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New England

Peg Keller  
CDBG Administrator  
City of Northampton  
210 Main Street  
Northampton, MA 01060

NOV 30 2015

Dear Ms. Keller:

Subject: FY 2015 Northampton Consolidated Annual Performance and Evaluation Report (CAPER)

We have reviewed and approved the City of Northampton's ("City") Consolidated Annual Performance and Evaluation Report ("CAPER") for your program year July 1, 2015 to June 30, 2016. Our review also included statistical and narrative data captured in HUD's Integrated Disbursement and Information System (IDIS).

Based on the information provided, we find the City's FY 2015 CAPER to be consistent with the City's Consolidated Plan for 2015 - 2020 and Action Plan for 2015 - 2016. The narrative describes how the City is working to meet the goals identified in the plans as well as proposed versus actual outcome results. We also find the City to be within the 15% cap for public services and the 20% cap for planning and administration.

As a result of our review, we have determined that the City of Northampton has carried out its activities and certifications in a timely manner, consistent with the requirements and primary objective of the Housing and Community Development Act of 1974, as amended, and with other applicable laws and program requirements. Pursuant to 24 CFR 570.905, we find that the City has the continuing capacity to carry out its activities in a timely manner.

Please remember that a copy of this letter must accompany all copies of the CAPER. If you have any questions or if we can be of any assistance, please contact your CPD Representative, Cedric Kam, at 617-994-8352.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert D. Shumeyko", with a large, sweeping flourish extending to the right.

Robert D. Shumeyko  
Director

## CR-05 - Goals and Outcomes

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

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

The City of Northampton implemented another successful CDBG program year (it's 32nd) for the period that began July 1, 2015 and concluded June 30, 2016. The City made full use of the range of eligible activities, ranging from economic development programming, to the provision of social services, while accomplishing improvements to physical facilities and infrastructure as well. Thousands of Northampton residents with low and moderate incomes benefitted from a comprehensive system of social service delivery, which focused on adequate shelter, food and housing stabilization needs. Two large affordable housing projects moved closer to fruition as they pursued, and in one case, secured the State funds needed for work to commence. Groundwork was laid to create a city-wide Housing Rehabilitation Program for launch in the fall. The City engaged in regular networking with housing, economic development and social service providers throughout the year to facilitate the achievement of goals and objectives.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	5192	34.61%	3511	5689	162.03 %

Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Addressing Basic Needs	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeless Person Overnight Shelter	Persons Assisted	1500	401	26.73%	325	401	123.38%
Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	
Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Added	Household Housing Unit	8	0	0.00%			

Affordable Homeownership for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	2	13.33%	3	2	66.67%
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	175	52	29.71%	35	52	148.57%
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Jobs created/retained	Jobs	85	24	28.24%	17	32	188.24%

Economic Development/Income Maximization	Economic Development/Income Maximization	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Businesses assisted	Businesses Assisted	60	17	28.33%	12	17	141.67%
Elimination of Slums and Blight	Elimination of Slums and Blight	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Buildings Demolished	Buildings	1	0	0.00%	1	0	0.00%
Homelessness Prevention	Homeless Non-Homeless Special Needs	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homelessness Prevention	Persons Assisted	550	271	49.27%	110	271	246.36%
Homelessness Prevention	Homeless Non-Homeless Special Needs	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	HIV/AIDS Housing Operations	Household Housing Unit	110	22	20.00%			

Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units constructed	Household Housing Unit	17	0	0.00%			
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Housing for Homeless added	Household Housing Unit	22	0	0.00%	13	0	0.00%
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Housing for At-Risk and Special Needs Populations	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Buildings Demolished	Buildings	1	0	0.00%			

Housing Rehabilitation	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	0	0.00%	4	0	0.00%
Housing Support Services	Affordable Housing	CDBG: \$ / CPA: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	550	271	49.27%			
Housing Support Services	Affordable Housing	CDBG: \$ / CPA: \$	Homelessness Prevention	Persons Assisted	550	271	49.27%	110	271	246.36 %
Improvement of Public Facilities	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2040	2040	100.00 %	2040	2040	100.00 %
Improvement of Public Infrastructure	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	1500	100.00 %	1500	1500	100.00 %

Improvement of Public Infrastructure	Non-Housing Community Development	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1400	1400	100.00 %	1400	1400	100.00 %
Planning and Administration	Program Administration	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2040	2040	100.00 %			
Planning and Administration	Program Administration	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1400	1400	100.00 %			
Planning and Administration	Program Administration	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	0	0.00%			
Planning and Administration	Program Administration	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Planning and Administration	Program Administration	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0			
Planning and Administration	Program Administration	CDBG: \$	Brownfield acres remediated	Acre	0	0			
Planning and Administration	Program Administration	CDBG: \$	Rental units constructed	Household Housing Unit	125	0	0.00%		
Planning and Administration	Program Administration	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0			
Planning and Administration	Program Administration	CDBG: \$	Homeowner Housing Added	Household Housing Unit	8	0	0.00%		
Planning and Administration	Program Administration	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	0	0.00%		
Planning and Administration	Program Administration	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	2	13.33%		
Planning and Administration	Program Administration	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0			
Planning and Administration	Program Administration	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1500	401	26.73%		
Planning and Administration	Program Administration	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0			
Planning and Administration	Program Administration	CDBG: \$	Homelessness Prevention	Persons Assisted	550	271	49.27%		
Planning and Administration	Program Administration	CDBG: \$	Jobs created/retained	Jobs	85	24	28.24%		

Planning and Administration	Program Administration	CDBG: \$	Businesses assisted	Businesses Assisted	60	17	28.33%			
Planning and Administration	Program Administration	CDBG: \$	Housing for Homeless added	Household Housing Unit	22	0	0.00%			
Planning and Administration	Program Administration	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Planning and Administration	Program Administration	CDBG: \$	HIV/AIDS Housing Operations	Household Housing Unit	110	22	20.00%			
Planning and Administration	Program Administration	CDBG: \$	Buildings Demolished	Buildings	1	0	0.00%			
Planning and Administration	Program Administration	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	0				
Preservation of Existing Affordable Rental Stock	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homelessness Prevention	Persons Assisted	1521	1521	100.00 %	1521	1521	100.00 %
Preservation of Existing Affordable Rental Stock	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Other	Other	0	0				

Rental Housing for Families	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Rental units constructed	Household Housing Unit	125	0	0.00%	125	0	0.00%
Rental Housing for Individuals	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$	Rental units constructed	Household Housing Unit	84	0	0.00%	84	0	0.00%
Rental Housing for Individuals	Affordable Housing	CDBG: \$ / Continuum of Care: \$ / CPA: \$	Housing for Homeless added	Household Housing Unit	22	0	0.00%	22	0	0.00%
Support for Emergency Shelter System	Homeless	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1625	401	24.68%	325	401	123.38 %

Support for Emergency Shelter System	Homeless	CDBG: \$ / Continuum of Care: \$ / CPA: \$ / ESG: \$ / HOPWA: \$	Homeless Person Overnight Shelter	Persons Assisted	1625	401	24.68%	325	401	123.38 %
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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.**

The City of Northampton has established many high priority activities (11) in order to insure a diverse and healthy community. CDBG funding was applied across all the areas: homelessness prevention, addressing basic needs, support for the emergency shelter system, increasing the supply of rental housing for individuals, families and special needs populations, preserving and improving the existing housing stock and facilitating economic empowerment opportunities.

Work also moved forward addressing lower priorities such as elimination of slums and blight in order to make way for new housing opportunities as well as improving public infrastructure and facilities.

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

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

91.520(a)

	CDBG
White	6,134
Black or African American	494
Asian	131
American Indian or American Native	52
Native Hawaiian or Other Pacific Islander	2
<b>Total</b>	<b>6,813</b>
Hispanic	1,365
Not Hispanic	5,448

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

### Narrative

The table does not include several categories including those counted as Other Multi-Racial. The total number of people benefitting this program year from all races is 7,208. Of those, a total of 1,497 were of Hispanic ethnicity; 5,711 were not.

The number of Spanish speaking households is increasing. Therefore, greater efforts are needed to insure that outreach and informational materials disseminated for programs and community resources are understandable and accessible to all population segments.

## 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		3,249,368	334,704
Other	CPA	4,800,000	1,482,619
Other	ESG	608,656	1,482,619
Other	HOPWA	528,000	1,482,619

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 City has no defined target areas for assistance. Public services are delivered city-wide. The Jackson Street School playground equipment will be utilized by the school students as well as the residents of the surrounding neighborhood which is comprised of a public housing family complex owned by the Northampton Housing Authority and another market rate large apartment complex, Hathaway Farms. The sidewalk installation adjacent to the River Run condominium complex will be utilized primarily by residents residing there, many of whom have low incomes and are renting the condo units. The Housing Rehabilitation Program will be launched city-wide but in future years resources may be targeted in particular neighborhoods to coincide with other City revitalization efforts.

The two large affordable housing projects for which CDBG allocations have been earmarked are both located on Pleasant Street, a major entrance corridor into the City's central business district. A state MassWorks application has been submitted to implement physical infrastructure and streetscape improvements identified through a neighborhood visioning process undertaken by the City's Office of Planning and Sustainability.

Northampton is a small city. There are only so many parcels where affordable housing can be created. There is limited developable land on the periphery and great efforts have been made to encourage infill development in the downtown. The City strategy is to consider potential projects wherever they may be appropriate and be open to them, as opposed to limiting potential opportunities by defining target areas.

## 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.**

With regard to the two affordable housing projects in the pipeline, the CDBG funding allocations were very small portions of the overall project costs - \$150,000 for 129 Pleasant Street and \$200,000 for 256 Pleasant Street. Both are twenty million dollar projects. Valley CDC ( 256 Pleasant St. - the Lumber Yard project ) secured a \$300,000 contribution from the local Community Preservation Program and \$100,000 from Smith College in addition to the State Department of Housing and Community Development funding sources. HAPHousing ( 129 Pleasant Street - former Northampton Lodging SRO) also secured a \$300,000 contribution from the local Community Preservation Program in addition to the DHCD funding sources - Low Income Housing Tax Credits, the Housing Innovation Fund and the Affordable Housing Trust funds.

For the public services sub-recipients, the CDBG allocations are so small in most cases, that the agencies use the awards to show evidence of City support to secure other grants. The Jackson Street school community conducted a city wide fundraising campaign and volunteer labor to assemble the new playground. They also received a Community Preservation Program award (\$240,000).

The CDBG allocation earmarked for affordable housing development at the Glendale Road site is the result of a land purchase initiated by the City's Office of Planning and Sustainability. The parcel was on the market and had been permitted years ago for a subdivision that was never built. The Planning Office assembled several funding sources, including CDBG to purchase the property for which a Request for Proposals was issued for affordable housing development. Habitat for Humanity was selected in the new program year. 4 house lots will be developed for and by households with low incomes in the coming years.

The City also was able to accomplish an ownership change for 2 parcels that were deeded to the Northampton Housing Authority when the Northampton State hospital was closed. One parcel had been designed and permitted for a congregate facility for clients of the Department of Developmental Services, but the two million dollars of State funding to bring the project to fruition has not been forthcoming. That parcel, on Burts Pit Road and another on Laurel Street remained dormant. The new leadership at the NHA agreed that the time was not favorable for them to do the development work. They agreed to support a legislative change that would allow the City to be named as owner and to RFP the parcels to move forward on producing new units. That RFP process will be undertaken in the new program year. Due to the small size of the parcels and that the DDS is no longer interested in congregate models, the assumption is they will be utilized to create home ownership opportunities for households with low to moderate incomes.

## 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	454	134
Number of Non-Homeless households to be provided affordable housing units	3,115	23
Number of Special-Needs households to be provided affordable housing units	105	24
<b>Total</b>	<b>3,674</b>	<b>181</b>

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	1,519	1,519
Number of households supported through The Production of New Units	0	60
Number of households supported through Rehab of Existing Units	4	0
Number of households supported through Acquisition of Existing Units	58	58
<b>Total</b>	<b>1,581</b>	<b>1,637</b>

Table 6 - Number of Households Supported

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

Clearly, there is a discrepancy in the first chart. In looking back to the ConPlan, the instructions in this section refer to numbers served. It is in the Affordable Housing Section, but the preparer interpreted the content to reflect numbers served, rather than numbers accessing affordable housing units. The one year goals therefore should be revised to: number of homeless = 40; number of non-homeless = 20; number of special needs clients = 5

The new units at Soldier On, 44 limited equity coop units for older males and 16 transitional housing units for women Veterans and their children were an exciting achievement this past year. The two new buildings were dedicated in the spring and are fully operational. The womens program is one of the first in the nation and the mens program provides housing units for many who have journeyed through

Soldier On's emergency shelter, to transitional housing, to permanent supportive housing where they are building equity.

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

Production goals will be further advanced when the Friends of the Homeless purchase a building to house 8-10 unaccompanied homeless youth (2017); when HAPHousing completes construction on Live 155 (formerly Northampton Lodging, 129 Pleasant Street / 70 new rental units, 48 affordable) in 2018 and when Valley CDC completes the Lumberyard project in 2018-19 which will produce 55 affordable units. This will increase the affordable rental inventory to which people experiencing homelessness can be referred. Habitat for Humanity will be starting work to put home ownership units on line in the next 2-5 years as well. The housing rehab program is underway, so work on the single family units will commence.

Soldier On did complete 60 units at the VA Campus in Leeds this program year. The combination of all these projects will achieve the provision of permanent supported housing for a variety of population segments and for a City the size of Northampton, this is an accomplishment to be celebrated. There are many collaborative partners working together that contribute to this successful effort.

**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	4,857	0
Low-income	1,836	0
Moderate-income	499	0
<b>Total</b>	<b>7,192</b>	<b>0</b>

**Table 7 – Number of Persons Served**

**Narrative Information**

The number of homeless served this past program year was 401 through ServiceNet's Grove Street Inn Homeless shelter for individuals, and the Interfaith Winter Shelter for individuals. There are no emergency shelter beds for families in Northampton. Soldier On has 21 emergency shelter beds and served 51. Although most of the CoC funded transitional housing beds for individuals were converted to permanent supported beds by the 2015 Point in time count, the majority of the transitional beds were funded by per diem allocations from the Federal VA system and were not converted. 226 of the CoCo's 259 transitional housing beds are at Soldier On.

## **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**

Northampton continued to benefit from the street outreach and case management work carried out by Eliot Homeless Services of Framingham. Eliot accomplishes this work through a contract with the Department of Mental Health and administers the PATH Program statewide. Northampton and Amherst both have outreach workers (as well as Greenfield, Pittsfield, Holyoke, Westfield and Springfield) which facilitates communication and coordinated case management as homeless clients flow back and forth between communities. Brendan Plant, the Northampton PATH clinician has done street outreach, facilitated group meetings and conducted one on one therapy with the homeless in Northampton for years. He knows the population well and can be seen regularly conducting "office hours" at Brueggers Bagels downtown. Brendan attends the City's Next Step Collaborative meetings monthly and provides regular updates on the number of unsheltered and progress of engagement on the more chronic homeless amongst us. Brendan, in association with other local housing providers was able to house a woman who has been homeless locally for 20+ years. A huge success. Brendan also participates in the regional REACH meetings with other homeless housing and service providers to strategize placements for the chronically homeless.

After years of advocacy, Northampton was thrilled to secure outreach services for homeless youth, through Dial-Self, which will begin here and in Amherst shortly. In the Federal renewal application for the Runaway and Homeless Youth contract, outreach services were requested and funded. This timing works well as the Hampshire County Friends of the Homeless are purchasing their third house and will be partnering with Dial Self. Dial Self has been serving youth in Franklin County and are highly regarded for their housing and support service programming. With the purchase of the house here, office space will be included for case management activities. The newly hired Street Outreach Coordinator is attending the Next Step meeting October 6, 2016 to present the program and will begin networking with the housing and homeless service providers locally. This has been an identified gap in our service delivery system for years. ServiceNet used to have the contract, but lost it several years ago. We are very excited to welcome Dial Self to the community and improve our services and resources targeted to homeless and at-risk youth.

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

The City met it's goal to support the emergency shelter system. CDBG public services awards were made again to support staffing at the Cot Program Inter-Faith Winter Shelter and the year round Grove Street Inn Homeless shelter for individuals. The City is also making a public facility CDBG award to improve the heating system at Grove Street. Some of the beds at Grove are earmarked as transitional beds for guests

that need a little more time for a housing placement to come through.

The CDBG administrator also participates in the Western Mass. Network to End Homelessness Leadership Council and the Strategic Planning Group. She also attends Continuum of Care meetings administered by the Hilltown Community Development Corporation. She attends the Individual Services Committee meetings, Family Services Committee meetings and the Veterans Committee meetings of the Network when able. She also holds monthly meetings of the Next Step Collaborative with local housing and homeless service providers to monitor shelter capacity and identify service gaps. She also staffs the Northampton Housing Partnership where the focus is on fair housing issues and production of affordable housing units in the City.

**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 supported the Community Legal Aid Homelessness Prevention Project and the Single Room Occupancy Outreach Program with CDBG funding again this past year. The CLA project intervenes on a short term basis with court involved families facing eviction. Mediation is accomplished and in the majority of cases, the tenancies are preserved. The SRO Outreach Coordinator links residents with income resources and life skills assistance to preserve tenancies and improve quality of life in the SRO's.

The Community Housing Support Services Project is in it's second year of operation. This Community Preservation Act funded program initiated by the City's Housing Partnership works with families referred by the Housing Court to provide longer term intensive case management to stabilize their housing. The Coordinator came from the Tenancy Preservation Project at the Mental Health Association and is highly skilled in working with families facing multiple challenges. The Housing Court Judge Rob Fields is thrilled to have such a resource available. The Housing Partnership will work to have the project renewed, during the fall of 2017.

The City's CDBG Administrator, in response to some issues identified from shelter providers, invited the social work staff from the local hospital to attend a Next Step meeting. Three social work staff attended and were happy to match faces with names. Each "side" described what the work looks like from their perspective and there was a valuable exchange. Safe Passage ( the domestic violence provider at the table ) has been in contact with Cooley Dickinson hospital about doing some trainings with the Emergency Department staff. The Hampshire County House of Corrections holds a regular monthly meeting with area housing and homeless service providers to develop discharge strategies for inmates exiting their system. Soldier On will transport and admit any Veteran leaving the jail without housing.

The size of the City and the collaborative nature that exists, is conducive to problem solving and

strategizing about how to garner the most benefit from local resources and human potential.

**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 Three County Continuum of Care's Homeless Management Information Systems Coordinator now has data on length of stay and can track trends over several years. Because Hampshire County has relatively unaffordable housing stock, the ability to make referrals out of shelter is compromised. Production is still the key issue, but affordable housing construction is very time consuming and expensive. Northampton is working hard to create new units, but the surrounding communities need to do the same. Holyoke and Springfield have extensive amounts of market rate affordable units, but the northern communities do not. What usually happens is that people in Hampshire County often find housing they can afford in Hampden County, exacerbating those communities concentrations of poverty.

All providers involved with housing search find the work extremely challenging. When units become available, however, the REACH (Regional Engagement and Assessment for Chronically Homeless) team jumps on them and placements are made in a timely way. Units set aside for formerly homeless are included at both affordable housing projects proposed for Pleasant Street in Northampton. On-site support services will be provided to prevent recidivism. The Friends of Hampshire County Homeless and Dial Self are looking for property to serve 8-10 homeless youth and have secured most of the \$750,000 fundraising goal which is what is needed to purchase a property locally.

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

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

The Northampton Housing Authority undertook and accomplished several capital improvement and re-organizational projects this past year. Under the leadership of a new Director, the agency was in the process of analyzing how best to move forward. With regard to capital improvements, the following projects were completed:

McDonald House Elderly and Younger Disabled Housing : roof replacement

Florence Heights Family Housing : Concrete and black top repairs, kitchen cabinet and counter replacements, replacement of unit thermostats

The Board of Commissioners also voted to relinquish ownership and development responsibility of the Laurel Street and Burts Pit Road parcels. The Board had been deeded 4 parcels from the Commonwealth when the Northampton State Hospital closed. 2 were developed ( Paradise Pond Apartments for families with low incomes on West Street ) and the Mary McColgan Apartments for clients of the Department of Mental Health on Grove Street. The Burts Pit Road parcel still has an existing condemned farmhouse and was permitted for a congregate facility to house 10 clients of the Department of Developmental Services. The State funding for that project has never been issued. The Laurel Street parcel was slated for homeownership development and the existing farmhouse was demolished with CDBG funds 3 years ago. The NHA determined that the City should take over development of the parcels. The legislation was changed this past year and the City will issue Requests for Proposals for both parcels and move forward with the demolition at Burts Pit.

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

The agency's new Director has a commitment to the empowerment of public housing residents. She has begun conversations with an organization that provides support services to tenant associations. A new tenant group has formed at Hampshire Heights, one of the two public housing family developments owned and managed by the Northampton Housing Authority. The City has reached out to the organizers to offer any assistance and to express excitement about the efforts. There were associations in both Hampshire and Florence Heights years ago, but they have not functioned recently. With many diverse ethnicities and cultures present in the developments, having an organization to work through to provide resources and information will be greatly beneficial.

When the Housing Authority had control over the Laurel Street site, as deeded from the Commonwealth during the disposition of the former State hospital, the plan had been to develop homeownership opportunities for families in public housing. Now that the ownership of the parcels has transferred to the City for action, this may be a component factored in to the Request for Proposals.

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

Not applicable.

## **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 Northampton Housing Partnership has a sub-committee on Zoning that is researching the current by-law to identify barriers to the creation of affordable housing units. Several have been identified and validated in a separate study commissioned by the Office of Planning and Sustainability. A report will be developed by the Housing Partnership for discussion with the Planning Board. The revisions are relatively minor and relate to requirements for site plan review and allowing more than one primary structure on a lot. The Housing Partnership has also researched and will monitor the town of Amherst's newly adopted tax relief incentive program for private developers constructing affordable developments in excess of 10 units. It was approved via home rule legislation at the State level and one project is moving ahead that will utilize it for the first time. Northampton does not currently have tax relief for affordable properties.

The Housing Partnership is also moving ahead with an application to the Community Preservation Committee in January 2017 to update the Analysis to Fair Housing Impediments which may identify additional barriers in need of attention. Additionally, to follow up with a goal articulated in the ConPlan, the Board of Health is now keeping a data base of all units that have received lead abatement certification.

The Housing Partnership also participated in a letter to HUD supporting the Small Area Fair Market Rent rate pilot projects. It was felt the Pioneer Valley would be a perfect geography to test the program in. Section 8 vouchers are difficult to use in Northampton and Amherst due to the high market rate rents. The converse is true in the Hampden communities to the south, where Section 8 fair market rents inflate the rental rates. Landlords are encouraged to accept the vouchers that pay more than the market rate in Holyoke and Springfield, which perpetuates the concentrations of poverty. Northampton, identified as a "community of opportunity" can not attract residents here, because landlords can charge higher amounts. All the communities mentioned are part of the Springfield SMSA. Northampton strongly supports the Small Area Fair Market Rent concept and hopes the program can be more widely implemented in the near future.

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

The CDBG public service sub-recipients provide a comprehensive array of resources; emergency shelter, food security, language and employment skills, housing stabilization, economic empowerment. The launch of the housing rehab program will assist homeowners with low and moderate incomes that are struggling to maintain their homes. The rehab work in conjunction with Community Action's Energy Efficiency resources will improve their quality of life and allow them to remain in their homes longer.

Additionally, the Board of Health is now keeping a data base of all units that have received lead abatement certification. The plan is to track the activity, make the information accessible and increase the availability of safe housing for families with children. The City will be updating the Analysis of Impediments to Fair Housing in the first part of 2017 which will identify other obstacles for which a remediation action plan will be developed and implemented.

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

see above.

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

The City continued its commitment to funding the Manna Soup Kitchen, the Northampton Survival Center and the SRO Food Pantry to fight food insecurity. The provision of healthy food and community meals helps people afford their housing costs without having to choose between eating and paying rent. The Literacy Project, the Center for New Americans and Community Action's Youth Employment Readiness Program assist people with gaining education and employment skills to earn a living wage. Valley CDC's Small Business Assistance Program provides one on one technical assistance for entrepreneurial efforts to increase income and create jobs.

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

With the Western Mass Network to End Homelessness and the Three County Continuum of Care meetings, the City CDBG Administrator participated in regional activity related to individual and family homelessness, unaccompanied youth and Veteran's efforts. The only gap identified previously in the institutional structure was a youth provider. That gap has now been filled by Dial Self and Friends of the Homeless.

Between the City sponsored Next Step Collaborative meetings, Valley CDC's and HAP's quarterly provider meetings and the Northampton Housing Partnership meetings, the City gained a holistic sense of what is happening locally. Next Step meetings are attended by providers working with victims of domestic violence, unsheltered and sheltered homeless individuals, Veteran's, people with HIV/Aids, and residents of the SRO's. Large apartment complex resident services coordinators and local hospital social work staff are also present, as well as the Coordinator for the 4 county Western Mass Network to End Homelessness.

Northampton Housing Partnership membership consists of legal aid attorneys doing eviction prevention work, local clergy, a Community Reinvestment Act Banking Vice-President, a landlord, a development/fundraising staffer at the local domestic violence program, a financial advisor, an employee of Cathedral in the Night who does homeless case management and a retired family homeless advocate. Meetings are held monthly and work includes zoning analysis, fair housing compliance and community education, as well as vetting housing projects applying for CDBG and CPC funds.

Valley CDC/HAP service provider meetings are attended by Department of Mental Health case managers, housing search workers, housing stabilization staff and Eliot PATH workers who identify tenants whose housing is at risk. Coordinated case management occurs to preserve tenancies. The Police department also has quarterly meetings to promote jail diversion strategies with DMH attendees and homeless service providers. REACH meetings are held once a month to facilitate housing placements for chronically homeless. Network committee meetings are held monthly. HAMPSHIRE Hope is a new coalition working on the opioid epidemic that also meets monthly. In summary, the institutional structure that exists in Northampton is comprehensive and collaborative. People work together and support each other.

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

The relationship between the City and the Northampton Housing Authority continues to improve. The Director collaborated extensively with the strategy to rehouse the 31 tenants that remained at the Northampton Lodging and attended the City sponsored session to identify housing placements. The Director assisted greatly with that effort. The Resident Services Coordinator at Meadowbrook ( largest complex in City with 252 units and a very diverse population) attends Next Step meetings and the Mayor and CDBG Administrator attend events on site. The CDBG Administrator links the Coordinator with area resources to serve Meadowbrook residents.

The CDBG Administrator sponsored a celebration with CDBG Public Services sub-recipients this spring. The agenda for the meeting was to share success stories and have refreshments. Participants appreciated the opportunity to talk about the challenges of the work, but more importantly to focus on what makes it worthwhile. It was an inspirational evening and all agreed the successes aren't celebrated enough. This practice of an annual coming together will continue. Because the CDBG Administrator is engaged with the community on many levels ( collects supplies for the homeless shelter, serves on the Management Committee, does overnights once a month at the shelter, and all the various meetings ) the relationship and coordination with social service agencies and public and private housing providers is exemplary.

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

Items as referenced in the Analysis of Impediments:

1A) Increase the supply of affordable housing and take steps to prevent the loss of affordable units in the City.

60 new units were added to the inventory and 113 are in the pipeline. The Subsidized Housing Inventory maintained by the State was monitored throughout the year. The nearest date for an expiring use property is Leeds Village in 2018 and contact is made frequently with the property owner to gauge his

interest in maintaining the affordability. The owner has not indicated any plan to convert to market rate rents.

4b) Provide outreach to homeowners about programs and financial resources for de-leading their homes.

City launched the Housing Rehb Program. The upper cost limit per unit is \$45,000 to accommodate lead paint abatement should it be present. An informational session about the program was advertised and held Sept. 21, 2016. Pioneer Valley Planning Commission has 6-7 pre-applications submitted to date.

8a) Examine the "by-right" designation to the construction of halfway homes and multi-family dwellings in the Zoning Ordinance.

This is on the list of items being examined by the Housing Partnership's Zoning Committee.

A letter accompanying the annual census request from the City Clerk was sent from the Mayor to all landlords in the City. The letter thanked them for providing housing opportunities in the community and acknowledged how challenging it can be to be a landlord. It included a list of resources. It also contained an invitation to a session conducted by HAP and the Mass. Fair Housing Center on fair housing laws. The session was held Feb. 11th and updated attendees on reasonable accommodation, medical marijuana and on-site service animals. The session was well attended and participants were appreciative. The Housing Partnership will make sending the letter of appreciation with an invite to a training, an annual event.

The Housing Partnership serves as the City's Fair Housing Committee and looks forward to prioritizing more recommendations from the current AI and to embark on the process to update the AI. John Fisher from HAP Housing attended a Housing Partnership meeting to update members on the federal regulation changes as they relate to municipal responsibilities. (March 2015) The Housing Partnership also participated in the Pioneer Valley Regional Planning Commissions Inclusive Communities Advisory Group and advocated for HUD's Small Area Fair Market Rent Program, which would increase voucher holders ability to utilize the Section 8 and Mass. Rental Voucher certificates in Northampton.

## **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**

When embarking on a CDBG funded project, other than for public services, CDBG staff met with the sub-recipients. The quarterly report template which gathers data for IDIS entry forms was reviewed, in addition to what is required for all the other HUD required reports, such as Section 3, the Department of Labor and to ascertain Davis Bacon wage rate compliance. Performance outcomes are outlined in the Scopes of Work attached to each CDBG Agreement/Contract.

Public services recipients are interviewed during the competitive application cycle by a Public Services Review Committee composed of city councilors and community representatives. Applicants update Committee members on successes and challenges of the past year, and address new initiatives for the coming year. Organizational capacity and achievement of performance outcomes is evaluated in the funding allocation process. If funded, quarterly report submissions are reviewed by both CDBG staffers, for compliance and to flag underperformance. On site program monitoring for public service sub-recipients occurs every other year.

All activities funded address the high priority goals established in the ConPlan, so all conform with comprehensive planning efforts. The focus on minority business outreach was heightened this past year. Contractors were made aware of the requirements. Some of the smaller projects were carried out by sole owner operations, with no new hires. Larger projects, such as the HAP Housing demolition and new construction project at the 129 Pleasant Street location, will have more opportunity for outreach and hiring of minorities.

## **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's CDBG Administrator makes the Housing Partnership and Next Step Collaborative participants aware of comment periods and public sessions when formulating the ConPlan, the Annual Action Plans and during the CAPER Year End evaluation process. Additionally, a legal ad stating the CAPER was available for review and comment was published in the local newspaper and on the City's website. Citizens could come into the office, call, email, or send letters with their comments on the report. The Center for New Americans and Casa Latina are two public services sub-recipients. They have in-house translators that convert informational fliers to different languages for dissemination to minority populations via their organizational newsletters. No comments were received.

**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 CDBG Program experienced timeliness of expenditure issues related to the two large affordable housing projects not drawing down the funds (due to not being funded by the State in the first and second submission rounds ) and a late start on the housing rehabilitation program. This has not resulted in the need to change program objectives, but did require a work out plan and a commitment to more closely monitoring eligible activities chosen and how quickly projects can come to fruition.

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

No

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

**Attachment**  
**CAPER 2016 PR26**



**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	506,224.39
02 ENTITLEMENT GRANT	602,342.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	31,025.70
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SJM TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SJM, LINES 01-07)	1,139,592.09

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	214,398.45
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	214,398.45
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	120,305.15
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	334,703.60
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	804,888.49

**PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	214,398.45
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	214,398.45
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

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

23 PROGRAM YEARS (PY) COVERED IN CERTIFICATION	PT: 2013 PY: 2014 PY: 2015
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	1,119,389.93
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	1,119,389.93
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

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

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	93,727.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.94
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	93,727.00
32 ENTITLEMENT GRANT	602,342.00
33 PRIOR YEAR PROGRAM INCOME	22,535.46
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	624,881.46
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

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

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	120,305.15
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	120,305.15
42 ENTITLEMENT GRANT	602,342.00
43 CURRENT YEAR PROGRAM INCOME	31,025.70
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	633,367.70
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.99%



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DATE: 08/27/15  
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**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

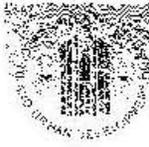
Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	16	828	5884376	Jackson Street Playground	03F	LMA	\$30,000.00
					<b>03F</b>	<b>Matrix Code</b>	<b>\$30,000.00</b>
2015	17	823	5884332	Audible Crosswalk Signal Installation	03L	LMC	\$20,000.00
2015	17	823	5884351	Audible Crosswalk Signal Installation	03L	LMC	\$744.90
2015	17	823	5887979	Audible Crosswalk Signal Installation	03L	LMC	\$30.00
2015	17	823	5893648	Audible Crosswalk Signal Installation	03L	LMC	\$378.13
2015	17	829	5923967	Traffic Control Devices	03L	LMC	\$121.82
2015	17	829	5934504	Traffic Control Devices	03L	LMC	\$25,602.50
2015	18	830	5934503	River Run Sidewalk	03L	LMA	\$455.44
2015	18	830	5946269	River Run Sidewalk	03L	LMA	\$7,350.00
					<b>03L</b>	<b>Matrix Code</b>	<b>\$54,672.39</b>
2015	2	811	5869202	Puentes: Bridges for Latinos	05	LMC	\$3,151.75
2015	2	811	5903007	Puentes: Bridges for Latinos	05	LMC	\$3,151.75
2015	2	811	5923966	Puentes: Bridges for Latinos	05	LMC	\$3,151.75
2015	2	811	5946277	Puentes: Bridges for Latinos	05	LMC	\$3,151.75
2015	5	814	5869192	SRO Outreach	05	LMC	\$2,500.00
2015	5	814	5893646	SRO Outreach	05	LMC	\$2,500.00
2015	5	814	5923966	SRO Outreach	05	LMC	\$2,500.00
2015	5	814	5946289	SRO Outreach	05	LMC	\$2,500.00
2015	6	815	5869192	Youth Employment Readiness Initiative	05	LMC	\$1,226.81
2015	6	815	5893646	Youth Employment Readiness Initiative	05	LMC	\$1,139.18
2015	6	815	5934501	Youth Employment Readiness Initiative	05	LMC	\$1,006.20
2015	6	815	5946277	Youth Employment Readiness Initiative	05	LMC	\$2,127.63
2015	9	818	5869192	Pathways to Success	05	LMC	\$948.49
2015	9	818	5903336	Pathways to Success	05	LMC	\$2,991.03
2015	9	818	5923966	Pathways to Success	05	LMC	\$1,875.55
2015	9	818	5946277	Pathways to Success	05	LMC	\$1,184.93
2015	10	819	5869202	Manna Soup Kitchen	05	LMC	\$1,605.12
2015	10	819	5946277	Manna Soup Kitchen	05	LMC	\$1,394.88
2015	11	820	5903307	Interfaith Winter Shelter	05	LMC	\$3,666.66
2015	11	820	5893646	Interfaith Winter Shelter	05	LMC	\$5,500.00
2015	11	820	5946277	Interfaith Winter Shelter	05	LMC	\$1,833.34
2015	12	821	5869202	Grove St Inn	05	LMC	\$3,250.00
2015	12	821	5903307	Grove St Inn	05	LMC	\$3,250.00
2015	12	821	5923966	Grove St Inn	05	LMC	\$3,250.00
2015	12	821	5946277	Grove St Inn	05	LMC	\$3,250.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$63,227.00</b>
2015	8	817	5923966	Elder Nutrition Program	05A	LMC	\$4,000.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$4,000.00</b>
2015	7	816	5869192	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5893646	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5934501	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5946277	Homelessness Prevention Project	05C	LMC	\$1,375.00
					<b>05C</b>	<b>Matrix Code</b>	<b>\$5,500.00</b>
2015	4	813	5869192	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
2015	4	813	5893646	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
2015	4	813	5923966	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	4	813	5916289	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
					<b>05D</b>	<b>Matrix Code</b>	<b>\$4,000.00</b>
2015	3	812	5869192	Career and Education Support for Newcomers	05H	LMC	\$1,707.85
2015	3	812	5893646	Career and Education Support for Newcomers	05H	LMC	\$1,504.77
2015	3	812	5923966	Career and Education Support for Newcomers	05H	LMC	\$1,294.87
2015	3	812	5946277	Career and Education Support for Newcomers	05I	LMC	\$3,491.57
					<b>05H</b>	<b>Matrix Code</b>	<b>\$7,999.06</b>
2015	13	822	5869192	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5893646	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5923966	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5946277	Emergency Food Pantry	05W	LMC	\$2,250.00
					<b>05W</b>	<b>Matrix Code</b>	<b>\$9,000.00</b>
2015	25	825	5869192	Homeownership Center	13	LMH	\$5,076.77
2015	25	825	5893646	Homeownership Center	13	LMH	\$5,031.89
2015	25	825	5923966	Homeownership Center	13	LMH	\$5,548.67
2015	25	825	5946277	Homeownership Center	13	LMH	\$4,342.67
2015	25	826	5869125	1st Time Buyer #1: Florence Road	13	LMH	\$3,000.00
2015	25	827	5869139	1st Time Buyer #2: Aclebrook Drive	13	LMH	\$3,000.00
					<b>13</b>	<b>Matrix Code</b>	<b>\$26,000.00</b>
2015	14	824	5869192	Small Business Technical Assistance Program	18C	LMC	\$6,893.36
2015	14	824	5893646	Small Business Technical Assistance Program	18C	LMC	5465.38
2015	14	824	5923966	Small Business Technical Assistance Program	18C	LMC	5664.83
2015	14	824	5946277	Small Business Technical Assistance Program	18C	LMC	\$1,976.43
					<b>18C</b>	<b>Matrix Code</b>	<b>\$10,000.00</b>
<b>Total</b>							<b>\$214,398.45</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	2	811	5869202	Puentes: Bridges for Latinos	05	LMC	\$3,181.75
2015	2	811	5903007	Puentes: Bridges for Latinos	05	LMC	\$3,181.75
2015	2	811	5923966	Puentes: Bridges for Latinos	05	LMC	\$3,181.75
2015	2	811	5946277	Puentes: Bridges for Latinos	05	LMC	\$3,181.75
2015	5	814	5869192	SRO Outreach	05	LMC	\$2,600.00
2015	5	814	5893646	SRO Outreach	05	LMC	\$2,600.00
2015	5	814	5923966	SRO Outreach	05	LMC	\$2,600.00
2015	5	814	5946289	SRO Outreach	05	LMC	\$2,600.00
2015	6	815	5869192	Youth Employment Readiness Initiative	05	LMC	\$1,228.81
2015	6	815	5893646	Youth Employment Readiness Initiative	05	LMC	\$1,189.18
2015	6	815	5934501	Youth Employment Readiness Initiative	05	LMC	\$1,006.88
2015	6	815	5946277	Youth Employment Readiness Initiative	05	LMC	\$2,127.63
2015	9	818	5869192	Pathways to Success	05	LMC	\$948.49
2015	9	818	5903336	Pathways to Success	05	LMC	\$2,981.09
2015	9	818	5923966	Pathways to Success	05	LMC	\$1,976.56
2015	9	818	5946277	Pathways to Success	05	LMC	\$2,184.93
2015	10	819	5869202	Nanna Scup Kitchen	05	LMC	\$1,636.12
2015	10	819	5946277	Nanna Scup Kitchen	05	LMC	\$1,394.88
2015	11	820	5903007	Interfaith Winter Shelter	05	LMC	\$5,638.65
2015	11	820	5923966	Interfaith Winter Shelter	05	LMC	\$5,500.00
2015	11	820	5946277	Interfaith Winter Shelter	05	LMC	\$1,839.34
2015	12	821	5869202	Grove Station	05	LMC	\$3,250.00
2015	12	821	5903007	Grove Station	05	LMC	\$3,250.00
2015	12	821	5923966	Grove Station	05	LMC	\$3,250.00
2015	12	821	5946277	Grove Station	05	LMC	\$3,250.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$63,227.00</b>



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2015  
 NORTHAMPTON, MA

DATE: 08-20-15  
 TIME: 13:46  
 PAGE: 1

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	8	817	5923966	Elder Nutrition Program	05A	LMC	\$4,000.00
							<b>\$4,000.00</b>
2015	7	816	5869192	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5893546	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5934501	Homelessness Prevention Project	05C	LMC	\$1,375.00
2015	7	816	5946277	Homelessness Prevention Project	05C	LMC	\$1,375.00
							<b>\$5,500.00</b>
2015	4	813	5869192	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
2015	4	813	5893546	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
2015	4	813	5923966	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
2015	4	813	5946289	Big Brothers Big Sisters Mentoring	05D	LMC	\$1,000.00
							<b>\$4,000.00</b>
2015	3	812	5869192	Career and Education Support for Newcomers	05H	LMC	\$1,707.55
2015	3	812	5893546	Career and Education Support for Newcomers	05H	LMC	\$1,504.77
2015	3	812	5923966	Career and Education Support for Newcomers	05H	LMC	\$1,294.37
2015	3	812	5946277	Career and Education Support for Newcomers	05H	LMC	\$3,491.37
							<b>\$7,999.06</b>
2015	13	822	5869192	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5893546	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5923966	Emergency Food Pantry	05W	LMC	\$2,250.00
2015	13	822	5946277	Emergency Food Pantry	05W	LMC	\$2,250.00
							<b>\$9,000.00</b>
<b>Total</b>							<b>\$93,726.06</b>

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	1	810	5855542	Planning and Administration	21A		\$26,426.85
2015	1	810	5869192	Planning and Administration	21A		1430.34
2015	1	810	5875849	Planning and Administration	21A		3527.66
2015	1	810	5904376	Planning and Administration	21A		871.22
2015	1	810	5987973	Planning and Administration	21A		\$27,203.10
2015	1	810	5893546	Planning and Administration	21A		\$73.00
2015	1	810	5903007	Planning and Administration	21A		3434.15
2015	1	810	5916376	Planning and Administration	21A		\$24,016.94
2015	1	810	5923966	Planning and Administration	21A		\$1,144.36
2015	1	810	5934501	Planning and Administration	21A		\$1,713.17
2015	1	810	5946277	Planning and Administration	21A		\$1,601.04
2015	1	810	5946292	Planning and Administration	21A		\$25,571.40
2015	1	810	5916291	Planning and Administration	21A		\$11,000.00
							<b>\$120,305.15</b>
<b>Total</b>					<b>21A</b>		<b>\$120,305.15</b>

**CAPER 2016 Section 3**



**Section 3 Summary Report**

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

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

<b>Disbursement Agency</b>
CITY OF NORTHAMPTON
210 MAIN STREET, NORTHAMPTON, MA 01060
04-6001406

<b>Reporting Entity</b>
CITY OF NORTHAMPTON
210 MAIN STREET, NORTHAMPTON, MA 01060

<b>Dollar Amount</b>	\$298,927.49
<b>Contact Person</b>	Margaret Keller
<b>Date Report Submitted</b>	09/30/2016

Reporting Period		Program Area Code	Program Area Name
From	To		
07/01/2015	06/30/2016	CDB1	Community Devel Block Grants

**Part I: Employment Training**

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

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

**Part II: Contracts Awarded**

<b>Construction Contracts</b>	
Total dollar amount of construction contracts awarded	\$61,266.34
Total dollar amount of contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0.0%
Total number of Section 3 businesses receiving construction contracts	0
The minimum numerical goal for Section 3 construction opportunities is 10%.	

<b>Non-Construction Contracts</b>	
Total dollar amount of all non-construction contracts awarded	\$313,510.57
Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$0.00
Percentage of the total dollar amount that was awarded to Section 3 businesses	0.0%
Total number of Section 3 businesses receiving non-construction contracts	0
The minimum numerical goal for Section 3 non-construction opportunities is 3%.	

**Part III: Summary**

<p>Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.</p>	
No	<p>Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.</p>
No	<p>Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.</p>
No	<p>Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.</p>
No	<p>Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.</p>
No	<p>Other; describe below.</p>
<p>All requests for projects issued by the Mayor relative to the CDBG program encourage response from Section 3 compliant organizations. Selected vendors for construction and non-construction contracts receive information on Section 3 requirements in the CDBG agreement. The disbursement amount for the reporting period does not reflect draws made after June 30, 2016 for payments made during the program year. The actual disbursement amount is \$374,738.91</p>	

# CAPER 2016 Homelessness Data

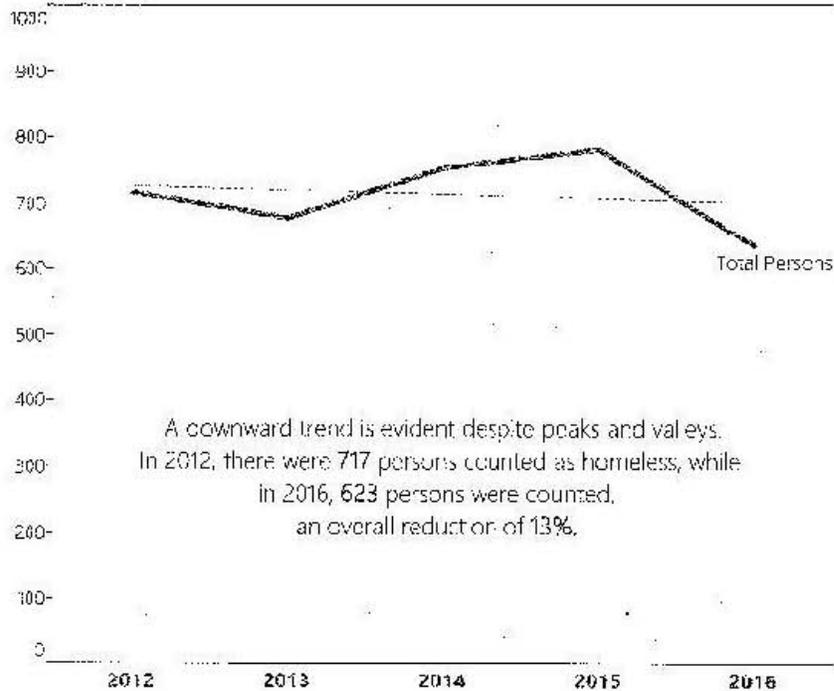


## 3 County CoC Data Report

Organization	All 3 County CoC Organizations and Programs
Topic	Point in Time Count Trends from 2012 to 2016
Description	The CoC was reconfigured in 2012 to include Berkshire County programs and exclude Hampden County programs. We now have 5 years of PIT Count data since the reconfiguration — enough to examine PIT Count trends and their underlying drivers.

### 3 County CoC Region • Berkshire, Franklin, and Hampshire Counties Point in Time Counts 2012 - 2016

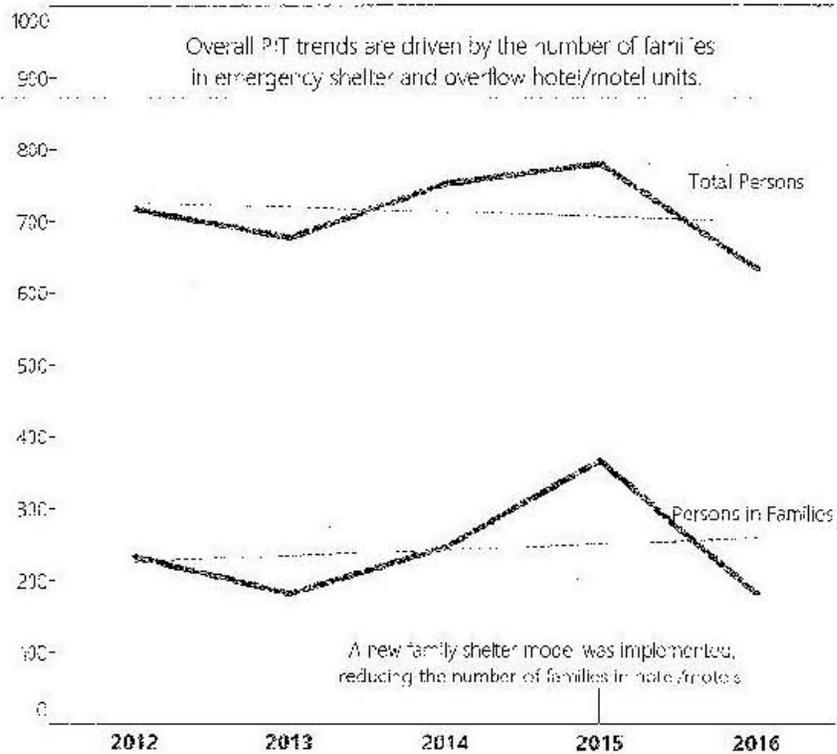
#### Overall Point in Time Counts



Report Date: February 16th, 2016

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
Point in Time Counts 2012 - 2016

**Persons in Families**



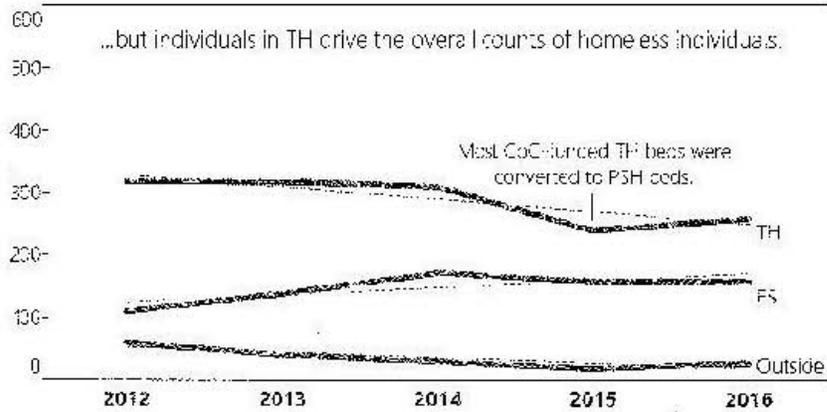
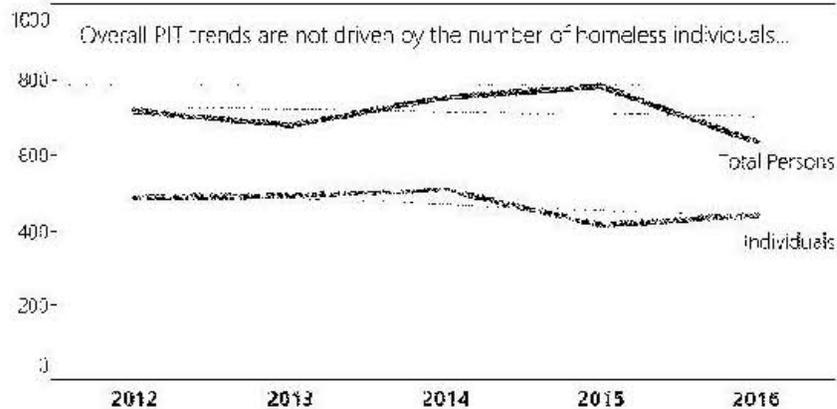
**Notes**

- In general, family shelter capacity stays constant, while Hotel/motel utilization goes up or down based on demand.
- Families in transitional housing comprise a small percentage of all families. In 2016, that percentage grew smaller, as one TH-FAM program stopped participating in the count because it no longer had dedicated beds for parents/families with a history of homelessness. In 2012, there were 18 families in transitional housing. In 2016, there were only 3 families in transitional housing.

3 County CoC  
2016

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
Point in Time Counts 2012 - 2016

Individuals



Notes

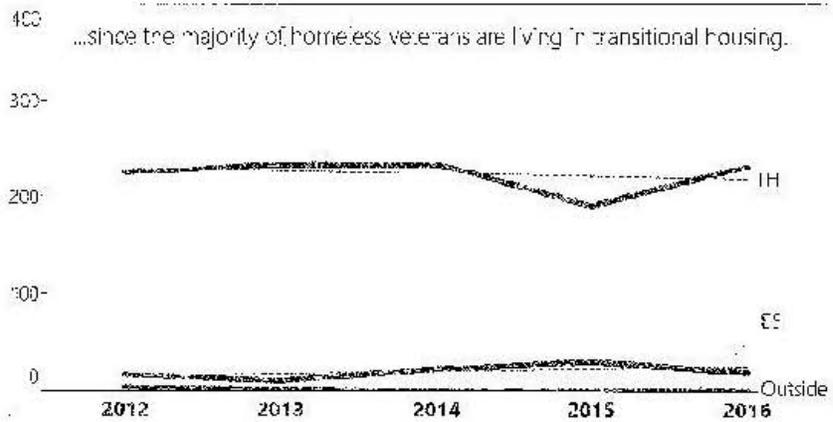
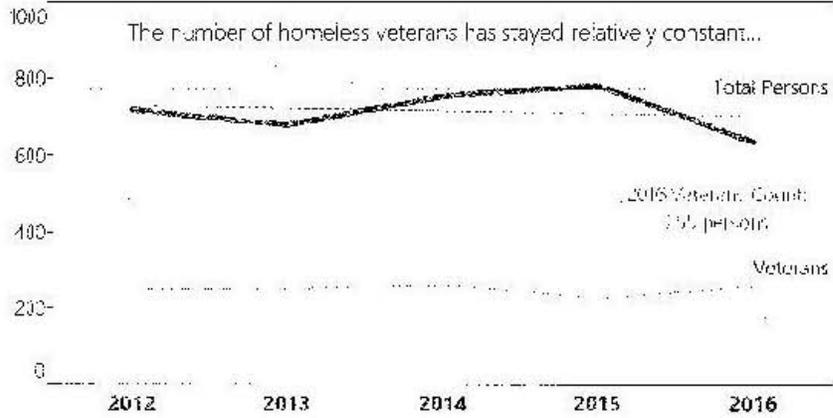
- Although most CoC-funded TH-IND beds were converted to PSH beds by the 2015 PIT Count, the majority of TH beds were funded by Soldier On, Inc. rather than by the CoC. These beds were not converted and remained TH beds. On the night of the 2016 Count, 226 of 259 TH-occupied beds were Soldier On beds, representing 87% of TH-IND beds. (See next chart.)

Report Date: February 16th, 2016

3

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
Point in Time Counts 2012 - 2016

Veterans

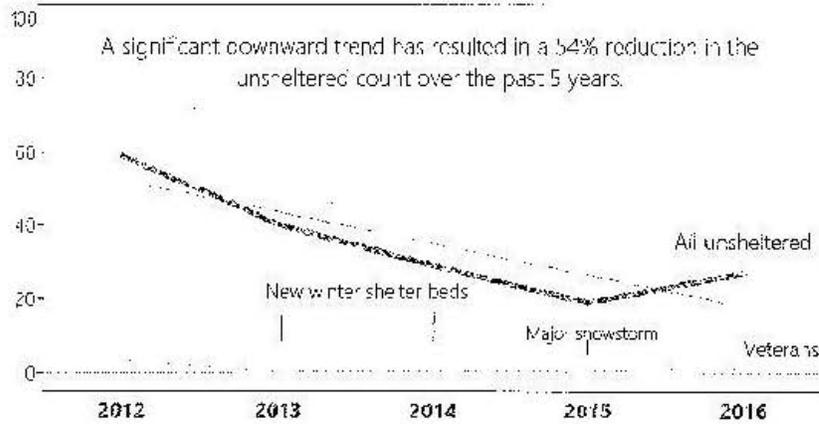
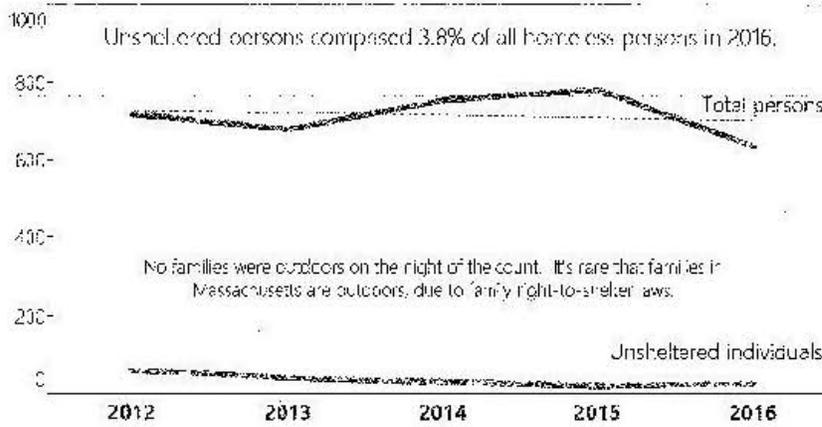


**Notes**

- Of all homeless veterans counted in 2016, **21** were staying in emergency shelter and **1** was staying outside. These persons represent 9% of all homeless veterans.
- Of all veterans in emergency shelter, **1** person was a family head of household with children staying in family shelter. All other persons were individuals.

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
Point in Time Counts 2012 - 2016

Unsheltered Persons



Notes

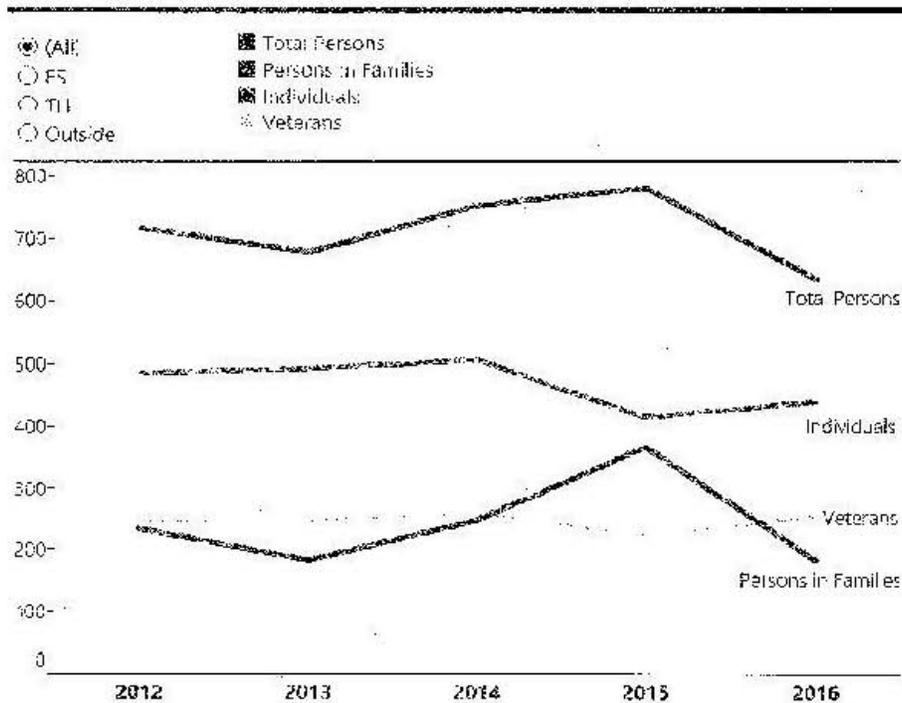
- Massachusetts has one of the lowest rates of unsheltered homelessness in the country. Last year it was **2.8%**, compared to a national rate of **31%**.
- From 2012 to 2015, unsheltered counts went down by **25%** across the country, and by **18%** across the state. The CoCs significant drop has been due to the combination of new or expanded winter beds, along with newly dedicated permanent housing beds for chronically homeless individuals.

Report Date: February 16th, 2016

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
**Point in Time Counts 2012 - 2016**

**Summary**

A small downward trend has resulted in a 13% reduction in homelessness since 2012. The reduction has been driven by a reduction in family homelessness coupled with a smaller reduction in transitional housing capacity. These, in turn, are due to systems changes including the implementation of a new family shelter model and the conversion of transitional housing beds to permanent supportive housing beds. It's likely that SSVF rapid rehousing funds have also contributed to the downward trend.



[Explore the data >>](#)

**Notes**

- It's possible, though not likely, that preliminary 2016 data may change slightly once the final PIT Count analysis is completed and confirmed. The final report will be issued in March or April.
- The CoC has not yet received demographic information for persons staying in hotel/motels during the 2016 Count. Once this data is received, we will expand this report to include an analysis of homeless young adults/ unaccompanied youth; along with County-specific data.

For more information, contact *Andrea Miller*

Report Date: February 16th, 2016

3 County CoC Region • Berkshire, Franklin, and Hampshire Counties  
Point in Time Counts 2012 - 2016

**Underlying Data**

Point in Time Counts by Year and Location

Setting	Population	2012	2013	2014	2015	2016
<b>ES</b>	Total Persons	305	280	386	495	337
	Persons in Families	196	143	216	338	191
	Individuals	109	137	170	157	156
	Veterans	16	10	22	30	21
<b>TH</b>	Total Persons	355	558	338	267	259
	Persons in Families	37	39	31	29	7
	Individuals	316	315	307	238	252
	Veterans	225	234	234	190	233
<b>Outside</b>	Total Persons	59	40	29	19	27
	Persons in Families	0	0	0	0	1
	Individuals	59	40	29	19	27
	Veterans	3	0	0	0	1

[Explore the data >>](#)

**Notes**

Summary of key events over the last 5 years

- About 40 new winter shelter beds for individuals went online in November and December 2013, just prior to the 2014 PIT Count. There was a corresponding increase in the number of persons counted.
- Most CoC-funded TH beds for individuals were converted to PSH during 2014, resulting in a lower TH-IND count in 2015.
- One family TH program stopped offering dedicated homeless beds to families in September 2015 (due to contract requirements), resulting in a lower TH-FAM count in 2016.
- There was a major snowstorm the night before the January 2015 PIT Count, which lasted into day, resulting in a significant decrease in the number of unsheltered persons counted during the 2015 PIT.

For more information, contact *Andrea Miller*

Report Date: February 16th, 2016

### 3 County CoC Point in Time Count Data Report 2016

#### Population Counts By County and Community

This shape represents a slicer. Slicers are supported in Excel 2010 or later.

If the shape was modified in an earlier version of Excel, or if the workbook was saved in Excel 2003 or

#### Household/ Persons Count

Household Count	FAM	IND	Grand Total
Amherst	5	39	44
Easthampton	0	4	4
Hadley	0	3	3
Leeds	0	185	185
Northampton	1	47	48
South Hadley	8	0	8
<b>Grand Total</b>	<b>14</b>	<b>278</b>	<b>292</b>

Number of Persons	FAM	IND	Grand Total
Amherst	12	42	54
Easthampton	0	4	4
Hadley	0	3	3
Leeds	0	185	185
Northampton	4	47	51
South Hadley	29	0	29
<b>Grand Total</b>	<b>45</b>	<b>281</b>	<b>326</b>

#### Priority Populations

Veterans	FAM	IND	Grand Total
Amherst	0	5	5
Easthampton	0	0	0
Hadley	0	0	0
Leeds	0	185	185
Northampton	0	3	3
South Hadley	0	0	0
<b>Grand Total</b>	<b>0</b>	<b>193</b>	<b>193</b>

Chronic Homeless Adults	FAM	IND	Grand Total
Amherst	1	14	15
Easthampton	0	2	2
Hadley	0	3	3
Leeds	0	0	0
Northampton	0	12	12
South Hadley	2	0	2
<b>Grand Total</b>	<b>3</b>	<b>31</b>	<b>34</b>

April 2016

Young Adults	FAM	IND	Grand Total
Amherst	2	4	6
Essexhampton	0	0	0
Hadley	0	0	0
Leeds	0	1	1
Northampton	1	1	2
South Hadley	2	0	2
<b>Grand Total</b>	<b>5</b>	<b>6</b>	<b>11</b>

# CAPER 2016 Checklist

**CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
ENTITLEMENT REVIEW DOCUMENT  
eCon Planning Suite  
Boston, 2015 Reporting Year**

*This Page is for HUD Use Only*

**Name of Grantee:** \_\_\_\_\_

**Name of HUD Reviewer:** \_\_\_\_\_

**Date CAPER due:** \_\_\_\_\_

**Date of CAPER Receipt** (see timestamp below "status" and CR – 00): \_\_\_\_\_ Is this date within 90 days after the close of the grantee's program year? \_\_\_\_\_ If not, was last year's CAPER also late? \_\_\_\_\_

**Review Format and Requirements**

The following reports, as applicable, must be used to complete the review of the CAPER. Please print and attach them to this review document.

- CPD Grantee Performance Report (available under CPD Reports in Microstrategy)
- CPD Cross Program Funding Matrix (available under CPD Reports in Microstrategy)
- IDIS: PR01; PR03 [current year only], PR25, and PR59 [CDBG]; PR22 [Open Activities/Activities Completed/Cancelled in the Last Year], and PR33 [HOME]; PR84 [HOPWA]; and PR14 [NRSA]
- HOME activities flagged on the HOME "Review Activities" page in IDIS

**Conclusion and Recommendation**

Once the review is complete and all regulatory determinations on the checklists are marked yes, prepare the annual performance review letter and forward it, together with this CAPER review document and attached reports, for the Program Manager's and Director's signatures. The letter must discuss any significant issues addressed and resolved as part of the review, including management of CPD funds; accuracy of performance reports; and progress towards meeting consolidated plan goals, especially affordable housing. It must also include a reminder that HUD's letter must accompany all copies of their CAPER.

**Date of Deficiency Letter [if any]:** \_\_\_\_\_ [If none, mark NA].

**Note:** Deficiency letter deadline is 60 days from date of CAPER receipt. A deficiency letter, signed by the Director, **must** be sent to the grantee's CD Director if the CAPER is not satisfactory [e.g., does not contain all of the required items].

**Comments:** \_\_\_\_\_

**Signatures:**

Reviewer: _____	Date CAPER Determined Satisfactory: _____
Program Manager: _____	Date: _____
CPD Director: _____	Date: _____

**eCon PLANNING SUITE 2015 ENTITLEMENT REVIEW CHECKLIST**  
**Boston, August 2016**

Indicate Y or N and page # in space provided

Is there evidence that 15 day comment period for citizens was provided? Y (AD ATTACHED)  
**Note:** A jurisdiction must make the report available to the public for examination and comment for a period of at least 15-days. Additionally, the jurisdiction must review program performance at public hearings, and must consider comments or views of citizens received in writing or orally at public hearings while preparing the performance report. Jurisdictions are also expected to take whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

Is there a summary of comments received? Y

**CR-05 – Goals and Outcomes**

1. Did the jurisdiction report the progress it made in carrying out its strategic plan and its action plan? §91.520(a) Y 1-9
2. Did the jurisdiction compare the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made towards meeting goals and objectives? §91.520(g) Y 1-9
3. Did the jurisdiction assess how the use of funds, particularly CDBG, addressed the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified? §91.520(d) Y 9-10

**Note:** These tables provide a comparison of the proposed goals versus actual outcomes for each goal included in the action plan and strategic plan. Expected, Actual, and Percent Complete fields were populated from the action plan and accomplishment data entered at the IDIS activity level. Users can edit the data if they appear incorrect.

Jurisdictions should cite specific examples from the two tables to highlight specify accomplishments and, if applicable, explain why progress was not made toward meeting specific goals, objective, and the proposed outcomes.

**Note IDIS Issues:** If reviewing a Word download of the CAPER, check the CR-05 screen to ensure that the grantee has not inserted any additional content. Grantees may insert content on this screen such as supplemental narrative, text boxes, tables or images. Due to a system defect these insertions do not appear in the downloaded Word report.

**CR-10 – Racial and Ethnic Composition of Families Assisted**

1. Did the CAPER describe the families assisted, including the racial and ethnic status of families assisted? This can be reported on the table.  
§91.520(a) Y pg. 11

Note: This table is read only and cannot be edited. Information in this table is from activity accomplishment data entered by the grantee during the program year into IDIS. ESG specific accomplishments associated with ESG projects are recorded in the Homeless Management Information System (HMIS) and are not recorded in IDIS. ESG grantees will report this data in the ecart tool which grantees will attach to the CR – 00 screen.

Note IDIS Issues: In some cases, a column for HOME accomplishments may appear on this screen when the grantee is not a HOME PJ.

### CR-15 – Resources and Investments

1. Did it identify the geographic distribution and location of investments?

\$91.520(a) Y pg. 12

Note: The table provides a list of the target areas identified in the strategic plan. If target areas are not identified in the strategic plan, the grantee should discuss the geographic distribution and location of investments in the narrative.

2. Did it 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 were used to address the needs of the plan? Y pg. 13

3. **Fiscal Year Summary – HOME Match (HUD 40107 – a report)**

- a. Excess match from prior federal fiscal year. This should be the amount of carryover from the previous year's match report. (Line 5 from prior year report). \_\_\_\_\_
- b. match contributed during current federal fiscal year. This should be the total listed from the match contribution table on the screen. (Some of column 9). \_\_\_\_\_
- c. total match available for current federal fiscal year (line 1+ line 2). System calculated. \_\_\_\_\_
- d. Match liability for current federal fiscal year. This should be the same amount as that listed on the PR 33 home match liability report under the column match liability amount for the current fiscal year. \_\_\_\_\_
- e. Excess match carried over to next federal fiscal year (line 3-94). System calculated. \_\_\_\_\_

4. **HOME program income**

- a. verify amount received during reporting. By using the PR 09 report. \_\_\_\_\_
- b. Verify the total amount expended during report. By using the PR 07 report. \_\_\_\_\_
- c. Verify the amount expended for TBRA by using the PR05 or PR07 report. \_\_\_\_\_
- d. Verify the balance on hand at end of reporting. By using the PR 09 report. \_\_\_\_\_

5. **HOME MBE/WBE Report**

Did the PJ indicate the number and dollar value of contracts for HOME projects completed during the reporting period \_\_\_\_\_

Note: These items replace the HUD-40107, HOME Annual Performance Report. Remember that the HOME match requirement is based on the federal fiscal year, not the PJ's program year. Expenditure data and the CR – 15 screen is generated by IDIS based on drawdowns completed during the program year. Drawdowns made after the CAPER is generated will not appear on the screen. The grantee may update values in both columns trip but was made after the CAPER is begun. The amount reported is

based on the federal fiscal year immediately preceding the end of the PJs program year. For example, if the last day of the PJs program year is March 31, 2015, the time frame for reporting match would be October 1, 2013 through September 30, 2014. If the last day of the PJs program year is September 30, 2015, the time frame for reporting match would be October 1, 2014 through September 30, 2015. The IDIS PR 33 report identifies the PJs matching liability amount for each federal fiscal year.

**Note IDIS Issues:**

- FOR NON-HOME PJs – The Word download includes sections for non-HOME grantees, but it does not appear of the screen. If you are reviewing a Word download and this section is blank for a non-HOME grantee, ignore this section.

**CR-20 – Affordable Housing**

1. Did the jurisdiction add the actual number of households to the homeless, non-homeless and special needs chart? Use the PR – 03, PR-16 and PR23 reports to assist in the review. **Y pg. 14**

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

2. Did the jurisdiction provide the actual numbers in the "Affordable Housing – Number of Households Supported Table? 91.520(b) **Y pg. 14**

Note: This table lists the goals and actual number of affordable housing units produced in the program year for each type of housing assistance (rental assistance, production of new units, rehabilitation of existing units, and acquisition of existing units). The One-Year Goal field is system-generated based on the information from screen AP-55 – Affordable Housing in the Annual Action Plan. The numbers reported in the Actual field should be consistent with the accomplishments reported at the Activity level in IDIS. Several reports, including the PR23 – Summary of Accomplishments for CDBG & HOME, can help the jurisdiction determine the actual counts for the program year. Grantees can adjust these values to correct actual numbers. For the purpose of this section, the term "affordable housing" is defined in the HOME regulations at 24 CFT 92.252 for rental housing and 24 CFR 92.254 for homeownership

The numbers reported in the Actual field should be consistent with the accomplishments reported at the activity level in IDIS. Several reports, including the PR23, can help the jurisdiction determine the actual counts for the program year.

3. Did it discuss the difference between goals and outcomes and the problems encountered in meeting these goals?

§91.525(i) Y pg. 14-15

Note: This section should identify barriers that may have a negative impact on progress, and should cite specific examples for programs that are not meeting their goals.

4. Did it discuss how these outcomes will impact future annual action plans?

§91.520(b) Y pg. 15

5. Did it include the number of:

- a. extremely low-income renter and owner households Y
  - b. low-income renter and owner households Y
  - c. moderate-income renter and owner households Y
  - d. middle income persons served N ?
  - e. homeless persons served Y pg. 15
- pg. 15

Note: This table should display the number of persons assisted at each income level who received housing assistance during the program year. The numbers reported for actual based on accomplishments entered into IDIS at the activity level. Incorrect numbers may be the result of accomplishments entered after the CAPER was created. Several reports, including the PR23 – Summary of Accomplishments, can help the jurisdiction determine the actual counts for the number of households that were provided affordable housing units during the program year. Grantees can adjust these values in the system to correct actual numbers. Compare the number of ELI, LI, MI, and homeless households provided affordable housing with narrative for the strategic plan goals summary screen SP-45 to determine progress in meeting the strategic plan goal. For the purpose of this section, the term “affordable housing” for all program accomplishments is defined in the HOME regulations at 24 CFT 92.252 for rental housing and 24 CFR 92.254 for homeownership. Other housing units assisted that do not meet the definition of “affordable housing” in the HOME regulations at 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership may be discussed separately. These estimates should not include the provision of emergency shelter, transitional shelter, or social services.

Note IDIS Issues:

- The system calculates accomplishments incorrectly for the HOME Program.
- The column for HOME accomplishments is currently included for non-HOME PJs. Non-HOME PJs should ignore this column until the system is corrected.

6. Did the grantee provide additional narrative regarding the information provided by these tables? Is there an evaluation of progress in meeting its specific objective of providing

affordable housing assistance during the reporting period? Each type of owner and renter household should be discussed (ELI, LI, Mod, MI, Homeless). Y-pg. 15

#### CR-25 – Homeless and Other Special Needs

Did the CAPER evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through?

- 1) Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs?  
§91.520(c) Y-pg. 16
- 2) Addressing the emergency shelter and transitional housing needs of homeless persons?  
§91.520(c) Y-pg. 16, 17
- 3) 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?  
§91.520(c) Y-pg. 18
- 4) 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?  
§91.520(c) Y-pg. 17

#### CR-30 – Public Housing

1. Did the CAPER describe actions taken to address the needs of public housing?  
§91.520(a) Y-pg. 19
2. Did it describe actions taken to encourage public housing residents to become more involved in management and participate in homeownership?  
§91.520(a) Y-pg. 19
3. Did it describe actions taken to provide assistance to troubled PHAs?  
§91.520(a) NA

#### CR-35 – Other Actions

1. Did the CAPER describe 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?

§91.520(a) Y-pg. 21

2. Did it describe actions taken to address obstacles to meeting underserved needs?

§91.520(a) Y-pg. 21-22

3. Did it include actions taken to reduce lead-based paint hazards?

§91.520(a) Y-pg. 22

Note IDIS Issue: In the Word version, the labels for the second text box are incorrectly repeated as the label for the third text box. The third text box should contain a description of actions taken to reduce lead-based paint hazards.

4. Did it include actions taken to reduce the number of poverty-level families?

§91.520(a) Y-pg. 22

5. Did it include actions taken to develop institutional structure?

§91.520(a) Y-pg. 22

6. Did it include actions taken to enhance coordination between public and private housing and social service agencies?

§91.520(a) Y-pg. 23

7. Did it identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice or AFH?

§91.520(a) Y-pg. 23-24

#### CR-40 – Monitoring

1. Did the CAPER include a description of 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? This should include all CPD funds received: CDBG, HOME, ESG & HOPWA.

Y-pg. 25

2. Did it include a description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports, including minorities, non-English speaking persons and persons with disabilities?

Y-pg. 25

CR-45 – CDBG

Is this a CDBG grantee? Y If yes, answer the following:

1. Did the CAPER specify the nature of, and the 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?

§91.520(c) Y - pg. 26

2. Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? NO

Note: BEDI grantees should describe program accomplishments and outcomes following instructions for Section 108 reporting contained in Chapters 8 and 9 of the IDIS Online for CDBG Entitlement Communities Training Manual at:

<https://www.hudexchange.info/resource/2685/idis-online-for-cdbg-entitlement-communities-training-manual/>. Review IDIS PR03 Report to determine extent to which

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

91.520(d) Review jurisdictions with a HUD-approved neighborhood revitalization strategy to determine progress against benchmarks for the program year.

3. Did it describe the accomplishments and program outcomes during the last year?

§91.520(c) Y 1-4

4. **Public Service Cap:** Does the total amount of CDBG funds obligated for public services activities (*line 36 or the IDIS PR26 report*) exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior fiscal year? (unless an approved exception grantee). NO List percentage: 15%

5. **Planning and Administration Cap:** Does the total amount of CDBG funds obligated for planning and administration activities (*line 46 or the IDIS PR26 report*) exceed 20 percent of the sum of grant plus 20% of the program income that was received during the current program year? NO List percentage: 15.99%

6. Was the 70% low/mod overall spending requirement for CDBG met (PR26 report)? Y

7. The PR26 is a required submission for entitlement CDBG grantees. Has the PR26 or the PR 28 (for States) been submitted? Y

8. Is the CDBG data complete in IDIS? Y

9. If this is a multi-year certification, review period covered (PR26)? NO

10. For 2015 grants and later, grantees must pass 2 tests to determine compliance in accordance with 5/0.200(g). - Limitation on planning and administrative costs

- a. Origin year grant expenditure test. Did the grantee expend no more than 20 percent of any origin year grant for planning and program administrative costs, as defined in §§570.205 and 570.206, respectively? Expenditures of program income for planning and program administrative costs are excluded from this calculation. Y
- b. Program year obligation test. For all grants and recipients subject to subpart D, Did the amount of CDBG funds obligated during each program year for planning plus administrative costs, as defined in §§570.205 and 570.206, respectively, exceed 20 percent of the sum of the grant made for that program year (if any) plus the program income received by the recipient and its subrecipients (if any) during that program year? NO List percentage: 10.99%

11. Transition from FIFO to Grant Based Accounting: For 2015 and later grants, is the funding for each CDBG allocation year consistent with the information presented in the grantee's annual action plan? For example, if the grantee is funding an activity from the 2015 allocation, this activity should be included in the grantee's 2015 annual action plan or under a project that is included in the 2015 annual action plan. Y

Note: Review the following IDIS reports to ensure that the CDBG grant is appropriately transitioning to GBA: PR03 (CDBG Activity Summary Report: will have new sections providing activity funding and drawdowns by grant year), PR02 ( List of Activities by Program Year and Project will allow to drill down to funding and draw data by clicking on a specific activity)

**CR-50 – HOME**

Is this a HOME PJ? NO If yes, answer the following:

- 1. Did the CAPER 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?  
§91.520(d) \_\_\_\_\_

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

- 2. Did it provide an assessment of the jurisdiction's affirmative marketing actions for HOME units?  
§91.520(d) \_\_\_\_\_
- 3. Did it 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?  
§91.520(d) \_\_\_\_\_
- 4. Did it describe other actions taken to foster and maintain affordable housing? \_\_\_\_\_

5. Is the HOME data complete in IDIS? \_\_\_\_\_

6. Financial Analysis (PR22, PR 25, PR19, PR27):

a. Has the grantee exceeded the 10% administrative cap for HOME? \_\_\_\_\_

b. Has the grantee met the 15% CHDO set-aside for HOME? \_\_\_\_\_

c. Has the PJ met its 24-month HOME commitment requirement? \_\_\_\_\_

d. Has the PJ met its five year HOME expenditure requirement? \_\_\_\_\_

e. Has the PJ met its five year 15% CHDO expenditure requirement? \_\_\_\_\_

7. Transition to Grant Based Accounting (HOME FACTS – VOL. 6 NO.2, June 2015)

For 2015 and later grants, is the funding for each HOME allocation year consistent with the information presented in the PJ's annual action plan? For example, if the PJ is funding a homebuyer activity from the 2015 allocation, this activity should be included in the PJ's 2015 annual action plan or under a project that is included in the 2015 annual action plan. \_\_\_\_\_

Note: Review the following IDIS reports to ensure that the HOME grant is appropriately transitioning to GBA: PR02 [HOME] (administrative activities including bills funded with ED and CO fund types, list of activities by program year and projects), PR 27(summary of commitment and draw information at the grant and subfund level), PR 35(information at the subfund and sub grant level)

#### CR-55 – HOPWA

Is this a HOPWA grantee? NO If yes, answer the following:

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

Did the grantee complete the HOPWA performance table, which describes the number of households served through:

- Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
- Tenant-based rental assistance

- c. Units provided in permanent housing facilities developed, leased or operated with HOPWA funds \_\_\_\_\_
- d. Units provided in transitional short-term housing facilities developed, leased or operated with HOPWA funds §91.520(f) \_\_\_\_\_

2. Is the HOPWA data complete in IDIS? \_\_\_\_\_

Note IDIS Issue: When downloaded in Word, rows in the table are repeated 16 times and the "Totals" row is missing.

- 3. Financial Analysis (paper CAPER):
  - a. Did the grantee exceed the 3% administrative cap for HOPWA recipients or 7% administrative cap for project sponsors? \_\_\_\_\_
  - b. Did the jurisdiction describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements? \_\_\_\_\_
- 4. Transition to Grant Based Accounting Guidance for HOPWA Formula Grantees, April 2015  
For 2015 and later grants, did the HOPWA recipient ensure that the program year matches the grant year of funds when funding/drawing activities? For instance, a HOPWA activity set up under a 2015 project can only be funded by the FY 2015 grant. \_\_\_\_\_
- 5. Did the grantee follow the prescribed project and activity naming convention? \_\_\_\_\_
  - a. HOPWA projects naming convention: FFY + Agency Name + Grant Number + Agency Abbreviation \_\_\_\_\_
  - b. HOPWA activities naming convention: FFY + Service Type + Grant Number + Agency Abbreviation \_\_\_\_\_

#### CR-60 – ESG

Is this an ESG grantee? NO If yes, answer the following:

- 1. Did the grantee complete all of the required ESG recipient and subrecipient information?

Note: This information can be confirmed in each grantee/PJ profile.

- 2. 91.520(g) Did the recipient enter the contact information? \_\_\_\_\_
- 3. Did the report identify CoCs in which the recipient or subrecipient will provide ESG assistance?  
\_\_\_\_\_
- 4. Was the reporting period included? (This should be pre-populated) \_\_\_\_\_
- 5. Did the recipient identify subrecipients? Was the following information included? \_\_\_\_\_
  - a. Whether or not the subrecipient is a victim's service provider? \_\_\_\_\_
  - b. Organization type, e.g. faith-based, UGLG, non-profit, etc.? \_\_\_\_\_

c. ESG grant or contract award amount? \_\_\_\_\_

#### CR-65 – ESG Persons Assisted

Note: Starting with their 2015 CAPER submissions, ESG recipients will report accomplishments on persons assisted through ESG-funded projects using the ESG-CAPER Annual Reporting Tool (eCart). eCart is a Microsoft Excel spreadsheet that is configured to load subrecipient-level, aggregate information from an HMIS. The information in eCart replaces all data previously collected on screen CR-65. Recipients will attach the eCart to screen CR-00 to fulfill the new requirement and no longer need to manually enter data into the tables on screen CR-65. Recipients should leave all tables on screen CR-65 blank.

To review the report information in the eCart, click on screen CR-00, scroll to the bottom of the screen, and click on "View" for the uploaded attachment. Recipients need to embed the Excel file in a Word document because the eCon Planning Suite does not support Excel attachments. Open the Word document and click on the Excel file icon located in the Word file to open eCart. Once open, six tabs are visible in the Excel file:

- **Introduction:** This tab contains the eCart Guide, which instructs recipients on how to use the eCart tool.
- **Import Data:** This tab contains the recipient's contact information and program year (reporting period).
- **Check Your Data:** This tab indicates: a) if a subrecipient's project is uploaded more than once; and b) if the "total persons reported" in each table is equal to the appropriate number of persons reported in Q6a – Report Validations Table (located on the "Combined Report" tab).
- **Report with Filters:** Use this tab to view filtered data, based on the filters you select on the Data tab. Data can be filtered by Organization (subrecipient(s)), Project type (component type(s)), and Project name(s). You are not required to use the filter function for your CAPER review.
- **Combined Report:** Use this tab to view recipient-level report totals (all subrecipient data included, data for all component types combined (unless the question is specific to only certain components)). This tab is identical to the "Report by Project" tab, but it is not designed to be filtered—it provides a total report for all data on the eCart "Data" tab.
- **Data:** This tab contains all subrecipient level data, which is used to populate the report tables on the "Combined Report" and "Report with Filters" tabs. To use the filter function, first apply the filter on the "Data" tab and move to the "Report with Filters" tab to see the actual report on the screen. The "Report with Filters" tab shows the full report with the totals according to the filters selected. There is a filter table showing the selected filters on the "Data" tab.

Refer to eCart (ESG\_CAPER Annual Reporting Tool) and Guide on the HUD Exchange for more detailed information about the eCart's functionality.

1. Did the jurisdiction complete Q5a. HMIS or Comparable Database Data Quality? \_\_\_\_\_
2. Did the jurisdiction complete Q6a. Report Validations Table? \_\_\_\_\_
3. Did the jurisdiction resolve all validation errors? \_\_\_\_\_
4. (Check the "Check Your Data" tab to see if any errors are listed. If the error rate exceeds 25%, recipients have been instructed to explain why data could not be corrected & the plan to resolve the errors in a narrative text box on CR-65). \_\_\_\_\_

5. Did the jurisdiction complete Q6b. Number of Persons Served? \_\_\_\_\_
6. Did the jurisdiction complete Q7a. Number of Households Served? \_\_\_\_\_
7. Did the jurisdiction complete Q9a. Number of Persons Contacted? (ES-NBN and SO only) \_\_\_\_\_
8. Did the jurisdiction complete Q9b. Number of Persons Engaged? (ES-NBN and SO only) \_\_\_\_\_
9. Did the jurisdiction complete Q10a. Gender of Adults? \_\_\_\_\_
10. Did the jurisdiction complete Q10b. Gender of Childrer? \_\_\_\_\_
11. Did the jurisdiction complete Q10c. Gender of Persons Missing Age Information? \_\_\_\_\_
12. Did the jurisdiction complete Q10d. Gender by Age Ranges? \_\_\_\_\_
13. Did the jurisdiction complete Q11. Age? \_\_\_\_\_
14. Did the jurisdiction complete Q12a. Race? \_\_\_\_\_
15. Did the jurisdiction complete Q12b. Ethnicity? \_\_\_\_\_
16. Did the jurisdiction complete Q13a1. Physical and Mental Health Conditions at Entry? \_\_\_\_\_
17. Did the jurisdiction complete Q13b1. Physical and Mental Health Conditions of Leavers? \_\_\_\_\_
18. Did the jurisdiction complete Q13c1. Physical and Mental Health Conditions of Stayers? \_\_\_\_\_
19. Did the jurisdiction complete Q14a. Persons with Domestic Violence History? \_\_\_\_\_
20. Did the jurisdiction complete Q15. Residence Prior to Project Entry? \_\_\_\_\_
21. Did the jurisdiction complete Q20a. Type of Non-Cash Benefit Sources? \_\_\_\_\_
22. Did the jurisdiction complete Q21. Health Insurance? \_\_\_\_\_
23. Did the jurisdiction complete Q22a2. Length of Participation? \_\_\_\_\_
24. Did the jurisdiction complete Q22c. RRH Length of Time between Project Entry Data and Residential Move-in Date? \_\_\_\_\_
25. Did the jurisdiction complete Q22d. Length of Participation by Household Type? \_\_\_\_\_
26. Did the jurisdiction complete Q23. Exit Destination – More than 90 Days? \_\_\_\_\_
27. Did the jurisdiction complete Q23a. Exit Destination – All Persons? \_\_\_\_\_
28. Did the jurisdiction complete Q23b. Homeless Prevention Housing Assessment at Exit? \_\_\_\_\_
29. Did the jurisdiction complete Q24. Exit Destination – 90 Days or Less? \_\_\_\_\_
30. Did the jurisdiction complete Q25a. Number of Veterans? \_\_\_\_\_
31. Did the jurisdiction complete Q26b. Number of Chronically Homeless Persons by Household? \_\_\_\_\_

Note: Currently, there is no column for Street Outreach in the “special population” table; however, this data is still required. Recipients that are submitting a full CAPER in IDIS may attach this information to screen CR-65 in a table format. Recipients that are completing an ESG-only CAPER must ensure that this information is reported as part of the paper copy of the CAPER submitted to the applicable HUD field office.

Note IDIS Issue: When downloaded in Word, columns in Table 7 are mislabeled.

#### CR-70 – ESG Assistance Provided

1. Did the recipient complete the “shelter utilization” rates for ESG expenditures?
  - a. Number of beds – rehabbed? \_\_\_\_\_
  - b. Number of beds – conversion? \_\_\_\_\_

- c. Total number of bed nights available? \_\_\_\_\_
  - d. Total number of bed nights provided? \_\_\_\_\_
  - e. Capacity utilization? \_\_\_\_\_
2. Did the recipient report the projected outcomes that were developed in consultation with the CoC? \_\_\_\_\_

**CR-75 – ESG Expenditures**

1. Did the recipient complete the following tables based on the FFY 2013, 2014 and 2015 grants:
- a. Expenditures for homeless prevention? \_\_\_\_\_
  - b. Expenditures for rapid re-housing? \_\_\_\_\_
  - c. Expenditures for emergency shelter? \_\_\_\_\_
  - d. Other grant expenditures? \_\_\_\_\_
  - e. Total grant expenditures? \_\_\_\_\_
  - f. Match source? \_\_\_\_\_
  - g. Total amount expended on ESG activities? \_\_\_\_\_

Note: CPD Reps should review this table in IDIS. In the word download, the label for subtotal on table 11B ESG Expenditures for Rapid Re-Housing is incorrect, it should be "Subtotal Rapid Re-Housing." Totals in tables 11e and 11g in the MS Word download currently exclude the 'Street outreach' values in table 11d from the total calculation.

2. Is this information consistent with the PR-91, ESG Financial Summary? \_\_\_\_\_

**Financial Analysis:**

- a. Has the grantee exceeded the 7.5% administrative cap for ESG? \_\_\_\_\_
  - b. Does the amount of ESG funds for street outreach and emergency shelter activities exceed the greater of 60% of the jurisdiction's fiscal year ESG grant or the amount of FY2010 ESG funds committed for homeless assistance activities? \_\_\_\_\_
3. Transition to Grant Based Accounting Guidance for ESG Recipients: Grant Based Accounting For 2015 and later grants, Did the ESG recipient ensure that the program year matches the grant year of funds when funding/drawing activities. For instance, an ESG activity set up under a 2015 project can only be funded by the FY 2015 grant. \_\_\_\_\_
4. Did the grantee follow the prescribed project and activity naming convention? \_\_\_\_\_
- a. ESG projects required naming convention: start with the program "ESG" followed by the two digit federal fiscal year of FFY usually but not always the program year and then the recipient's name, leaving a space between "ESG15" in the recipient name. For example, ESG15 HUDville. \_\_\_\_\_
  - b. ESG activities required naming convention: start with the program "ESG" followed by the two digit FFY and then one of the six allowable activity categories. The naming convention includes the space between "ESG15" and the activity category. For example, ESG15 Street Outreach \_\_\_\_\_

**CITY OF  
NORTHAMPTON**

Community Development  
Block Grant Program  
Consolidated Annual  
Performance and  
Evaluation Report

**NOTICE OF AVAILABILITY**

The City of Northampton's  
Community Development  
Block Grant (CDBG)  
Program Consolidated  
Annual Performance and  
Evaluation Report (CAPER)  
will be available for public  
review and comment on  
September 26, 2016 in the  
Office of the Mayor Monday  
- Friday 8:30 a.m. to 4:30  
p.m. Comments will be  
accepted until the end of  
day on October 12, 2016.  
The CAPER covers the  
program year July 1, 2015  
thru June 30, 2016. The  
report will also be available  
on line at the [http://www.  
northamptonma.gov](http://www.northamptonma.gov). Go to  
Housing/CDBG/ Mayor's  
Office, ConPlan Reports.  
Contact Margaret Keller,  
CDBG Administrator, 413-  
587-1288 or [pkeller@  
northamptonma.gov](mailto:pkeller@northamptonma.gov)  
September 21