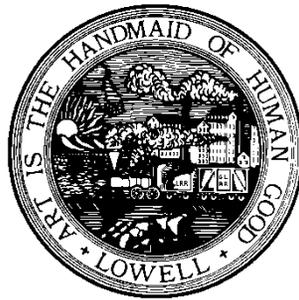


City of Lowell, Massachusetts

**Consolidated Annual Performance
and Evaluation Report
(CAPER)**

**for the HUD
CDBG, ESG, HOME and HOPWA Programs**

2019-2020 Program Year



**Office of the City Manager
Department of Planning and Development
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Lowell, MA 01852
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September 2020

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.

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
DH-1.1	Affordable Housing	CDBG: \$ / HOPWA: \$ / HOME: \$ / ESG: \$	Rental units constructed	Household Housing Unit	10	0	0.00%
DH-1.1	Affordable Housing	CDBG: \$ / HOPWA: \$ / HOME: \$ / ESG: \$	Homeowner Housing Added	Household Housing Unit	10	0	0.00%
DH-1.1	Affordable Housing	CDBG: \$ / HOPWA: \$ / HOME: \$ / ESG: \$	Buildings Demolished	Buildings	0	0	
DH-1.2	Affordable Housing Non-Homeless Special Needs	HOPWA: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0	
DH-1.2	Affordable Housing Non-Homeless Special Needs	HOPWA: \$	HIV/AIDS Housing Operations	Household Housing Unit	2750	0	0.00%

DH-1.3	Affordable Housing	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	3500	0	0.00%
DH-1.4	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	
DH-1.4	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	250	0	0.00%
DH-2.1	Affordable Housing	HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	25	
DH-2.1	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	275	25	9.09%
DH-2.2	Affordable Housing	CDBG: \$55000 / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	175	0	0.00%
DH-2.3	Affordable Housing	CDBG: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	35	
DH-2.3	Affordable Housing	CDBG: \$ / ESG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	225	0	0.00%
DH-2.3	Affordable Housing	CDBG: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	0	0	
DH-2.4	Affordable Housing Homeless Non-Homeless Special Needs	HOPWA: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0	
DH-2.4	Affordable Housing Homeless Non-Homeless Special Needs	HOPWA: \$	HIV/AIDS Housing Operations	Household Housing Unit	140	0	0.00%
EO-1.1	Economic Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	140	28.00%
EO-1.1	Economic Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0	

EO-1.1	Economic Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	20	
EO-1.2	Economic Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	6	
EO-1.2	Economic Development	CDBG: \$	Businesses assisted	Businesses Assisted	95	0	0.00%
EO-1.3	Economic Development	CDBG: \$	Jobs created/retained	Jobs	250	0	0.00%
EO-1.3	Economic Development	CDBG: \$	Other	Other	0	0	
SL-1.1	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3570	1702	47.68%
SL-1.2	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	32100	128	0.40%
SL-1.3	Homeless	CDBG: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	260	
SL-1.3	Homeless	CDBG: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	
SL-1.3	Homeless	CDBG: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	37510	0	0.00%
SL-1.4	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	
SL-1.4	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	8	
SL-1.4	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Other	Other	15	0	0.00%

SL-2.1	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	825	0	0.00%
SL-3.1	Non-Housing Community Development	CDBG: \$	Other	Other	5	0	0.00%
SL-3.2	Non-Housing Community Development	CDBG: \$ / HOPWA: \$0 / HOME: \$0 / ESG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	160000	0	0.00%
SL-3.2	Non-Housing Community Development	CDBG: \$ / HOPWA: \$0 / HOME: \$0 / ESG: \$0	Other	Other	50	0	0.00%
SL-3.3	Non-Homeless Special Needs	CDBG: \$ / HOPWA: \$ / HOME: \$ / ESG: \$	Rental units constructed	Household Housing Unit	0	0	
SL-3.3	Non-Homeless Special Needs	CDBG: \$ / HOPWA: \$ / HOME: \$ / ESG: \$	Buildings Demolished	Buildings	1	0	0.00%

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.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

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

Narrative

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	public - federal	4,272,952	
HOME	public - federal	1,701,304	
HOPWA	public - federal	3,016,926	
ESG	public - federal	339,876	

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
City of Lowell	97		Elegible activities in the City of Lowell
HOPWA MSA	65		Middlesex and Essex County

Table 4 – Identify the geographic distribution and location of investments

Narrative

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.

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

Table 5 – Fiscal Year Summary - HOME Match Report

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

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

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

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number						
Dollar Amount						
Sub-Contracts						
Number						
Dollar Amount						
	Total	Women Business Enterprises	Male			
Contracts						
Number						
Dollar Amount						
Sub-Contracts						
Number						
Dollar Amount						

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

Table 9 – Minority Owners of Rental Property

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

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	2	0
Number of Non-Homeless households to be provided affordable housing units	29	0
Number of Special-Needs households to be provided affordable housing units	3	0
Total	34	0

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	11	0
Number of households supported through Rehab of Existing Units	6	0
Number of households supported through Acquisition of Existing Units	12	0
Total	29	0

Table 12 – Number of Households Supported

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

Discuss how these outcomes will impact future annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons

served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 13 – Number of Households Served

Narrative Information

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

Actions taken to address the needs of public housing

The Lowell Housing Authority (the Authority or LHA) owns and operates 1,682 units of Federal Public Housing and 190 units of State aided Public Housing. In addition to our public housing program, the Authority administers 1,331 Housing Choice Vouchers and 170 Massachusetts Rental Vouchers. The public housing program provides safe, decent and sanitary housing to low-income individuals and families. The LHA also administers a self-sufficiency program and provides homeownership opportunities, resident services and educational programming to our residents.

- **Resident Services:** The Authority increased staffing in this area to provide additional services and comfort to our residents. LHA employs two full-time resident service coordinators and one full-time self-sufficiency coordinator that work with our property managers and residents to promote self sufficiency and connect residents to available resources in our community that improve their quality of life.
- **Learning Zone Program:** The Authority offers an after-school program, the Learning Zone, where our students in grades 3-8 receive homework assistance, mentoring and participate in hands-on activities and critical thinking exercises. Our Learning Zone students also have the opportunity to engage with educational speakers and participate in educational field trips. This program is located in both of our family public housing developments and is available Monday through Thursday from 3:00 to 6:00pm throughout the school year.
- **Summer Recreational Program:** During the summer months, the Authority offers a six-week recreational program for youth ages 7-14. This summer program gives our youth an opportunity to build a stronger sense of community within their developments with a focus on team building and leadership skills. The program is a mix of education and recreation activities that includes educational and recreational field trips.
- **Security and Public Safety:** The Lowell Housing Authority funds the salary of a full-time Lowell police officer, stationed at South Common Village during the first shift of LPD coverage. This officer serves all developments of the Housing Authority.

The Authority continues to upgrade all security cameras throughout our developments and expand our viewing areas. In the prior two years, the Authority has replaced over 150 cameras with new technology. In the current year, an additional \$60,000 is available for additional upgrades or expansion. The Lowell Police Department has direct access to our security camera software.

- **Capital Improvements:** The current five-year capital plan includes many projects that will directly impact the lives and safety of our residents. The Authority continues our commitment to site improvements at our two largest developments that will improve curb appeal and incorporate crime prevention through environmental design (CPTED). Other notable capital

projects addressing our resident needs include a phased approach to kitchen and bathroom modernization, outside congregation area design, community rooms, window replacements, elevator replacements, roof replacements and water infiltration mitigation. LHA was successful in extending a current energy conservation contract for an additional eight years, providing \$5 Million in additional energy improvements.

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

- **Family Self Sufficiency Program:** The HUD Family Self-Sufficiency (FSS) Program provides support and case management to program participants in meeting their established financial, educational, and employment goals to those receiving federal assistance. In fiscal year 2021, the Authority is applying for a competitive self-sufficiency program to assist residents in our State public and leased housing programs. As an incentive for participation, an escrow account is established for those who realize an increase in earned income while under contract. The FSS Program refers potential home buyers to the Merrimack Valley Housing Partnership for the First Time Homebuyer Certification Course and covers the cost of such. Several FSS participants have purchased homes utilizing their escrow funds after successfully completing the program.
- **Resident Advisory Board:** LHA has an active Resident Advisory Board (RAB) with whom we seek advice and feedback on the Authority's strategic and capital plans. The RAB is a volunteer board representing residents from their developments. The RAB board serves as a communication platform to engage and inform our residents.
- **Tenant Councils:** LHA has five active tenant councils funded through our HUD operating budget. These councils work with LHA and our residents to communicate policy, goals and housing operations. The councils connect residents with equipment and services to improve their daily lives and help build a stronger sense of community within their developments.
- **HCVP and Public Housing Homeownership Program:** The Housing Choice Voucher Program allows participants to transition to homeownership, utilizing the Voucher to qualify for a mortgage. Entering fiscal year 2019, the LHA has twenty-three homeowners who have successfully utilized the Voucher to purchase a home in Lowell. The Authority has set aside up to five (5) homeownership vouchers for our public housing residents who graduate from the public housing self-sufficiency program.

Actions taken to provide assistance to troubled PHAs

The Lowell Housing Authority does not provide assistance to any troubled PHA. Lowell Housing Authority is designated a high-performing agency under the U.S. Department of Housing and Urban Development's "Public Housing Assessment System" (PHAS).

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)

Under the City of Lowell's current Zoning Ordinance, over 38% of the land area is zoned to allow multi-family development in residential or mixed-use zoning districts. The City allows significant density in these zones. Even the most restrictive single-family zone allows more than four units per acre. In addition, the Ordinance allows for accessory dwelling units in single-family zoned areas and encourages the conversion of existing buildings including schools, churches, and obsolete industrial buildings, to multi-family residential uses, even when those buildings are located in single-family zoning districts. Lowell's permit fees and development review process are also some of the least burdensome in the region. The City does not charge development impact fees or technical review fees that are permitted under Massachusetts General Law and places no special permitting reviews on affordable housing projects that would not be required of all developments. Additional steps that the City has taken to remove impediments to developing affordable housing include streamlining the permitting process, and utilizing Massachusetts programs to incentivize production of affordable housing units. Unfortunately, the costs to construct or obtain housing in Eastern Massachusetts remain among the highest in the nation, severely limiting the affordability of housing throughout.

Affordable Housing Chart

Maximum Residential Densities

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

The City of Lowell continues to support non-profit agencies, the local housing authority, homeless providers, and special needs groups in their goal to meet the underserved persons of the community.

The City communicates with these groups as their needs change or the demand dramatically increases in order to provide the appropriate assistance as needed. The City often provides technical assistance to providers in their pursuit of other federal, state, or private funding sources. The primary obstacle to meeting underserved needs of low- and moderate-income populations continues to be the availability of funds. Organizations serving these populations continue to experience reductions in funding from both governmental and private sources. Where practical the City has strongly encouraged organizations to consider collaborating in the provision of services to low-income residents in an effort to improve efficiency, strengthen capacity, and best meet the needs of the underserved

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

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

. Most activities undertaken by the City of Lowell with CDBG, HOME, ESG, and HOPWA funds are efforts to reduce persons in poverty and improve the quality of life for Lowell residents; either directly or indirectly. Programs that directly influence the poverty level: job enrichment, development, and placement through education and economic development. Projects that indirectly affect poverty include those that upgrade the community and provide affordable housing. CDBG, HOME, and ESG funds are often used as matching funds that also reduce the number of poverty level families. Specific projects supported during the 2019-2020 program year that helped lift participants out of poverty included: Asian Task Force Against Domestic violence Acre Family Child Care Family Child Care Business Development AIDS Action Committee Lowell Community Health Center Emergency Rental Assistance AIDS Action Committee Emergency Housing AIDS Action Committee HOCH Program Cambodian Mutual Assistance Association/Merrimack Valley Housing Partnership First Time Homebuyer Counseling Program Massachusetts alliance of Portuguese Speakers House of Hope The Hope Chest the Dwelling House of Hope Lowell Housing Authority Homeless Prevention Program Lowell Housing Authority HOPWA Rental Assistance Lowell House, Inc Supportive Services Community Teamwork Fuel Assistance Program Justice Resource Institute Assisted Living Program Merrimack Valley Housing Partnership First Time Homebuyer Project South Middlesex Opportunity Council HOPWA Program Specific projects supported during the 2019-20 program year that provide direct assistance to persons in poverty included: Alternative House Domestic Violence Shelter Asian Task Force Against Domestic Violence House of Hope Shelter Operations House of Hope Housing Resource Center International Institute of Lowell Homeless Prevention Merrimack Valley Catholic Charities Lowell Food Pantry collaborative Merrimack Valley Food Bank Mobile Pantry Merrimack Valley Food Bank Food distribution Program St. Pauls Soup Kitchen

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

The City of Lowell Department of Planning and Development (DPD) acts as the primary administrative agency for the City of Lowell's Consolidated Plan programs. As part of this responsibility, the DPD

consistently reviews the performance of subrecipients and monitors the overall program delivery structure to ensure coordination and compliance. DPD staff provide education and outreach to subrecipients of Consolidated Plan funds, resulting in extremely high rates of compliance with program regulations, reporting requirements, and most significantly, efficient delivery of services and completion of programs in a time of increasingly constrained resources. In addition to providing technical assistance and oversight to subrecipients from the private sector, staff routinely meet with officials from other City departments. Coordination among staff from the Department of Public Works, Department of Parks and Recreation, as well as offices within DPD helps to ensure an understanding of and compliance with HUD grant agreements including Section 3, Davis Bacon and Environment

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

Public and assisted housing providers, private and governmental health, mental health, and service agencies participated in the network of activities described in this CAPER report. They are also the organizations with which the City of Lowell worked to develop the FY 19-20 Annual Action Plan. In addition to the specific entities discussed in this report, a strong network of community partnerships exist among public, private, non-profit and for-profit sector of the City effectively working to meet the needs of Lowell's low- and moderate-income residents. Additionally the City has a well-developed Continuum of Care with a full-time City staff member assisted to support the efforts to address homelessness in Lowell. Finally, the City strongly encourages collaborations among its subrecipients. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of the block grant programs, and reduces inefficiencies duplication of services.

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

Lack of Fair Housing Outreach and Education and Lack of Fair Housing Enforcement The City has a website page dedicated to fair housing, offering information for households, landlords, property managers, and real estate agents about their rights and responsibilities under state and federal fair housing laws. Information is available in Spanish, Portuguese, and Khmer (Cambodian), the three most common languages spoken in Lowell, other than English. Additionally City staff participated in trainings on HUD's LGBT Equal Access Rule and Fair Housing Online Forum for Veterans. Information from these trainings was passed along to local service providers and subrecipient agreements were updated to reflect new requirements. Impediment #3: Potential for Discrimination against Families with Children due to the Presence of Lead Paint HOME funded housing-rehab programs address lead-paint should a child under six be present in the home. Recommendation #1: Continue to encourage the development of a variety of housing options for individuals of mixed-incomes especially in areas of high concentrations of minority or low-income populations. The City continues to work on the development of available housing to low moderate income households in higher income neighborhoods through prioritizing HOME funds to support of affordable housing development in and working with the Lowell

Housing Authority to locate project based vouchers in opportunity to further de-concentrate subsidized housing. Lowell also has encouraged the development of market rate housing in areas with high concentration of poverty. To further support these efforts, the city continues to support a DHCD Housing Development Incentive Program (HDIP) Zone. This state program, designed to boost the development of market rate housing in designated Gateway will provide state (and potentially local) tax incentives to market rate residential projects.

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

Lowell's Department of Planning and Development's monitoring process is fully described in the Five-Year Consolidated Plan which is available on the City's website at www.lowellma.gov.

In general staff follow at least three channels for subrecipient monitoring: 1) a monthly "desk audit" of monthly reports and reimbursement requests; 2) an internal database designed to track overall progress towards program goals; and 3) on-site monitoring visits. The City of Lowell recognizes that monitoring is an important and ongoing component of the entitlement grant programs and is committed to completing at least one on-site visit at any *high-risk* program site during the course of each program year.

Subrecipient Monitoring: With a goal of an on sight monitoring of each and every Subrecipient each year DPD staff conducts a risk assessment to identify subrecipients that may require a comprehensive on-site monitoring, by carefully examining subrecipients past performance. High-risk subrecipients include those which are:

- new recipients of CDBG, ESG, HOME, or HOPWA funds;
- experiencing turnover in key staff positions or a change in goals or direction;
- agencies with previous compliance or performance problems including failure to meet schedules, submit timely reports, or clear monitoring or audit findings;
- carrying out high-risk activities (such as economic development); and
- undertaking multiple entitlement grant funded activities at the same time.

Additionally, to protect staff and reduce the spread of COVID-19, the City will only desk monitorings until further notice due to the pandemic.

Davis Bacon Compliance: MBE/WBE Outreach: Fair Housing/Section 3 Compliance: Timeliness:

Grant agreements for all public service activities are set up for a period of eight - ten months. This requirement ensures that the City is able to adhere to its own internal financial policies as proscribed by the Auditing Department and provides additional controls to ensure that the City does not spend more

than 15% cap allowed on public service activities.

Most non-public service activities including public improvement and housing projects as well as some economic development activities use CDBG and HOME funds as seed money to leverage additional resources. As a result these projects are not held to the same ten month window to spend down their grant; however they are required to break ground and begin incurring costs within 12 months for HOME funded projects and 18 months for CDBG funded projects. This policy ensures that valuable federal dollars are not assigned to a project that is not in a position to move forward while providing some flexibility for the project to secure other funding sources.

Finally, Community Development staff review open activities in IDIS quarterly and communicate with project managers about any timeliness concerns. This review ensures that accomplishment goals are achieved in order to meet a National Objective and that funds are spent and drawn down in a timely manner. To ensure that all HOME compliance deadlines are met an internal spreadsheet has been designed to help track the status of housing projects. Staff from the Community Development and Housing offices periodically review the expenditure rates of HOME projects as well as the development schedule to ensure that expenditure and completion deadlines are met.

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 availability of the CAPER for the 2019-2020 program year was advertised in the Lowell Sun on September 15, 2020 and September 22, 2020. Public notices were also posted on the City's website as well as in English, Spanish, Portuguese, and Khmer at the Clerk's Office in Lowell City Hall, the Department of Planning and Development, and the Pollard Memorial Library, along with copies of the draft CAPER. The fifteen-day comment period ends on September 30, 2020.

Any comments received on this draft report will be included, along with the City's response, in the final CAPER.

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.

In FY 2019-20, there were no significant changes to the City’s CDBG, ESG & HOME program objectives.

Although as a result of the Covid-19 outbreak additional CARES Act funds were distributed amongs local agency's during the FY 19-20 program year.

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

No

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

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

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

These provisions require that during the period of affordability PJs perform on-site inspections of HOME-assisted rental housing to determine compliance with the property standards at §92.251 and to verify the information submitted by the owners in accordance with the income and rent requirements of §92.252. On-site inspections must occur at least once every three years during the period of affordability.

The City of Lowell did not perform on-site inspections of rental properties assisted with HOME funds this year as compliance with the property standards at §92.251 and verification of the information submitted by the owners in accordance with the income and rent requirements under §92.252 was performed in 2019 in accordance with the requirement.

Additionally, to protect PJ staff and reduce the spread of COVID-19, the City will only perform initial inspections of rental properties upon completion of construction or rehabilitation.

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

The Department of Planning and Development (DPD) has continued to further affirmative marketing actions to involve minorities and women in the HOME program. Notices of funding availability are published in Spanish, Portuguese, and Khmer as well as English. Requests for rehabilitation and lead abatement program contractors are advertised, women and minority contractors are encouraged to apply

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

A total of \$222,886.78 in HOME Program Income was committed to housing activities during FY17-18. HUD's IDIS Report PR23 "HOME Summary of Accomplishments" shows that 21 units were completed during the program year. Of the 5 units 5 were occupied; 2 units occupied by First Time Home Buyers, and 3 units was assisted with existing homeowners. With respect to ethnicity, (0%) of the 5 units are occupied by Hispanic families. With respect to race, 40% of the HOME units are occupied by minorities household and 60% by white households

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

The City is actively committing and expending funds to expand affordable housing creation as well as maintaining affordable housing through the first time homebuyers program and the housing rehabilitation program

CR-55 - HOPWA 91.520(e)

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

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

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

Table 14 – HOPWA Number of Households Served

Narrative

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

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name LOWELL
Organizational DUNS Number 079521928
EIN/TIN Number 046001396
Identify the Field Office BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance

ESG Contact Name

Prefix Mr
First Name Christopher

CAPER

Middle Name 0
Last Name Samaras
Suffix 0
Title Community Development Director

ESG Contact Address

Street Address 1 50 Arcand Drive
Street Address 2 0
City Lowell
State MA
ZIP Code 01852-
Phone Number 9786741429
Extension 0
Fax Number 0
Email Address csamaras@lowellma.gov

ESG Secondary Contact

Prefix Mrs
First Name Betty
Last Name Rawnsley
Suffix 0
Title Community Development Assistant
Phone Number 9789741418
Extension 0
Email Address brawnsley@lowellma.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2019
Program Year End Date 06/30/2020

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

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

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

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

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

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

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

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

Table 18 – Shelter Information

4d. Street Outreach

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

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

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

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 21 – Gender Information

6. Age—Complete for All Activities

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

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

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

Table 23 – Special Population Served

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

10. Shelter Utilization

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

Table 24 – Shelter Capacity

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

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Street Outreach			
HMIS			
Administration			

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2017	2018	2019

Table 29 - Total ESG Funds Expended

11f. Match Source

	2017	2018	2019
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2017	2018	2019

Table 31 - Total Amount of Funds Expended on ESG Activities