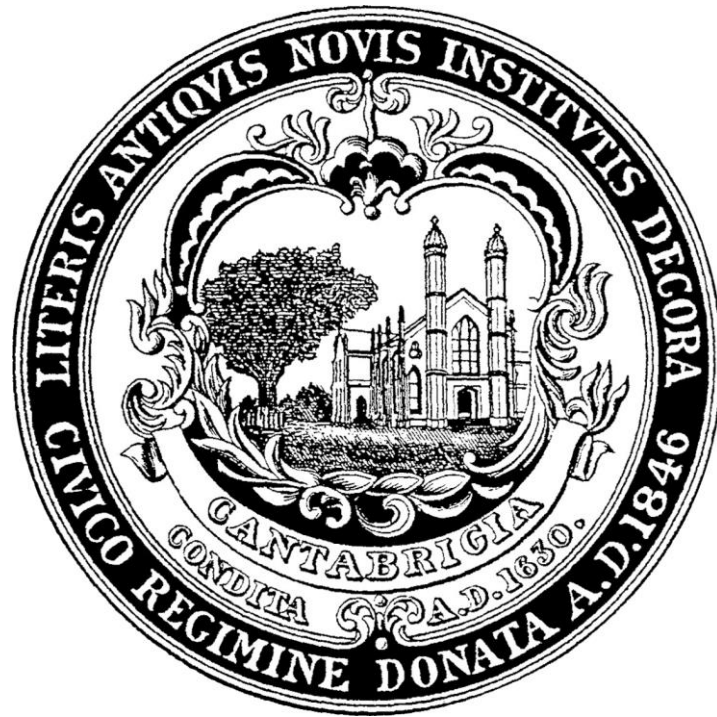


# City of Cambridge



FY2016

## Consolidated Annual Performance Evaluation Report

For the Utilization of CDBG, HOME and ESG funds from the  
U.S. Department of Housing & Urban Development

## 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 Cambridge has successfully completed the first year of the City's Five-Year Consolidated Plan. Activities undertaken during this period reflect the goals and objectives as stated in the City's Five-Year Consolidated Plan for Fiscal Years 2016 to 2020 and the FY2016 One-Year Action Plan. What follows below is a broad overview of how each receiving Division within the City utilized its Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD) in relation to the One-Year Action Plan, and how these activities contributed to the fulfillment of objectives as stated in the City's Five-Year Consolidated Plan. Please refer to each Division's separate Narrative for details not elucidated here.

The City is pleased to report solid performance across all Divisions and objectives in FY2016. The City utilized **\$3,607,759** in HUD funds via the CDBG (\$2,809,784), HOME (\$562,796) and ESG (\$234,779) entitlement block-grants in FY2016.

### 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 Homeownership	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	125	0	0.00%	15	12	80.00%

Affordable Rental	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	575	0	0.00%	200	199	99.50%
Afterschool Employment & Life Skills Training	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1585	313	19.75%	317	313	98.74%
Best Retail Practices	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	100	0	0.00%	20	11	55.00%
Bio-Med Career Program	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	11		9	9	100.00%
Bio-Med Career Program	Non-Housing Community Development	CDBG: \$	Public activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		10	0	0.00%
Bio-Med Career Program	Non-Housing Community Development	CDBG: \$	Other	Other	50	0	0.00%			
CDBG Administration	Administration	CDBG: \$	Other	Other	1	0	0.00%			

Domestic Violence Prevention and Treatment	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	350	61	17.43%	70	61	87.14%
ESG - Emergency Shelter Services	Homeless	ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	1000	0	0.00%	1000	0	0.00%
ESG - HMIS	Homeless	ESG: \$	Other	Other	100	0	0.00%	100	0	0.00%
ESG - Homeless Prevention & Rapid Re-Housing	Homeless	ESG: \$	Homelessness Prevention	Persons Assisted	50	0	0.00%	100	0	0.00%
ESG - Street Outreach	Homeless	ESG: \$	Other	Other	100	0	0.00%	100	0	0.00%
HOME Administration	HOME Administration	HOME: \$	Other	Other	1	0	0.00%			
Improve Access for Linguistic Minorities	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	563	37.53%	300	563	187.67%
Legal & Supportive Services	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4500	726	16.13%	1120	726	64.82%

Legal & Supportive Services	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	1100	0	0.00%			
Microenterprise Assistance	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	175	48	27.43%	35	112	320.00%
Mitigating Food Insecurity	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	19500	3249	16.66%	3915	3249	82.99%
Preserve Housing Affordability	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	44		0	44	
Preserve Housing Affordability	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	750	0	0.00%	125	126	100.80%
Retail Interior Accessibility Program	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	50	0	0.00%			
Retail Interior Accessibility Program	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	2		10	4	40.00%

Services for Seniors and Persons with Disabilities	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2600	326	12.54%	520	326	62.69%
Stabilize Homeownership	Affordable Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	103		0	103	
Stabilize Homeownership	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	175	7	4.00%	35	42	120.00%
Streets & Sidewalks	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1	0	0.00%			
Streets & Sidewalks	Non-Housing Community Development	CDBG: \$	Other	Other	0	0		1	0	0.00%
Youth & Infant Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1060	377	35.57%	212	377	177.83%

**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 availability and affordability of quality housing for extremely low, low and moderate income individuals and families remains the greatest need for Cambridge residents. To this end, Cambridge spent \$1,831,026 on Affordable Housing activities that created, preserved or stabilized 379 units in FY2016. Quality Public Services also remains a high priority in Cambridge, and the City allocated its maximum allowed 15% of CDBG funds (\$421,468) for those programs. The balance of CDBG funds were expended on Economic Development activities that directly benefitted residents of the City's two NRS Areas in both Job Training and Microenterprise Assistance.

**\*\*PLEASE SEE ATTACHMENT 1 IN THE APPENDIX FOR ALL ESG ACCOMPLISHMENT DATA\*\***

## 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	HOME	ESG
White	1,344	2	0
Black or African American	1,962	0	0
Asian	503	11	0
American Indian or American Native	15	0	0
Native Hawaiian or Other Pacific Islander	145	0	0
<b>Total</b>	<b>3,969</b>	<b>13</b>	<b>0</b>
Hispanic	101	0	0
Not Hispanic	3,868	13	0

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

### Narrative



## 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			1,087,646
HOME			43,046
ESG			

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
NRS EAST		50	Cambridge focuses its HUD funds on the NRS's and its residents equally.
NRS EAST	60	50	Cambridge focuses its HUD funds on the NRS's and its residents equally.
NRS WEST		50	Cambridge focuses its HUD funds on the NRS's and its residents equally.
NRS WEST	40	50	Cambridge focuses its HUD funds on the NRS's and its residents equally.

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City re-submitted its Neighborhood Revitalization Strategy (NRS) for its Five-Year Plan for FY 2016 to FY 2020 and was approved by HUD staff to continue programs that had a proven track record. Following HUD mandated guidelines the City identified the portion of Cambridge most in need of targeted funds and programs. These programs are aimed primarily at the stabilization of neighborhoods through assistance to middle-income homeowners and economic empowerment for low-mod-income residents through job and financial awareness training and small business assistance. The City has two (2) NRS areas, one in the eastern part of the City that runs from the Charles River across Central Square to the Somerville line and another that incorporates much of northern Massachusetts Avenue, as well as the Rindge housing towers.

Fiscal year 2016 saw the continued success of the Just-A-Start Bio-Med training program, Small Business Assistance Training and the Best Retail Practice assistance program (see the Economic Development chart above). Additionally, all of the 42 HIP stabilized units were in the NRS area.

## 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.

The City was able to leverage more than \$11 million in other funding sources in carrying out its HUD funded activities in FY2016.

Other Federal: \$326,594

State: \$2,561,937

Local/City: \$4,224,231

Private: \$3,967,215

TOTAL: \$11,079,978

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	91,715,241
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	91,715,241
4. Match liability for current Federal fiscal year	65,078
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	91,650,163

**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 begin-ning 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

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	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	547,839	0	0	8,853	538,987	0
Number	4	0	0	1	3	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**

<b>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</b>						
	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**

## 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	0	0
Number of Non-Homeless households to be provided affordable housing units	375	379
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>375</b>	<b>379</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	215	211
Number of households supported through Rehab of Existing Units	35	42
Number of households supported through Acquisition of Existing Units	125	126
<b>Total</b>	<b>375</b>	<b>379</b>

Table 12 – Number of Households Supported

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

Despite the difficult combination of decreasing resources, via cuts to the CDBG and HOME programs, and an extremely tight real-estate market with continually increasing valuations, the City was able to exceed its overall goal for the creation, preservation and rehabilitation of affordable housing units in FY2016. This was achieved through a combination of programs that are successful in leveraging resources and a dedication by the City to preserve and expand its affordable housing stock.

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

The performance of the Housing Division in FY2016 further validates the effectiveness of Cambridge's comprehensive and proactive approach to creating and maintaining affordable housing opportunities

for its residents. The City expects to maintain all affordable housing programs currently in place through Five-Year Consolidated plan period.

**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.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	2	0
Low-income	90	0
Moderate-income	78	0
<b>Total</b>	<b>170</b>	<b>0</b>

**Table 13 – Number of Persons Served**

### **Narrative Information**

The City's exceptionally high-priced real-estate market makes it incredibly challenging to provide housing opportunities for Extremely Low-Income residents via CDBG and HOME funded programs, however whenever possible the City explores those opportunities.

## **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 Cambridge Homeless Services Continuum of Care (CoC) continues work to reduce homelessness by offering a variety of programs and services designed to reach out to, assess, encourage, and support persons experiencing homelessness (especially unsheltered persons). These services include: street outreach targeting unsheltered persons; low-threshold drop-in centers; mobile and shelter based healthcare services; and web-based and printed resource guides. These projects and services are crucial to the jurisdiction's success in increasing progress toward ending chronic homelessness.

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

A network of five shelters for individual adults, two family shelters, and one shelter for domestic violence victims provide emergency shelter for homeless persons in Cambridge. Additionally, ten transitional housing projects support persons experiencing homelessness in the City of Cambridge. Provision of these essential emergency shelter and transitional housing projects are important to the jurisdiction's success in increasing progress toward ending chronic homelessness.

### **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 jurisdiction has shown continued success in helping low income individuals and families avoid becoming homeless. As reported in the ESG section of this report, the ESG Prevention Component served 38 persons including 24 adults and 14 children in this reporting year. Of the 67 persons served, 2 were severely mentally ill and 14 had other disabilities.

Regarding persons being discharged from publicly funded institutions, the State of Massachusetts has certified to HUD its commitment to prevent homelessness-causing discharges from its systems of care, including programs operated or funded by the Departments of Mental Health, Developmental Services, Public Health (substance abuse programs), Corrections, Youth Services (juvenile corrections), Children and Families, and Medical Assistance (nursing homes and rehab hospitals). Cambridge CoC members attend meetings convened by the Balance of State CoC where information is shared about discharge



planning activities, including updates from the aforementioned state agencies.

In addition to the homelessness prevention assistance offered through ESG funding, the MSC offers a range of prevention-related assistance to persons receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. Access is by self-referral or by referral from a multitude of non-profit partners, churches, food pantries, City Hall, Court-based landlord/tenant mediation programs, or one of the following: the Cambridge School Department's Family Resource Center; the Cambridge Department of Veterans' Services; the Council on Aging, which refers at risk elders; and the City's Disabilities Commission, which refers at-risk persons with disabilities.

Disabled persons living in public housing are afforded services and protections against becoming homeless: each building is assigned a social service coordinator who is responsible for ensuring that residents are linked to mainstream resources. When lease violations (e.g., nonpayment of rent, destructive or disruptive behaviors) jeopardize the tenancy of a public housing resident with a disability, this service coordinator offers her/his assistance in developing a plan to address the problem, including identifying and linking the tenant with appropriate mainstream providers. If the tenancy remains at risk, the service coordinator makes a referral to legal services for representation in any ensuing eviction case, and, if needed, offers the resident help finding an alternate residential placement with a more intensive mix of services.

**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**

The jurisdiction has shown continued success in increasing housing stability for persons experiencing homelessness. The most recent submission to HUD through the CoC Program competition shows continuation of the trend in Cambridge to exceed the performance goal for housing stability in CoC-funded Permanent Supportive Housing (PSH) projects, with 92% of participants achieving stability in PSH. Additionally, 42% of persons exiting CoC-funded Supportive Services and Transitional Housing projects exited to permanent destinations. The primary strategies to help persons make the transition to permanent and independent living include provision of: Permanent Supportive Housing (PSH); Permanent Housing (PH); case management and other supportive services; and Rapid Re-Housing assistance.

Three Rental Assistance projects funded through the CoC Program fund subsidies for 39 individuals with disabilities and 7 families with HIV/AIDS, and CoC Program funds also provide more than \$2 million in annual funding help sustain another 180-plus units of PSH for formerly homeless persons with disabilities, most of whom were chronically homeless. The City of Cambridge also provides 91 units of

SRO housing for the formerly homeless developed with Section 8 Moderate Rehabilitation grants from the 1990's. In addition to the CoC-funded housing units referenced above, the City works to facilitate access for homeless individuals and families to affordable housing units through partnerships with the Cambridge Housing Authority and through work with the City's Inclusionary Housing Program.

Utilizing ESG Rapid Rehousing funds is the CoC's primary strategy related to reducing the length of time individuals and families remain homeless. CoC street outreach and shelter staff are trained to refer eligible households to the Multi-Service Center to access rapid rehousing rental assistance and case management.

The CoC's current strategy for reducing returns to homelessness focuses on case management and stabilization services. Specifically, case managers working with formerly homeless clients focus on tenancy skill development, money management, assistance with applying for, obtaining and maintaining all mainstream benefits, and referrals to clinical services, medical care and employment services such as career counseling, training programs and job search assistance. These case management efforts, combined with the CoC's homelessness prevention services funded through ESG and City dollars, are the key steps the CoC takes to reduce returns to homelessness.

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

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

CHA's Planning and Development Department is carrying out its most ambitious scope of work to date, with over \$204 million in construction work impacting 941 units of housing at six different sites currently underway and work at 22 other sites impacting 1,354 units of housing in the planning stages. Five (5) of the six (6) sites currently under construction -- Putnam Gardens, Manning Apartments, Washington Elms, Newtowne Court, and Woodrow Wilson Court -- are part of CHA's RAD Phase 1 efforts. The sixth site, Jefferson Park State, has been possible through \$10 million in support from the City of Cambridge Affordable Housing Trust and Commonwealth of Massachusetts's High Leverage Asset Preservation Program (HILAPP) program. CHA has leveraged nearly \$264 million in private equity or debt to support the construction and associated soft costs, with every dollar from CHA or the City of Cambridge leveraging \$8.86 in private equity or debt. In addition to improving the quality of life for current and future CHA residents, the ongoing renovation work is creating approximately 897 direct jobs, 1,040 indirect jobs, and \$150 million of economic activity for the city and region through indirect and induced activities.

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

In FY16 CHA's Tenant Liaison continued to work with existing tenant councils. In addition, new tenant councils were established. CHA recognizes that it was a process challenged by 1) not enough residents running for tenant council seats to garner the minimum representatives to be formally recognized as a tenant council and 2) leadership and management of the council following an election. For already-established tenant councils, many tenant council officers have demonstrated substantial progress in their continued activity and efforts.

Currently, active and recognized tenant councils are recognized at the Daniel F. Burns Apartments (BATA), Lyndon B. Johnson Apartments (LBJ TC), Newtowne Court & Washington Elms (NTC/WE TC), Frank J. Manning Apartments (MATC), Leonard J. Russell Apartments (LJRTC), Roosevelt Towers (RVT TC), Putnam School (PSTC), Millers River Apartments (MRTC), Lincoln Way (LWTC), and Woodrow Wilson Court/Fairmont Village (WWC/FV TC). Efforts were made to re-establish a tenant council at Corcoran Park (CP). Unfortunately, not enough residents expressed interest. At the time of this writing, the early stage of developing a tenant council is underway at 116 Norfolk Street (an elderly/disabled congregate building).

With regard to homeownership, CHA and Compass successfully launched the Financial Stability and Savings (FSS+) program as a three-year pilot to all residents at two CHA housing sites (Jefferson Park Federal and Corcoran Park). The pilot is operating under the name, Rent-to-Save and is an effort to increase savings for residents. The program design includes two components:

1. An automatic Rent-to-Save account is created for each head of household during the pilot period. One percent (1%) of rent charged is automatically put into the account each month during the pilot period. In instances where an increase in rent charged occurs as a result of a change in income (and not for other reasons such as a change in unit size), fifty percent of the difference is also put into the account.

2. Compass financial coaching is offered only to one site (Jefferson Park Federal residents).

Rent-to-Save launched on March 1, 2016. Three hundred nineteen (319) households were automatically enrolled and the program may increase their ability to purchase a home. In CHA's HCV Financial Stability and Savings (FSS+) program, two participants graduated from the program and purchased a home during the fiscal year.

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

N/A

## **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)**

It is the City's policy to preserve the diversity of the community by offering a wide range of housing programs to meet the needs of very low, low, moderate, and middle-income residents. Wherever possible such rental and homeownership housing is made permanently affordable, built in areas throughout the city, and developed with particular emphasis on production of units of appropriate size for families with children. The City works closely with the Cambridge Housing Authority and community based non-profit housing developers to achieve its goals.

Affordable housing requirements for developers of residential and commercial properties are set forth in Section 11.200 of the Cambridge Zoning Ordinance which includes both the Inclusionary and Incentive Zoning Ordinances.

The City's Inclusionary Housing Ordinance, adopted by the City Council in 1998, establishes the basis of the Inclusionary Housing Program that requires developers of rental and homeownership projects to include affordable housing units in most developments. The Ordinance applies to new residential developments or buildings converted to residential use which create 10 or more new housing units or over 10,000 square feet of residential space. The Ordinance requires that 15% of the base units in the building be affordable. The Housing Division administers the Inclusionary Housing Program and works closely with developers, owners, and managers of Inclusionary Housing units.

The City's Incentive Zoning Ordinance, adopted by the City Council in 1988, applies to commercial developments of more than 30,000 square feet of gross floor area. Developers with projects that are subject to the Incentive Zoning Ordinance are required to make an Incentive Zoning contributions to the Cambridge Affordable Housing Trust to mitigate the impact increased demand for housing from new non-residential development has on housing affordability.

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

The primary obstacle to meeting the underserved needs in the City of Cambridge is a lack of available funding to the City and to the various non-profit agencies the City partners with in serving the low and moderate-income residents of Cambridge. As entitlement grants shrink or remain level-funded the cost of delivering services and completing projects increases, creating, in the recent past and present, an ever-widening spread of cost and available funds. Mirroring this trend is the increasing difficulty in leveraging funds through state and private resources, also decreasing or stagnant in recent times. Cambridge is fortunate in regards to its robust tax-base, but despite this local trend the overall availability of funds from both federal, state and other private resources continues to decline as

inflation, and therefore costs, rise.

The City has in place zoning strategies to off-set the reduction in available funds. The Inclusionary and Incentive Zoning Ordinances enable the City to acquire units or contributions to its Affordable Housing Trust fund from larger residential and commercial developments. The Incentive Zoning Ordinance was recently reevaluated, with a recommendation of increasing the rate at which developers must contribute, the eligible uses for the funds, as well as the type of development that triggers the ordinance.

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

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

The City supports a broad array of programs and services aimed at poverty level individuals and families, with a goal of providing assistance that enables individuals and families to improve their prospects for higher-paying jobs and to stabilize their housing situation. These activities include Bio-Med Training Program, a broad array of CDBG funded Public Services activities, the creation, preservation and rehabilitation of affordable housing for both renters and homeowners and the on-going coordination with Cambridge Housing Authority.

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

In FY 2016, the City continued to collaborate with and further develop its relationships with federal, state and local agencies, policy makers, funding sources, tenant groups, and service providers through formal and informal networks.

Federal: Cambridge continues to work with the U.S. Department of Housing and Urban Development (HUD) on policy, program, monitoring, and funding. Cambridge non-profits and CHDOs created affordable housing and provided services through contracts funded with CDBG and HOME. The City's nonprofits are invited to contribute to the development of the City's policies and programs to serve housing needs of low- and moderate-income households.

State: The City has a strong working relationship with the Massachusetts Department of Housing and Community Development (DHCD) and other public and quasi-public state agencies that provide support to the City's affordable housing initiatives.

Local: Cambridge has a number of non profit housing providers that collaborate to provide an effective delivery system for affordable housing production and social services.

The Cambridge Housing Authority (CHA) is one of the highest performing authorities in the country. The CHA works collaboratively with local non-profit housing developers to use project-based Section 8 vouchers to assist new affordable rental developments, significantly increasing the financial feasibility of these projects. They allow for Inclusionary Housing Program units to be made available to very low-income households with Section 8 vouchers, and in supporting the City's housing initiatives by attending and participating in public outreach events.

The Cambridge Multi-Service Center, a division of the City's Human Services Program Department, offers a wide range of services including homelessness prevention, emergency shelters, transitional housing, and emergency funds.

The Cambridge Affordable Housing Working Group has met periodically since 1995, the year rental control was terminated in Massachusetts, to coordinate affordable housing development efforts and to share ideas, expertise and progress in the housing development process, strategies, challenges and opportunities. This group is made up of staff from the City, CHA and local non-profits.

The Cambridge Affordable Housing Trust is a nine-member independent City board comprised of experts in the fields of affordable housing, real estate finance, development, and housing policy and planning. The Trust serves as both a policy advisory board and a loan committee for new development projects.

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

Cambridge continues to enhance coordination between public and assisted housing providers as well as private and governmental health, mental health and service agencies. This is accomplished using both formal and informal networks that bring together public, private and nonprofit housing and service providers. One approach to coordinating services is through contracts for program delivery. Cambridge Community Development has approximately \$2 million in annual contracts with nonprofit housing agencies for the operation of housing programs. This contractual relationship, involving contact on a

nearly daily basis, means that the nonprofits both operate programs on an ongoing basis, and are available to assist with policy and program development.

Cambridge has a number of successful groups and committees that currently work together to provide an effective delivery system for affordable housing production and services throughout the City. A variety of organizations, including the Community Development Department, the Cambridge Department of Human Service Programs, the Cambridge Housing Authority, and nonprofit agencies, routinely collaborate on projects and participate in network meetings.

**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 City of Cambridge completed a new Fair Housing Plan in FY 2015 that included the Analysis of Impediments (AI) to Fair Housing Choice. HUD does not require an AI to be submitted annually for review. However, the City is required, as part of the Consolidated Plan Performance Evaluation Report (CAPER), to provide HUD with a summary of the AI identified and the jurisdiction's accomplishments in addressing them for the current reporting year. Below are some of the activities the City participated in this year to address impediments to fair housing.

The Cambridge Community Development Department (CDD) has worked for many years to support zoning policies that would promote incentives to encourage developers to provide affordable housing throughout the city. In March 1998, the Cambridge City Council passed an Inclusionary Zoning Ordinance that requires any new or converted residential development with ten or more units to make 15% of the units affordable to low and moderate income households. In return, the developer receives up to a 30% increase in density. CDD staff monitors compliance with this ordinance and works with the private developers to design and implement the marketing and sale or leasing of units to low-income residents.

In FY 2016 the Community Development Department commissioned the Inclusionary Housing Study to examine the current inclusionary housing provisions in the Cambridge Zoning Ordinance and determine whether any changes to the ordinance are warranted. The study, which analyzes changes in the housing market and demographics in the city looks at similar provisions in other communities, and conducts an economic analysis of alternative inclusionary housing standards. The study makes several recommendations for changes to the inclusionary housing provisions in the city's Zoning Ordinance including increasing the proportion of affordable units in new market-rate development up to 20%. It also presents other program and policy recommendations for discussions. The study has been submitted to the City Council and is currently being discussed with interested residents, community groups, business groups and residential developers.

The City has continued to address the preservation needs of expiring-use properties in Cambridge. As reported in the Fair Housing Plan of 2015, in the previous five years, the City successfully preserved



seven of the 10 properties which had been subject to affordability restrictions which were due to expire by 2021. In FY 2016 one of the three remaining developments was successfully sold to a non-profit preservation buyer. This property has a total of 154 units, where 104 units are affordable and will now remain affordable for the long term. The City is in contact with the owners of the two remaining properties and will make every effort to ensure that no affordable unit is lost.

## **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**

### **Housing**

To monitor the programs that support reaching these goals, CDD performs assessments throughout the life of all projects and programs. Every year, CDD reviews on an ongoing basis applications for specific project funding, reviewing all available funds against the needs of projects requesting assistance. Projects are considered using the following criteria: their financial feasibility, the creation and preservation of long-term affordability; emphasis on the creation of housing for families; creation of both rental and homeownership housing to serve a mix of incomes; sustainable design and use of energy-efficient materials; and the use of City funds to leverage other public and private financing.

In addition to the review of funding requests, CDD staff also provides technical assistance and monitors the progress of projects throughout the permitting and financing stages and during construction. This involves the monthly review of all project expenses by examining bills and supporting documentation for monthly program expenditures, including administrative and construction costs. CDD staff also monitors sites under construction and reviews construction budgets, schedules, and field changes.

Quarterly, each program reports on their annual performance goals, which are required by the City as well as the CDBG and HOME programs. This reporting enables CDD to have a consistent understanding of the performance and product of each program.

The City conducts annual monitoring of affordable housing developments assisted with City funding to ensure compliance with program goals and federal regulations. Monitoring includes both review of compliance reports and site visits which include property inspections and tenant file review. City-assisted affordable housing is monitored based on the following schedule:

#### *Property Inspection Schedule:*

- Every 3 years for projects with 1-4 units
- Every 2 years for projects with 5-25 unit
- Annually for projects with 26 or more units

### **Economic Development**

The policy of the Economic Development Division is to monitor all sub-recipient performances against performance measures and standards, including compliance with all HUD regulations, and in accordance

with the fully executed Agreements between the two parties. The program assessments look at the sub-recipients' progress in meeting objectives, meeting set goals, its reporting compliance with regard to timeliness and accuracy and whether required documentation is on file and all requirements set forth in the sub-recipient agreement between the City and the sub-recipient are met.

In FY2015, all sub-recipients were found to be in compliance with their Agreement terms and HUD regulations. There were no findings.

### **Public Services**

In addition to reviewing written quarterly performance reports submitted by each sub-recipient, City staff make annual site visits to its CDBG funded programs. Each program was furnished with a copy of the monitoring guide in advance of the visit, and received a written report of the site visit afterwards.

There were no findings on any of our monitoring visits to subrecipients in FY2015. The City remains in close contact with subrecipients throughout the year, and works with them on resolving any difficulties early on, which avoids findings at the time of monitoring

### **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.**

A DRAFT version of the CAPER was made available to the public on Septer 9, 2016. The DRAFT was posted on the City's website, and hard copies were deliovered to the main branch of the Cambridge Public Libraray, as well as made available at the City's planning offices.

The availability of the DRAFT was announced on the City's website, as well as through a Legal Notice in the Cambridge Chronicle. Residents were offered 15 days to provide feedback through written comments, email or by phone.

No Comments were received. A final verson of the CAPER will be made available on the City's website, as well as at the City's main planning office.

**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 City of Cambridge has remained consistent in its utilization of CDBG funds, compared to its One Year Action Plan and Strategic Plan. Increasing the availability of affordable housing remains the primary focus, along with offering a broad array of public services for low and moderate income youths, families and individuals and providing opportunities for micro-enterprises and individuals to improve their prospects for greater wage earning potential and financial stability.

This consistency is related to the continuation of local factors that are most impactful to the target populations.

Additionally, the City is currently in the beginning phases of a citywide comprehensive planning process. The results of this process will be considered in the development of future Action and Consolidated Plans.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
--	----

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

## **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.

See FY2016 HOME Monitoring Report in Attachments

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

The following section addresses the City's efforts to further fair housing for all Cambridge residents.

**City's Human Rights Commission:** The Commission investigates allegations of discrimination and continues its commitment to ensure compliance with Title VIII of the Civil Rights Law of 1968 and the 1988 Amendments that expanded the existing legislation to prohibit housing discrimination against disabled individuals and families. The City's Human Rights Commission receives HUD funds and City funds, for mediation, public hearings, and awarding of damages for cases under fair housing laws.

**Fair Housing Plan:** In FY2010, the Community Development Department created a Fair Housing Plan, which includes an Analysis of Impediments to Fair Housing Choice. The plan was developed in conjunction with many other departments of the city, along with Cambridge Human Rights Commission. Input was also gathered from many of the nonprofit organizations in the city, including CDBG sub-recipients Just A Start Corporation and Homeowner's Rehab, Inc. and other local housing and service providers

**Public Education and Community Outreach:** The Community Development Department hosted and attended community meetings and housing events throughout the City to inform residents of available housing, services, projects, and programs in FY2015. Many of the events are held annually. Some of the outreach events include National Night Out, Danehy Park Family Day, Hoops and Health, and other community events. Housing staff use community events as outreach opportunities to disseminate information on City's housing services and speak with residents about available resources. The City also held monthly community meetings to review how to apply for housing available through the Community Development Department. The City also hosts public meetings to engage the community and identify current needs through the Consolidated Plan preparation process, and the annual Community Preservation Act appropriation process. The following are descriptions of several community outreach efforts by the City.

**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**

N/A

**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)**

# 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	CAMBRIDGE
Organizational DUNS Number	076584341
EIN/TIN Number	046001383
Identify the Field Office	BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

##### ESG Contact Name

Prefix	0
First Name	Robert
Middle Name	0
Last Name	Keller
Suffix	0
Title	Associate Planner

##### ESG Contact Address

Street Address 1	344 Broadway
Street Address 2	0
City	Cambridge
State	MA
ZIP Code	-
Phone Number	6173494602
Extension	0
Fax Number	0
Email Address	rkeller@cambridgema.gov

##### ESG Secondary Contact

Prefix	0
First Name	Betty
Last Name	Lyons
Suffix	0
Title	Federal Grants Manager
Phone Number	6173494613
Extension	0
Email Address	blyons@cambridgema.gov

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

<b>Program Year Start Date</b>	07/01/2015
<b>Program Year End Date</b>	06/30/2016

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

**Subrecipient or Contractor Name**  
**City**  
**State**  
**Zip Code**  
**DUNS Number**  
**Is subrecipient a victim services provider**  
**Subrecipient Organization Type**  
**ESG Subgrant or Contract Award Amount**



## 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	0
<b>Total</b>	<b>0</b>

Table 14 – 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	0
<b>Total</b>	<b>0</b>

Table 15 – 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>	<b>0</b>

Table 16 – Shelter Information

**4d. Street Outreach**

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

**Table 17 – Household Information for Street Outreach**

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

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

**Table 18 – Household Information for Persons Served with ESG**

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

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

**Table 19 – 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 20 – Age Information

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

### Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
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 21 – Special Population Served

### RE: Data

Please note that Transition House, a Victim Services Provider that receives ESG funds for their DV Emergency Shelter, is excluded from the eCart report. This provider agency uses Apricot Software (Social Solutions). We were informed in early September that they were not able to produce the required CSV

files using their software or the ESG CAPER Generation Tool. They have communicated to us that an upcoming release on October 1st, 2016 will include the capacity to generate this report and will have the updated data elements for V. 5.1. After consulting with Marlisa Grogan in the SNAPS office and notifying our HUD field office, we have included a PDF of their report (embedded) in the Word Document. Our plan for assuring compliance in the immediate future includes the following steps:

- Have the Agency Administrator at Transition House run the report after the new release (on or after October 1st, 2016) and provide us with both a readable report and the CSV zipped file.
- Review the data and add their CSV CAPER file to our existing eCart. Filter on this project to confirm it was successfully uploaded.
- If found, address any data quality issues with the provider and give them a deadline for correction.
- If needed, continue to communicate with Liz Marshall, Tech Support Staff at Social Solutions who works with Transition House and ensure that this vendor is accessible to the subrecipient in providing needed support around producing required reports.

## 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-nights available	85,191
Total Number of bed-nights provided	82,195
Capacity Utilization	96.48%

Table 22 – Shelter Capacity

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

DHSP monitors ESG subrecipient annually via remote and/or on site monitoring. Monitoring is used to assess each subrecipient’s compliance with both HUD’s interim rule and the subcontract with DHSP which details the subrecipient’s specific program design including performance measures. Remote monitoring is the preferred method of monitoring and involves (1) a review of the subrecipient’s ESG-specific policies and procedures; (2) a review of the subrecipient’s HMIS data; (3) a review of submitted invoices; (4) conversations with subrecipient program and fiscal staff. On-site monitoring includes the same review criteria as remote monitoring and adds client file review. When monitoring concludes the subrecipient will be informed of (1) any deficiencies in compliance and proposed solutions and (2) progress towards meeting performance measures.

## CR-75 – Expenditures

### 11. Expenditures

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

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	0	0	39,921
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	28,612	0
Expenditures for Housing Relocation & Stabilization Services - Services	31,017	3,875	3,875
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>31,017</b>	<b>32,487</b>	<b>43,796</b>

Table 23 – ESG Expenditures for Homelessness Prevention

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

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Expenditures for Rental Assistance	0	0	29,331
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	15,000	0
Expenditures for Housing Relocation & Stabilization Services - Services	31,017	25,750	25,750
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>31,017</b>	<b>40,750</b>	<b>55,081</b>

Table 24 – ESG Expenditures for Rapid Re-Housing

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

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
Essential Services	23,000	29,568	31,320
Operations	90,000	88,068	89,922
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>113,000</b>	<b>117,636</b>	<b>121,242</b>

Table 25 – ESG Expenditures for Emergency Shelter

**11d. Other Grant Expenditures**

	Dollar Amount of Expenditures in Program Year		
	2013	2014	2015
HMIS	0	0	500
Administration	15,084	16,900	17,608
Street Outreach	11,000	17,568	19,125

Table 26 - Other Grant Expenditures

**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2013	2014	2015
636,118	190,118	207,773	238,227

Table 27 - Total ESG Funds Expended

**11f. Match Source**

	2013	2014	2015
Other Non-ESG HUD Funds	0	370,036	285,593
Other Federal Funds	78,763	0	0
State Government	440,871	1,412,976	1,559,777
Local Government	0	205,650	264,418
Private Funds	179,371	452,050	618,935
Other	0	10,000	10,000
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>699,005</b>	<b>2,450,712</b>	<b>2,738,723</b>

Table 28 - Other Funds Expended on Eligible ESG Activities

**11g. Total**

Total Amount of Funds Expended on ESG Activities	2013	2014	2015
6,524,558	889,123	2,658,485	2,976,950

Table 29 - Total Amount of Funds Expended on ESG Activities





# Attachment

## Attachment 1



eCart\_Cambridge\_2  
016.xlsm



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cot\_Software.pdf

# FY20`6 HOME Monitoring Report

## 2016 Annual Monitoring of HOME units Report with Findings

Property Management	Address		Monitoring results	Action needed
Homeowners Rehab/Winn Mgmt	8 Cameron Ave #5	bedroom #1	window screen missing	install screen
		bedroom #2	window screen missing	install screen
Homeowners Rehab/Winn Mgmt	2399 Mass Ave #1	bath	mechanical vent dirty	clean exhaust
Homeowners Rehab/Winn Mgmt	625 Putnam Green #403	kitchen	opening at countertop/backsplash	
Homeowners Rehab/Winn Mgmt	625 Putnam Green #307	bath	mechanical vent dirty	clean exhaust
Homeowners Rehab/Winn Mgmt	625 Putnam Green #201	entire unit	air handler vent dirty	
Homeowners Rehab/Winn Mgmt	Sidney St #6	bath	mechanical vent dirty	
Homeowners Rehab/Winn Mgmt	Sidney St #2	entire unit	cluttered	
		bath	mechanical vent dirty	clean exhaust
Homeowners Rehab/Winn Mgmt	56 Sciarappa St #2	bath	mechanical vent dirty	clean exhaust
Homeowners Rehab/Winn Mgmt	3 Marcella St #4B	entire unit	cluttered with many possessions and dirty	tenant may need help to purge and clean
Homeowners Rehab/Winn Mgmt	317 Prospect St #6	bath	mechanical vent dirty	clean exhaust
		living room	window screen torn (2)	repair screen
Homeowners Rehab/Winn Mgmt	3 Columbia Terrace #3	entire unit	blocked egress at bedroom#2 at second means of egress	remove items blocking door
Homeowners Rehab/Winn Mgmt	4 Columbia Terrace #3	bath	mechanical vent dirty	clean exhaust
		entire unit	blocked egress at bedroom#2 at second means of egress	remove items blocking door
Homeowners Rehab/Winn Mgmt	217 Auburn Street, #2B	entire unit	blocked egress at rear door	remove items blocking door
Just A Start	2509 Mass Ave	hallway	blocked egress	remove items blocking egress path
Just A Start	35 Hovey #4	bathroom	hole in wall	patch wall
			soiled and moldy ceramic tiles at tub	clean tiles
Just A Start	263 Broadway #1	hallway	hole in wall	patch wall
		kitchen	stove is below countertop	raise stove
Just A Start	204 Columbia St #7	bedroom #1	hole in wall	patch wall
		kitchen	counter top damaged	replace counter top
		hallway closet	keyed lockset on door	remove lockset
		bedroom #2	keyed lockset on door	remove lockset
		bedroom #3	keyed lockset on door	remove lockset
Cambridge Housing Authority	8 Lancaster Street, # 10	bath	mechanical vent dirty	clean exhaust