

## **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.

Over the past year we have seen the following performance: provided down payment assistance to 18 new first time homebuyers, through unfortunately, these numbers were listed under the “Homeowner Housing Added” category when the data was pulled. The City also formalized a commitment of HOME funds for the development of 110 units of rental housing, from which 60 units will be designated for low-income families, and 11 are being directly supported with HOME funds. We also completed a 2 homeownership units developed by Habitat for Humanity.

Continued the use of a distressed property tracking and decision-making system, and were able to bring back to use 25 distressed properties in calendar year 2017. Our department continues to collaborate with Harvard Kennedy Business School as we look to further improve and streamline the distressed properties management system, and in FY2018, plans to fully implement the use of a new data tool system that promises to improve management efficiency and be more user-friendly.

Additionally, we assisted 19 non-profit agencies with CDBG funding to provide program services to low-moderate income individuals. Adult education, primarily ESOL, and youth employment/leadership programs remained a priority for the Mayor, and as such 7 adult education programs and 11 youth employment/leadership programs received funding.

A significant amount of CDBG funding was allocated to park and public infrastructural improvements, which included three city parks. With support from a state grant and CDBG funds, the City drafted a Master Plan for O’Connell Park/South Common which will help prioritize much needed renovations into phases for this project, with phase 1 nearing completion in FY2018. Improvements included renovations to walking paths and sidewalk to make them ADA compliant, new granite paver entries on South Union St., removal of decayed trees, steps, and collapsed retaining wall along South Union Street and removal of barbed wire and fence around hockey rink.

Additionally, new play structure and safety surface, sign and a bronze plaque was installed at the Gagnon Park, and at the Bourgoin Square Park, sod, picnic tables and trash receptacles were a complementary addition to its amenities. The design work for the Lawrence Manchester Rail Trail was kicked off last year, supported in part with CDBG funds and State grant funds. Lastly, the Lawrence Open Space & Recreation Plan (2017—2024) final draft was submitted to the State, following an extensive planning process.

The City also piloted a Neighborhood Innovation mini Grant program to support community/grassroots driven improvement and beautification projects throughout the City and a total of 9 organizational partnerships received CDBG funding.

**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
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	100	46	46.00%	20	46	230.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	5	28	560.00%	9	17	188.89%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	60	80	133.33%	12	38	316.67%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	90	28	31.11%	15	0	0.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Economic Development	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	10	4	40.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	20	12	60.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Other	Other	0	0		1	0	0.00%
Homeless Assistance	homeless	CDBG: \$ / ESG: \$126443	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		20	0	0.00%
Homeless Assistance	homeless	CDBG: \$ / ESG: \$126443	Homeless Person Overnight Shelter	Persons Assisted	10	0	0.00%	5	0	0.00%
Homeless Assistance	homeless	CDBG: \$ / ESG: \$126443	Homelessness Prevention	Persons Assisted	10	25	250.00%	5	0	0.00%
Planning and Administration	Planning and Administration	CDBG: \$ / HOME: \$ / ESG: \$10252	Other	Other	10000	10000	100.00%	1	0	0.00%
Public Facilities	Non-Housing Community Development Community Facilities	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%			

Public Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	214055	107,027.50%	10000	124445	1,244.45%
Public Infrastructure	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	50000		0	50000	
Public Parks	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	372225	74,445.00%	15000	74445	496.30%
Public Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	900	1534	170.44%	224	534	238.39%

Public Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
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**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.**

Funds were allocated in alignment with the priorities identified in the consolidated and annual action plan. These included park and infrastructure improvements, public services, economic development, lead abatement and housing rehabilitation, homeownership and housing development. CDBG or HOME funds were used in these projects to support our efforts to meet HUD’s mandate and improve housing accessibility and affordability, and the overall quality of life for the low-to-moderate income residents. Housing development and homeownership project units will be counted upon completion of projected construction.

## **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)**

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

### **Narrative**

Under "Race" all Direct Financial Assistance to Homebuyer clients assisted identified as other, but there is no "other" category in Race list. However, for non-housing designated CDBG beneficiaries, 93% of the the persons served identified as Hispanics; this percentage is consistent with the demographics of our City.

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## 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	1,523,791	1,537,680
HOME	HOME	662,583	486,817
HOPWA	HOPWA	0	0
ESG	ESG	136,695	0
Other	Other		

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The allocation of CDBG resources is targeted to best meet the priority needs of low and moderate income persons based on a variety of planning studies and community input in the preceding years. As stated in the Consolidated Plan and one-year Action Plan, there are no targeted areas. All LMI areas of the City, and LMI households in the one non-LMI Census Tract, benefit from CDBG and HOME funds. For park improvement projects we use the Open Space and Recreation Plan (OSRP) mandated by the Commonwealth. The most recently developed OSRP for 2017—2024 has been submitted to the State for final review and approval. For our housing programs we emphasize neighborhood revitalization in our review of projects. Our support of the HUD-funded Lead Program with CDBG is based on LMI households with children under 6 in the household and the presence of lead.

## 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.

- \$210,000 in CDBG leveraged \$400,000 in State PARC grant for Phase I renovations to O'Connell Park.
- \$200,000 in CDBG leveraged 1/3 of 3-yr \$2.9 million Lead and Healthy Homes grant.
- \$10,000 in CDBG leveraged \$167,674 in McKinney-Vento homeless grant for leased housing. Our CDBG dollars go toward case management.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

**Table 5 – Fiscal Year Summary - HOME Match Report**



Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

**Minority Business Enterprises and Women Business Enterprises** – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

**Minority Owners of Rental Property** – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

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## 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	6	14
Number of Non-Homeless households to be provided affordable housing units	118	73
Number of Special-Needs households to be provided affordable housing units	6	0
<b>Total</b>	<b>130</b>	<b>0</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	71	0
Number of households supported through The Production of New Units	9	13
Number of households supported through Rehab of Existing Units	35	42
Number of households supported through Acquisition of Existing Units	15	18
<b>Total</b>	<b>130</b>	<b>61</b>

Table 12 – Number of Households Supported

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

Delay in City Council accepting the ESG grant caused a subsequent delayed in the release and processing of the RFP and contract execution, which didn't take place until late in the fiscal year. This, in turn, impacted the implementation of housing services to the homeless population. Moreover, the opening of the Duck Mills & the 2 homeownership units by Habitat for Humanity helped us exceeded our annual goal for the production of new units.

CDBG funds continue to be used as a match for our HUD-funded lead abatement/Healthy Homes program, which enabled us to exceed our goal for the rehab of existing units, as well. Other products,

such as Mass Housing Get the Lead Out, were also accessed to support relevant existing housing rehab projects. After consultation with CPD rep., the City is using CDBG funds to support the lead abatement grant rehab work by paying for title searches, credits reports, registry of deeds filing fees, soil testing, and project delivery cost, given the use of these two main sources of funding. This gives us a more accurate picture of expenditures by property.

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

We continue to emphasize new units with the HOME funds and seek other products and programs for rehabilitation. This includes putting units before the Housing Court for receivership. This allows us to get important rehab accomplished without using scarce CDBG and HOME but using CDD staff to accomplish revitalization goals.

**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	4	0
Low-income	7	1
Moderate-income	4	7
<b>Total</b>	<b>15</b>	<b>8</b>

**Table 13 – Number of Households Served**

**Narrative Information**

The numbers that the IDIS system pulled into the CAPER chart above do not match the numbers on the HOME and CDBG Summary of Accomplishments reports. Staff will review the reports and cross reference with projects funded to ensure that the correct number is captured and reported.

## **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 of Lawrence is committed to increasing long-term housing stability and economic self-sufficiency of homeless and at-risk individuals and families. The City will utilize HOME funds to produce additional affordable rental units and have dedicated CDBG funds to support self-sufficiency and economic development.

The Continuum of Care (CoC) uses a Coordinated Entry system and outreach teams to address the needs of homeless persons, with a special emphasis on unsheltered persons. Outreach teams respond to any report of an unsheltered family with children and locate an immediate placement in alternative housing settings. The United Way 2-1-1 Program provides information and referral for families. Information about these services is disseminated through public information announcements, faith-based organizations, and other service providers.

In 2017, the City hired a Homelessness Initiatives Coordinator, who is fully on board at the Office of Planning and Development (OPD). This staff member has been instrumental in providing and sharing resources with area providers through the Lawrence Mayor's Health Task Force, a health disparities coalition that's now officially under the umbrella of OPD, as well as through his participation at local, regional, and statewide meetings.

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

The City is providing CDBG funds to Emmaus as part of their match for the Fresh Start project funded through the Continuum of Care Grant program. Fresh Start is a permanent supportive housing leasing program targeting 14 chronically homeless individuals with 4 slots set aside for veterans.

HOME funds are allocated each year to CHDO's and other housing developers for the creation of affordable units of housing. Bread and Roses Housing often targets their housing projects to families at 0-30% AMI.

**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**

The City of Lawrence works with state partners to ensure that people being discharged from publicly funded institutions are not discharged into homelessness. The Massachusetts Department of Mental Health has designated several managers as representatives to the Balance of State CoC and the MA ICHH who work on discharge planning. These managers are responsible for working with and monitoring all CoC providers providing mental health services and they work on discharge planning for participants with severe and chronic mental health issues. Several of the providers are also active CoC members. DMH works with other state agencies and their providers around mental health issues, street outreach and discharge planning. DMH is the state agency responsible for ensuring persons being discharged from the public mental health (MH) system are not discharged into homelessness.

**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**

Although Lawrence is no longer its own CoC as it joined the Balance of State CoC three years ago, monthly meetings are still held in Lawrence to discuss with service providers, veterans organizations, advocacy groups and other interested parties, the needs of homeless individuals and families.

Staff from the Community Development Department interacts with the public seeking assistance with housing needs on an ongoing basis by providing referrals to appropriate local agencies and service providers. As part of the Balance of State CoC Planning Group, the City participates in the Continuum of Care Grant Program Application including the Ranking and Review of renewal applications which requires discussion of how the applications meet the needs and priorities of the CoC.

The Balance of State CoC launched a Coordinated Entry System for individuals and families and the City was an active participant in the creation of this system which will prioritize individuals with the greatest needs using a tool to determine vulnerability. The City also hosted a training for the Coordinated Entry System at the Community Development Department.

As part of the effort to eliminate veteran chronic homelessness, Community Development staff have participated along with staff from DHCD in conference calls with a technical assistance provider under the Vets@Home TA program funded by HUD. These calls have resulted in the creation of a homeless veteran's master list that tracks every homeless veteran in the Balance of State CoC that has been identified and the efforts taken to get the veteran into housing.

The city will target Emergency Solutions Grant (ESG) funds to employ best practice rapid re-housing activities to help move homeless persons quickly into permanent housing. In this first year of ESG the

city will direct all the funds to rapid re-housing activities because of our positive results in the HPRP program. Additionally, the continued use of the Balance of State CoC coordinated and comprehensive intake assessment system will further ensure that the most vulnerable chronic homeless individuals and families will be prioritized and more quickly and appropriately placed in permanent, sustainable housing settings.

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

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

The City of Lawrence has extremely limited resources to assist the Lawrence Housing Authority with its Capital Needs. The City has supported the LHA's efforts at the recapitalization and restructuring of its housing portfolio to accomplish needed capital projects and ensure long-term sustainability of the public housing stock. The City undertakes the required environmental review for the LHA's HUD-funded capital projects.

Additionally, a member of the OPD/CDD staff is on the LHA eviction committee, and Lead abatement job training with lead grant offered to LHA residents.

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

Resident Councils regularly engage with management on facility needs, management policies, and/or security issues. The LHA and the City will continue to support resident engagement through support for public service programs which operate at LHA sites as well as through the recognition of Resident Organizations in the development of future plans.

LHA identifies management initiatives in their plan for HUD. In homeownership, City provides HOME funds to Bread and Roses Housing and this CHDO markets units to qualified public housing residents.

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

The LHA is not troubled.

## **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 City of Lawrence is working to address obstacles to meeting underserved needs. Among some of the efforts/initiatives the City has embarked on are the following:

- Participation on a regional level to encourage greater housing opportunities throughout the region, expand regional economic opportunities, and coordinate the streamlined and impactful delivery of services throughout the region; and,
- Lawrence became a Housing Choice Designation community following a successful application submission to the state's DHCD. The Housing Choice Designation recognizes communities that have achieved production targets and set policies that encourage future sustainable growth.
- The City, in partnership with the Merrimack Valley Planning Commission, completed the Lawrence Housing Production Plan 2018—2022, which is scheduled to go before City Council for approval late fall/early winter.
- The City's Distressed Properties Task Force continues to be in operation full-force in our efforts to address distressed properties. As a result of this group's efforts, 25 properties were brought back to use in calendar year 2017. These efforts have been further strengthened through the City's collaboration with Harvard Kennedy Business School, whose students are working alongside various City departments to further improve and streamline the distressed properties management system. With this school's support, the City plans to fully implement the use of a new data tool system in FY2018 that promises to improve management efficiency and be more user-friendly.

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

**Homeownership**

**Homelessness Initiatives Coordinator's work with local government, area providers, and law enforcement....**

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

The City of Lawrence is focused on providing residents with the economic means to purchase, rehabilitate and maintain the existing housing stock. Specifically, the City is supporting residents through:

- Downpayment and closing cost assistance that allows low and moderate income buyers to buy a home;

- Rehabilitation to support to “mom and pop” owners of two and three family stock, recognizing their role in providing affordable rental units;
- Utilization of tax-title and/or municipal properties to expand housing and economic opportunities designed to increase resident income; and,
- Utilization of the receivership program to stabilize affordable housing units. Project management, technical assistance, and matching funds for Healthy Home and Lead Hazard Control grants; and, Continued participation by the City in the State's Get the Lead Out program which provides the City with access to rehabilitation funding for lead-based paint removal.
- Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)
- ESOL programs funded with CDBG. Loan guarantee of \$250,000 for \$1.5 million commitment in private loans to local small businesses through the Lawrence Partnership.

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

Understanding that language barriers, unemployment/underemployment, and immigration status, are often linked to poverty, the Mayor’s prioritization of funding allocation under the public services category to non-profit organizations that provide ESOL/citizenship classes and youth employment/leadership opportunities are critical in addressing and reducing poverty levels in the City.

The Office of Planning and Development continues to support the work of the Lawrence Working Families Initiatives by serving in its entity’s steering committee. The LWFI, in partnership with the Lawrence Public Schools, the Lawrence Partnership, local city government, academia, and area non-profits, and funded by through a Working Cities Challenge award by the Boston Federal Reserve Bank, has been working to improve the economic stability of low-income parents of children in the Lawrence Public Schools.

The ESG and CDBG funding allocation to Emmaus House emergency shelter supports rapid rehousing efforts.

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

The Office of Planning and Development (which includes the Community Development Department) will continue to engage other City departments and public-private partnerships, such as the Mayor's Health Task Force, in the implementation of the activities identified within the Annual Action Plan. Through enhanced coordination, the CDBG, HOME and ESG funded activities are an essential piece of larger community revitalization efforts.

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

The City of Lawrence's active coordination between public and private housing and social service agencies was recognized by the Federal Reserve Bank of Boston and the RWJF Culture of Health Prize nationally, through a \$700,000 Working Cities grant. The City plans to continue to:

- Convene Mayoral task forces on a number of important initiatives such as health and the provision of ESOL classes
- Participate in public-private partnerships such as the Lawrence Partnership and the North Canal Coalition.
- Encourage and support residential development of currently vacant space in the downtown area.
- In addition to participating in the Balance of State CoC and the local CoC group, OPD staff also participates in a regional homelessness consortium where service providers from the Merrimack Valley region come together to discuss barriers and opportunities to address the issue of homelessness. The Mayor's Health Task Force, now officially under the umbrella of OPD, also houses the Homelessness Initiatives Working Group, where a wide array of providers from various sectors, including law enforcement and the faith-based community, meet regularly to identify root causes of chronic homelessness among individuals, and create workplans and activities that lead to policy, systems and environmental changes that help address homelessness in the City.

**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 last analysis of impediments conducted by the City identified low income as the single most significant impediment. Our HOME-funded DP assistance program addresses this. Our goal is to conduct a new analysis of impediments when we do our next Consolidated Plan, process due to begin in 2019.

## **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**

Staff visits each sub recipient twice a year, one site visit and the other a financial and programmatic monitoring visit, as well as attends as many related events as way of remaining connected and supporting sub-recipients. Our office continuously monitor all of our HOME funded projects that involve rehab, and maintain ongoing communication with developers to ensure that projects remain on target. Our team regularly survey past housing assistance for affordability or occupancy compliance, as well, and records affordable housing restrictions on all our housing assistance.

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

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

The City of Lawrence places a legal notice in the Eagle Tribune, the local mainstream newspaper with the greatest circulation, as well as two other bilingual newspapers—one local and one regional—about the availability of the CAPER for public comment. Hard copies are made available at the Office of Planning & Development, the City Clerk's office and the Lawrence Public Library. The CAPER is also uploaded to the City's website main page.

**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.**

There were no changes in Program Objectives. However, a small change was made under the public infrastructure activity, in our efforts to explore mini-grants to support small neighborhood beautification projects. The Neighborhood Innovation Grant pilot was launched in the fall of 2017, and 9 organizations were awarded funding. However, based on the low level of success of these activities, attributed to a variety of reasons, primarily related to heavy monitoring and compliance issues, it was determined that CDBG may not be the appropriate funding mechanism for this project. OPD staff will explore other potential funding sources that can help facilitate and simplify the process.

**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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## CR-50 - HOME 91.520(d)

**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**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

All HOME funded development projects have an affirmative marketing plan which OPD and DHCD review.

In our downpayment assistance program all our beneficiaries identified as Hispanics. Additionally, our Homeownership Project Officer and supporting staff are bilingual/bicultural, and therefore able to communicate with applicants and beneficiaries in their native language. The Office of Planning & Development has a strong consumer advocacy aspect to our downpayment assistance program, provided by a seasoned staff that's been working in the housing field for over a decade.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

HOME Program Income			
IDIS Activity #	Activity Name	Amount	Description
2346	48-50 Margin Street	\$ 54,603.90	Water and sewer connections for a Habitat for Humanity project
2529	19 Josephine Avenue	\$ 9,006.22	Downpayment Assistance
2595	395 Howard Street	\$ 15,000.00	Downpayment Assistance
	<b>Total</b>	<b>\$ 78,610.12</b>	

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

Continued to implement the 2015 Housing Study recommendations, and worked with the Merrimack Valley Planning Commission to develop the Lawrence Housing Production Plan, due to go before City Council for approval in late fall/early winter. Improved the Tracker that was previously created and implemented to address distressed properties, and worked on the coordinating data sets from various departments in preparation for a new data integration software that will help facilitate and streamline data collection. Larger developments have LIHTCs – funding was committed and payment disbursed, minus the 10% retainage until project completion, for a new development that will create 60 units of affordable housing—11 funded by HOME. Construction is scheduled for completion in 2019. Additionally, a total of 4 CHDO's were certified and OPD staff has been working with one that started construction of 5 homeownership units, and 26 additional planned rental units in the pipelines.

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## CR-55 - HOPWA 91.520(e)

### Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance payments		
Tenant-based rental assistance		
Units provided in transitional housing facilities developed, leased, or operated with HOPWA funds		
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds		
<b>Total</b>		

Table 14 – HOPWA Number of Households Served

### Narrative

The City of Lawrence is not a HOPWA Grantee.

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

### ESG Supplement to the CAPER in *e-snaps*

#### For Paperwork Reduction Act

### 1. Recipient Information—All Recipients Complete

#### Basic Grant Information

**Recipient Name** LAWRENCE  
**Organizational DUNS Number** 079523171  
**EIN/TIN Number** 046001394  
**Identify the Field Office** BOSTON  
**Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance**

#### ESG Contact Name

**Prefix** Mrs  
**First Name** Vilma

CAPER

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Middle Name 0  
Last Name Martinez-Domiguez  
Suffix 0  
Title Community Development Director

**ESG Contact Address**

Street Address 1 225 Essex Street, 3rd floor  
Street Address 2 0  
City Lawrence  
State MA  
ZIP Code -  
Phone Number 9786203526  
Extension 0  
Fax Number 0  
Email Address vmartinezdomiguez@cityoflawrence.com

**ESG Secondary Contact**

Prefix Mrs  
First Name SUSAN  
Last Name FINK  
Suffix 0  
Title Manager of Financial & Administrative Services  
Phone Number 9786203514  
Extension 0  
Email Address sfink@cityoflawrence.com

**2. Reporting Period—All Recipients Complete**

Program Year Start Date 07/01/2017  
Program Year End Date 06/30/2018

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

Subrecipient or Contractor Name Greater Lawrence Communtiy Action Council  
City Lawrence  
State MA  
Zip Code 01840  
DUNS Number 084647817  
Is subrecipient a vistim services provider no  
Subrecipient Organization Type Non-profit  
ESG Subgrant or Contract Award Amount \$133,278

## CR-65 - Persons Assisted

### 4. Persons Served

#### 4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	00
<b>Total</b>	

Table 16 – Household Information for Homeless Prevention Activities

#### 4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	00
<b>Total</b>	

Table 17 – Household Information for Rapid Re-Housing Activities

#### 4c. Complete for Shelter

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

Table 18 – Shelter Information

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#### 4d. Street Outreach

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

Table 19 – Household Information for Street Outreach

#### 4e. Totals for all Persons Served with ESG

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

Table 20 – Household Information for Persons Served with ESG

#### 5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

Table 21 – Gender Information

**6. Age—Complete for All Activities**

	<b>Total</b>
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
<b>Total</b>	<b>0</b>

**Table 22 – Age Information**

**7. Special Populations Served—Complete for All Activities**

**Number of Persons in Households**

<b>Subpopulation</b>	<b>Total</b>	<b>Total Persons Served – Prevention</b>	<b>Total Persons Served – RRH</b>	<b>Total Persons Served in Emergency Shelters</b>
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
<b>Persons with Disabilities:</b>				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (unduplicated if possible)	0	0	0	0

**Table 23 – Special Population Served**

**CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes**

**10. Shelter Utilization**

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nighths available	0
Total Number of bed - nights provided	0
Capacity Utilization	0

**Table 24 – Shelter Capacity**

**11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)**

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## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 26 – ESG Expenditures for Rapid Re-Housing



**11c. ESG Expenditures for Emergency Shelter**

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Essential Services	0	0	0
Operations	0	0	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	0	0	0

**Table 27 – ESG Expenditures for Emergency Shelter**

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Street Outreach	0	0	0
HMIS	0	0	0
Administration	0	0	0

**Table 28 - Other Grant Expenditures**

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2015	2016	2017
	0	0	0

**Table 29 - Total ESG Funds Expended**

**11f. Match Source**

	<b>2015</b>	<b>2016</b>	<b>2017</b>
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	0	0	0
Private Funds	0	0	0
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 30 - Other Funds Expended on Eligible ESG Activities**

**11g. Total**

<b>Total Amount of Funds Expended on ESG Activities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
	0	0	0

**Table 31 - Total Amount of Funds Expended on ESG Activities**