative began in Spring 2017 after the launch of HUD's new Data Quality Framework. The initiative significantly expands the amount and type of data monitored on a monthly basis, reflecting the new components of HUD's DQ Framework. These components include:

1. Report Validation Table	5. Chronic Homelessness
2. Personally Identifiable Information	6. Timeliness
3. Universal Data Elements	7. Inactive Records in Street Outreach and
4. Income and Housing Data Quality	Emergency Shelters

**Highlights:** Monthly focus areas were incorporated into monthly DQ reports. A bednights DQ report was launched to assist winter shelters in their efforts to track length of stay. A DQ DIY series was posted to the CoCs Wiki and two video tutorials were published for CoC providers.



### Data entry, data quality, and Coordinated Entry

The CoCs Coordinated Entry Assessment Form was embedded in ETO ASIST for use by CoC providers. HMIS project staff conducted a live training for providers on the use of the form along with posting a video of the training at the CoCs Wiki. During the upcoming year, the CE programs made available in each provider's site will be integrated into ongoing DQ monitoring.

**Tools:** Data Validation Errors report in ETO ASIST; Data Quality Framework report in HomelessData.com; an Access relational database for customized DQ reporting.

### Training and Technical Assistance

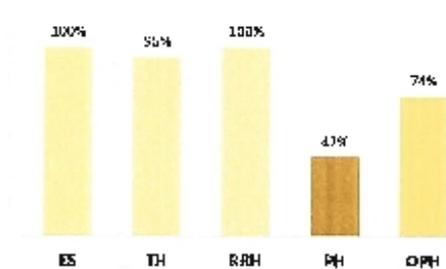
**Benchmarks:** 13 staff trained were trained in ETO or Sage while 12 organizations were provided with technical assistance. Approximately 300 hours of training and TA was delivered in total, more than half to the CoC overall and to CoC federal, state, or Con Plan partners. The other half was delivered to specific providers upon request – on site, through email and phone, or online.



**Highlights:** Provider TA packets and dedicated Wiki pages were created for 1) APR procedures and the launch of Sage, HUD's new APR submission portal; and 2) Coordinated Entry. A customized HMIS manual and training series was devised for Dial/Self, the CoCs RHY partner, under a separate contract.

### HMIS Operations and Project Management

**Benchmarks:** Eliot Services, the CoCs regional PATH provider, joined the HMIS. Three additional new projects were added to the HMIS across three provider sites. Overall bed coverage was 69%.



- **ES bed coverage** excludes our 2 DV projects.
- **PH bed coverage** is significantly below HUD's standard of 85% because our regional VASH project does not yet participate in HMIS. This project comprises 51% of all CoC PH beds.
- **OPH (Other PH) bed coverage** is low due to the lack of HMIS participation by a number of small, non HUD-funded projects.

**Highlights:** The CoCs Data Wiki received national recognition. The ad hoc reporting, data visualization, and other strategic communication practices deployed at the Wiki were recognized as best practices and HMIS staff was thus invited to conduct multiple presentations to CoCs across the country.

### Upcoming Considerations [February 2018 - January 2019]

- **Longitudinal System Analysis Report:** This report will replace the AHAR. The data submission will occur through an upload to HDX 2.0 of 5 csv files containing aggregate data tables.
- **HMIS Final Rule:** Scheduled for publication this year, the HMIS rule significantly expands CoC and HMIS Lead roles and responsibilities, especially regarding HMIS policies and security protocols.
- **Data Integration:** A platform that can integrate Soldier On and VASH data will need to be deployed.

## CAPER Legal Ad 2017-2018

### **CITY OF NORTHAMPTON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

#### NOTICE OF AVAILABILITY:

The City of Northampton's Community Development Block Grant (CDBG) Program Consolidated Annual Performance and Evaluation Report (CAPER) will be available for public review and comment on September 28, 2018 in the Office of the Mayor, Monday-Friday 8:30 a.m. to 4:30 p.m. Comments will be accepted until the end of the day on October 15, 2018.

The CAPER covers the CDBG program year July 1, 2017 thru June 30, 2018. The report will also be available on-line at [www.northamptonma.gov](http://www.northamptonma.gov). Go to Housing/CDBG (Mayor's Office), Consolidated / Action Plans. Contact Margaret Keller, CDBG Administrator, (413) 587-1288 or via email at [pkeller@northamptonma.gov](mailto:pkeller@northamptonma.gov) to submit comments or to request additional information.

September 28, 2018

18835

Classified CONNECTIONS... TO PLACE AN AD IN ANY OF THESE PUBLICATIONS
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BULLETIN
ADVOCATE

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Local
MAY 17, 2010
MAY 18, 2010

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Help Wanted
Formerly known as the
Pine Bluff Post
is seeking a full-time
employee to work in
the office of the
Director of the
Department of
Public Safety.

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Auto Parts

FOR SALE

Real Estate
Commercial Property

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Real Estate
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MERCHANDISE

Auto Parts
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COMMUNITY ACTION PIONEER VALLEY

Local Food Bank...
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# CAPER Checklist 2017-18

**REGION ONE - BOSTON  
2017 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) COMPLETENESS  
CHECKLIST FOR ENTITLEMENTS**

Grantee: <u>NORTHAMPTON</u>	Program year: <u>2017-2018</u>
Reviewed by: _____	Date: <u>10/19/18</u>
Programs covered by the report: <input checked="" type="checkbox"/> CDBG <input type="checkbox"/> CDBG-Section 108 <input type="checkbox"/> HOME <input type="checkbox"/> ESG <input type="checkbox"/> HOPWA <input type="checkbox"/> HTF	
Date CAPER due: <u>9/30/18</u>	_____
Date CAPER received (see timestamp below "Status" on CR-00):	_____

**IDIS Reports for CAPER Review:** For additional assistance in completing a CAPER review, CPD staff may want to use the PR03, PR23, PR26, PR33 and PR91. *If the jurisdiction is a HTF subgrantee, use the PR108 and PR109 reports.* Updated instructions on how to review the PR26 Report may be found in the *Troubleshooting Guide for the PR26 CDBG Financial Summary Report* distributed to all field offices. The guide may also be accessed at <https://www.hudexchange.info/resource/2652/updated-instructions-completing-cdbg-financial-summary-report-pr26/>.

**Consortia CAPERS:** All consortia grantees – lead and member communities – are responsible for submitting their own CAPERS. Consortia CAPERS are not connected in the system. Each member can create their own separately.

**System Troubleshooting Guide:** This checklist contains an IDIS CAPER troubleshooting guide with information on current screen and download issues. For example, supplemental and attached information provided by the grantee may not download into the Word document. Reviewers using a Word download should also check the referenced screen to pull up and review attached supplemental information. For a complete e-Con Planning Suite troubleshooting guide, access it at: <https://www.hudexchange.info/resources/documents/Troubleshooting-Guide-Consolidated-Plan-Template-in-IDIS.pdf>.

**Section 3: Date grantee submitted Section 3 report in SPEARS** \_\_\_\_\_

**CONCLUSION AND RECOMMENDATION:** Based on my review of this report, in accordance with all applicable regulations, I find this report to be:

- Satisfactory
- Unsatisfactory

Comments: Type comments here.

<b>SIGNED:</b>	
Reviewer: _____	Date: _____
Program Manager: _____	Date: _____
CPD Director: _____	Date: _____

	Yes	No	Comments/Verification
<b>Citizen Participation 91.105(d)(2), 91.115(d) – CR-00 or CR-40</b>			
Is there evidence the 15 day comment period for citizens was provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEGAL AD ATTACHED
Is there a summary of comments received?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pg. 35-36
<b>CR-05: Goals &amp; Outcomes 91.520(a) &amp; 91.520(d)</b>			
Did the report provide an assessment of progress in carrying out its strategic plan and Action Plan (including the HTF allocation plan)? (91.520(a))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 1-12
Did the report provide an assessment of how the use of funds, particularly CDBG, addressed the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified? (91.520(d))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 12-13
<i>Notes: The grantee should cite specific examples from the two tables on CR-05 to highlight specific accomplishments and, if applicable, explain why progress was not made toward meeting specific goals, objectives, and proposed outcomes. Additional content can also be provided by the grantee as uploaded document to the CR-05 screen. Reviewers should note-These uploads will not appear in the downloaded word report.</i>			
<b>CR-10: Racial &amp; Ethnic Composition of Families Assisted</b>			
Did the grantee provide the racial/ethnic data for accomplishments? (91.520(e))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 14
<i>Notes: This table is read only and cannot be edited. Information in the table is from activity accomplishment data entered by the grantee during the program year into IDIS. ESG Specific: Accomplishments associated with ESG projects are recorded in the Homeless Management Information System (HMIS) and are not recorded in IDIS. ESG recipients will report this data in the eCart tool which grantees will attach to the CR-00 screen.</i>			
<b>CR-15: Resources and Investments</b>			
For each target area, the system will carry forward the planned percentages of allocation from the Action Plan. If no target areas are identified in the Strategic Plan or the HTF allocation plan (for HTF grantees) does the narrative discuss the geographic distribution and location of investments? (91.520(a))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 15
Is there a description of how any publicly owned land or property located within the jurisdiction was used to address the needs identified in the plan? (91.520(a))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 16-17
Did the grantee explain how federal funds leveraged additional resources (private, state, and local funds)? (91.520(a))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 16
Is there a description of how HOME and ESG matching requirements were satisfied? (91.520(a))	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
<b>Fiscal Year Summary – HOME Match (HUD 40107-A Report)</b>			
1. Excess match from prior Federal fiscal year. This should be the amount of carry-over from the previous year's match report. (line 5 from prior year report)	<input type="checkbox"/>	<input type="checkbox"/>	NA
2. Match contributed during current Federal fiscal year. This should be the total listed from the Match	<input type="checkbox"/>	<input type="checkbox"/>	NA

August 2017 Page 2

Contribution table on this screen. (Sum of column 9)		
3. Total match available for current Federal fiscal year (Line 1 + Line 2). System calculated.	<input type="checkbox"/> <input type="checkbox"/>	
4. Match liability for current Federal fiscal year. This should be the same amount as that listed on the PR33 Home Match Liability Report under the column Match Liability Amount for the current fiscal year.	<input type="checkbox"/> <input type="checkbox"/>	
5. Excess match carried over to next Federal fiscal year (Line 3- Line 4). System calculated	<input type="checkbox"/> <input type="checkbox"/>	
<b>Match Contribution for the Federal Fiscal Year</b>		
Is the PI's method of identifying the project understandable in case CPD needed to review this information? <i>If the project is HOME-funded, it is recommended to use the IDIS activity number as the project number. For match projects that are not HOME-funded, a numbering system that includes the prefix "NON" should be recommended.</i>	<input type="checkbox"/> <input type="checkbox"/>	
Do the dates the match was contributed fall within the correct Federal Fiscal Year for this reporting period (Column 2)?	<input type="checkbox"/> <input type="checkbox"/>	
<b>HOME Program Income</b>		
Verify amount received during reporting period by using the PR09 Report	<input type="checkbox"/> <input type="checkbox"/>	
Verify the total amount expended during reporting period by using the PR07 Report.	<input type="checkbox"/> <input type="checkbox"/>	
Verify the amount expended for TBRA by using the PR05 or PR07 Report.	<input type="checkbox"/> <input type="checkbox"/>	
Verify the balance on hand at end of reporting period by using the PR09 Report.	<input type="checkbox"/> <input type="checkbox"/>	
<p><i>Notes: Expenditure data on the CR-15 screen is generated by IDIS based on drawdowns completed during the program year. Drawdowns made after the CAPER is generated will not appear on this screen. The grantee may update values in both columns to reflect draws made after the CAPER is begun.</i></p> <p><i>HOME-specific: Section 220(a) of the HOME Statute requires participating jurisdictions (PIs) to make matching contributions based on the amount of HOME funds disbursed from the PI's HOME Investment Trust Fund during the Federal fiscal year. Consequently, PIs must report matching contributions based on the Federal fiscal year, NOT the PI's program year. The amount reported is based on the Federal fiscal year immediately preceding the end of the PI's program year. For example, if the last day of a PI's program year is March 31, 2015, the timeframe for reporting match would be October 1, 2013 through September 30, 2014. If the last day of a PI's program year is September 30, 2015, the timeframe for reporting match would be October 1, 2014 through September 30, 2015. The IDIS PR33 Report identifies the PI's matching liability amount for each Federal fiscal year.</i></p>		
<b>CR-20: Affordable Housing</b>		
Did the grantee provide the actual number of households provided affordable housing units in the program year? Use the PR-03 and PR23 reports to assist in the review.	<input checked="" type="checkbox"/> <input type="checkbox"/>	pg. 1B
<p><i>Note: This table contains information entered by the grantee into the Action Plan. The table only includes the grantee's goals for the number of homeless, non-homeless, and special needs households to be provided</i></p>		

August 2017 Page 3

affordable housing within the program year using funds made available to the jurisdiction as specified in their Annual Action Plan on screen AP-55 – Affordable Housing. For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTF regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership. The numbers reported for actual should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments for CDBG and HOME, can help the jurisdiction determine the actual number of EU, LI, and MI renter and owner households that were provided affordable housing units during the program year. The grantee should be asked to review the numbers in its Annual Action Plan, if the one-year goal field includes numbers that do not meet the definition of “affordable housing” as defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTF regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership. Other housing units assisted that do not meet the definition of “affordable housing” in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTF regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership may be discussed separately. These estimates should not include the provision of emergency shelter, transitional shelter, or social services.

Did the grantee provide the actual number of households supported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 18
<p>Note: This table lists the goals and actual number of affordable housing units produced in the program year for each type of housing assistance (rental assistance, production of new units, rehabilitation of existing units, and acquisition of existing units). The One Year Goal field is system-generated based on the information from screen AP-55 – Affordable Housing in the Annual Action Plan. The numbers reported in the Actual field should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments for CDBG &amp; HOME, can help the jurisdiction determine the actual counts for the program year. Grantees can adjust these values to correct actual numbers. For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTF regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership.</p>			
Did the grantee discuss the difference between goals & outcomes and any problems encountered in meeting these goals? 91.520	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 18-19
Did the grantee discuss how these outcomes will impact future annual Action Plans?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 19-20
Did the grantee provide the actual number of households provided affordable housing with both CDBG, HOME and HTF funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 18
The number of extremely low-income renter households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of extremely low-income owner households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of low income renter households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of low income owner households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of moderate income renter households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of moderate income owner households?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER screens do not divide by renters and owners
The number of middle income persons served?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2017 CAPER does not include this question.

August 2017 Page 4

<p>The number of homeless persons served?</p> <p>Is the number of owner and renter households assisted meet the Section 215 definition of affordable housing included?</p>	<input type="checkbox"/> <input type="checkbox"/> ? <input type="checkbox"/> <input type="checkbox"/> ?
<p><i>Note: This table should display the number of persons assisted at each income level who received housing assistance during the program year. The numbers reported for actual based on accomplishments entered into IDIS at the activity level. Incorrect numbers may be the result of accomplishments entered after the CAPER was created. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine their actual counts for the number of households that were provided affordable housing units during the program year. Grantees can adjust these values in the system to correct actual numbers. Compare the number of ELI, LI, MI, and homeless households provided affordable housing with narrative for the strategic plan goals summary screen SP-45 to determine progress in meeting the strategic plan goal. For the purpose of this section, the term "affordable housing" for all program accomplishments is defined in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTI regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership.</i></p> <p><i>Other housing units assisted that do not meet the definition of "affordable housing" in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership and in the HTI regulations at 24 CFR 93.302 for rental housing and 24 CFR 93.304 for homeownership, may be discussed separately. These estimates should not include the provision of emergency shelter, transitional shelter, or social services.</i></p>	
<p>Did the grantee provide additional narrative regarding the information provided by these tables? Is there an evaluation of progress in meeting its specific objective of providing affordable housing assistance during the reporting period? Each type of owner and renter household should be discussed (ELI, LI, Mod, MI, Homeless)</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <p>pgs. 18-19</p>
<p>Is there a summary of the efforts to address "worst case needs", and progress in meeting the needs of persons with disabilities? Worst-case housing needs are defined as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing, which includes homeless people, or have been involuntarily displaced. The needs of persons with disability do not include beds in nursing homes or other service-centered facilities.</p>	<input type="checkbox"/> <input checked="" type="checkbox"/> 2017 CAPER does not include this question
<p>Did the grantee describe other actions taken to foster and maintain affordable housing? 91.220(k); 91.520(a). This info may also be on the CR-50 screen.</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>pg. 18-19 CR 50?</p>
<p>States Only: Did the state include the coordination of LIHTC with the development of affordable housing? 91.320(j); 92.520(a). This info may also be on the CR 50 screen.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>NA</p>
<p><b>CR-25: Homeless and Other Special Needs</b></p>	
<p>Does the report the grantee's progress in reaching out to homeless persons, especially unsheltered persons, and assessing their individual needs? 91.520(c)(1)</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <p>pg. 21</p>

Address the emergency shelter and transitional housing needs of homeless persons? 91.520(c)(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 22
Address helping low-income individuals and families avoid becoming homeless, especially extremely low income individuals and families who are:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 23-24
(a) Likely to become homeless after being discharged from publicly funded institutions and systems of care, such as health care facilities, correction programs, mental health facilities, foster care and other youth facilities? 91.520(c)(4)(ii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 23
(b) Receiving assistance from public or private agencies that address housing, health, social services, employment, education or youth needs? 91.520(c)(4)(ii). The grantee should explain how the jurisdiction is implementing a homeless discharge coordination policy, and how FSG homeless prevention funds are being used in this effort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 23
Address helping homeless persons, especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth, make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experienced homelessness, facilitating access for homeless individuals and families to affordable units, and preventing individuals and families who were recently homeless from becoming homeless again? 91.520(c)(3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 24
<b>CR-30: Public Housing</b>			
Did the grantee identify actions taken to address the needs of public housing? 91.520(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 26
Did the grantee identify actions taken to encourage public housing residents to become more involved in management and participate in homeownership? 91.520(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 26-27
If grantee has a troubled PHA, did it identify actions to provide assistance to this PHA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 27
<b>CR-35: Other Actions</b>			
Did the grantee describe actions taken to remove or improve the negative effects of public policies that serve as barriers to affordable housing, such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 28

Did the grantee identify actions taken to address obstacles to meeting underserved needs? 91.220(k); 91.320(j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 28
Did the grantee identify actions taken to reduce lead-based paint hazards? 91.220(k); 91.320(j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs 29-30
Did the grantee identify actions taken to reduce the number of poverty-level families? 91.220(k); 91.320(j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 30-31
Did the grantee identify actions taken to develop institutional structure? 91.220(k); 91.320(j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 31-32
Did the grantee identify actions taken to enhance coordination between public and private housing and social service agencies? 91.220(k); 91.320(j)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 32-33
Did the grantee identify actions taken to overcome the effects of any impediments identified in the grantee's analysis of impediments to fair housing choice or AFH? 91.520(a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs. 33-34
<b>CR-40: Monitoring</b>			
Did the grantee describe the standards and procedures used to monitor activities and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and comprehensive planning requirements? This should include all CPD funds received: CDBG (Including Section 108, if applicable), HOME, HTF, ESG & HOPWA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 35
Did the grantee describe efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports, including minorities, non-English speaking persons and persons with disabilities? 91.520(a)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pgs 35-36
<b>CR-45: CDBG Grantees</b>			
Did the grantee specify the nature of, and reasons for, any changes in the grantee's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences? 91.520(c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	pg. 37
Does the grantee have an existing Section 108 guaranteed loan?	<input type="checkbox"/>	<input type="checkbox"/>	2017 CAPER does not include this question
If yes, did the grantee report accomplishments and program income on any open activities during the last year?	<input type="checkbox"/>	<input type="checkbox"/>	2017 CAPER does not include this question
Does the grantee have any open Brownfields Economic Development Initiative (BEDI) grants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If yes, did the grantee describe grant accomplishments and program outcomes during the last year?	<input type="checkbox"/>	<input type="checkbox"/>	NA
NOTE: Section 108 recipients and BEDI grantees should describe program accomplishments and outcomes following instructions for Section 108 reporting contained in Chapters 8 and 9 of the IDIS Online for CDBG			

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Entitlement Communities Training Manual at: <https://www.hudexchange.info/resource/2695/ids-online-for-cdba-entitlement-communities-training-manual/>. Review IDIS PH03 Report to determine extent to which extremely low-income, low-income, and moderate-income served by each activity where information on income by family is required to determine the eligibility of the activity. 91.520(d) Review jurisdictions with a HUD-approved neighborhood revitalization strategy to determine progress against benchmarks for the program year.

**CR-50: HOME Grantees**

Did the grantee include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations, including:	<input type="checkbox"/>	<input type="checkbox"/>	
A list of projects that should have been inspected on-site this program year based upon the schedule in §92.504(d)?	<input type="checkbox"/>	<input type="checkbox"/>	
An indication of which of these were inspected and a summary of issues that were detected during the inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
A description of how it will remedy the situation for those properties that were not inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the grantee provide an assessment of the jurisdiction's affirmative marketing actions for HOME units and programs? §92.351(a)	<input type="checkbox"/>	<input type="checkbox"/>	
Did the grantee provide data on the amount and use of program income for projects? This response should include the number of projects and owner and tenant characteristics in the projects?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the grantee describe other actions taken to foster and maintain affordable housing? 91.220(k); 91.520(a). This info may also be on the CR-20 screen.	<input type="checkbox"/>	<input type="checkbox"/>	
States Only: Did the state include the coordination of LIHTC with the development of affordable housing? 91.320(j); 92.520(a). This info may also be on the CR-20 screen.	<input type="checkbox"/>	<input type="checkbox"/>	

**CR-55: HOPWA Grantees**

Did the jurisdiction provide the actual numbers of households receiving HOPWA assistance for each eligible type of housing assistance?	<input type="checkbox"/>	<input type="checkbox"/>	
<p><i>Note: The table on CR-55 lists the one year goals and actual number of households receiving HOPWA assistance for each eligible type of housing assistance. The One-Year Goal field is based on the information entered on the AP-70 screen (HOPWA Goals) in the Action Plan. The IDIS accomplishments screens are going through design changes and grantees have not been reporting correctly in these data fields. In this screen, the numbers reported must be manually entered for actual should be consistent with the accomplishment data reported in the jurisdictions HOPWA Paper CAPER.</i></p>			

**CR-56: HITF Grantees/Subgrantee** - This screen will be released October 2017. It will apply to CAPERs beginning with FY2018 action plans.

Did the jurisdiction describe the HITF program's accomplishments and the extent to which the jurisdiction complied with its approved HITF Allocation Plan and the requirements of 24 CFR part 93?	<input type="checkbox"/>	<input type="checkbox"/>	
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Data on emergency transfers requested under 24 CFR 5.2005(e) and 24 CFR 92.359, pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of such requests? (New VAWA Rule: Reporting requirements became effective May 15, 2017.)	<input type="checkbox"/>	<input type="checkbox"/>	
Did the grantee describe other actions taken to foster and maintain affordable housing? §91.320(i) and §91.220(k); 91.520(a). This info may also be on the CR-20 screen.	<input type="checkbox"/>	<input type="checkbox"/>	
States Only: Did the state include the coordination of LIHTC with the development of affordable housing? 91.320(j); 91.520(u). This info may also be on the CR-20 screen.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CR-60: ESG Grantees</b>			
Did the grantee complete all of the required ESG recipient and subrecipient information? 91.520(g)	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Note: This information can be confirmed in each grantee/PI profile.</i>			
<b>CR-65: ESG Persons Assisted</b>			
<i>Starting with their 2017 CAPER submissions, ESG recipients will report accomplishments on persons assisted through ESG-funded projects using the ESG CAPER template in Sage HMIS. The information in Sage HMIS replaces all data previously collected on screen CR-65. Recipients should leave all tables on screen CR-65 blank.</i>			
<i>To access the ESG CAPER, log in to Sage HMIS (<a href="https://www.sagehmis.info/">https://www.sagehmis.info/</a>), and scroll down to the "CAPER current status" section. If your CAPER is not listed, you may need to increase the number of entries shown (default is 10).</i>			
<i>To open the submission, click on the purple text in the "Link to Submission" column. Check the "HUD - CPD Field Office Review" screen to view the cumulative data.</i>			
Did the recipient submit an ESG CAPER for the correct time period in Sage HMIS?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all projects able to upload CSV files?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the cumulative information seem reasonable given the type of programs the recipient funded with ESG? Ex: If they fund outreach, accomplishments should be reported under street outreach.	<input type="checkbox"/>	<input type="checkbox"/>	
Once the review was complete, did you change the status to "complete" and hit "save"?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CR-70: ESG Assistance Provided</b>			
Did the jurisdiction report on shelter utilization rates for ESG expenditures? 91.520(g)	<input type="checkbox"/>	<input type="checkbox"/>	
Did the jurisdiction report on project outcomes data measured under the performance standards developed in consultation with the CoC(s) that were established in the recipient's action plan (screen AP-90)?	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>CR-75: ESG Expenditures</b>	
Did the jurisdiction report the dollar amount from each of the three most recent fiscal year allocations that were expended during the recipient's program year for each ESG component, as well as match sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Note: CPD Reps should review this table in DIS. Totals in tables 11e and 11g in the MS Word download currently exclude the 'Street outreach' values in table 11d from the total calculation.</i>	

**FINANCIAL ANALYSIS:**

To ensure the integrity of the CAPER, a comprehensive review of both programmatic and financial analysis should be performed. The financial review evaluates the fiscal integrity and financial capacity of the grantee and can be used as a part of the Annual Community Assessment. This section examines the financial data for accuracy, necessity, and compliance with Federal cost principles and agency.

Deficiencies found during the financial analysis do not affect the determination as to whether or not the CAPER is satisfactory; however, any violations in the following regulatory requirements could result in a monitoring finding.

	Yes	No	Comments/Verification
<b>CAPER Financial Analysis</b>			
<b>CDBG Entitlement Grantee: (PR26) – Note use the PR26 Troubleshooting Guide to verify calculations are correct, particularly in regard to PI and SI for both annual allocations and Section 108 loan guarantees.</b>			
Was the 70% low/mod overall spending requirements for CDBG met? (PR26 Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If this is a multi-year certification, review period covered.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has the grantee exceeded the 20% administrative cap for CDBG?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Has the grantee exceeded the 15% public service cap for CDBG?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grant-based admin cap: Run a PR26 CDBG Activity Summary by Selected Grant report for 2015 and 2017. Has the grantee exceeded the 20% grant-based administrative cap?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>HOME PJ: (PR 22, PR25, PR49, PR27)</b>			
Has the PJ exceeded the 10% administrative cap for HOME?	<input type="checkbox"/>	<input type="checkbox"/>	<del>XXXXXXXXXX</del>
Has the PJ met the 15% CHDO set-aside for HOME?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the PJ met its 24-month HOME commitment requirement? (Does not apply to deadlines that occur in 2017-2019).	<input type="checkbox"/>	<input type="checkbox"/>	
Has the PJ met its five-year HOME expenditure requirement? (Does not apply to FY 2015 grant and later).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HTF Grantee: (PR 108 and PR109) If a jurisdiction has received HTF funds, this section should be reviewed.</b>			
Has the grantee exceeded the 10% administrative cap for HTF?	<input type="checkbox"/>	<input type="checkbox"/>	<del>XXXXXXXXXX</del>
Has the grantee met its 24-month HTF commitment requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the grantee met its five year HTF expenditure requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the grantee met its HTF activity spending	<input type="checkbox"/>	<input type="checkbox"/>	

requirements? (Minimum 80 percent for rental housing, maximum of 10 percent for homeownership housing) 24 CFR 93.200(a)(1)			
Has the grantee met its HTF income targeting requirements per 24 CFR 93.250?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the grantee exceeded the 1/3% operating cost cap for HTF, per 24 CFR 93.200?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HOPWA Grantee: (paper APR CAPER)</b>			
<i>Note: Use the paper APR CAPER until the IDIS accomplishment screen is fully functional.</i>			
Has the grantee exceeded the 3% administrative cap for HOPWA or the 7% administrative cap by project sponsors under HOPWA?	<input type="checkbox"/>	<input type="checkbox"/>	
Did the jurisdiction describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ESG Grantee: (PR91, PR93)</b>			
Has the jurisdiction exceeded the 7.5% administrative cap for ESG?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the amount of ESG funds for street outreach and emergency shelter activities exceed the greater of 60% of the jurisdiction's fiscal year ESG grant or the amount of FY2010 ESG funds committed for homeless assistance activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the jurisdiction on track to meet the 24-month expenditure deadlines? (See the ESG Operating Instructions for guidance about possible corrective actions when the expenditure deadline has not been met.)	<input type="checkbox"/>	<input type="checkbox"/>	