

## FY17 Annual Action Plan

Community Name: WATERTOWN, MA

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**WATERTOWN'S FY 2017 ANNUAL ACTION PLAN**  
**Approved by Housing Partnership on January 19, 2017**

## AP-10 Consultation

1. Introduction: **(MAXIMUM 5 sentences)**  
Watertown continues to consult with local groups, as well as Town Commissions, and interested parties on the Town's Housing goals and priorities.
2. In the provided excel file, list agencies, groups, organizations and others who participated in the process and consultations.  
Excel file updated by AA as of 1/5/16
3. Identify an agency types not consulted and provide rationale for not consulting.  
NA
4. In the provided excel file, identify other local/regional/state/federal planning efforts considered when preparing the AAP.  
Excel file updated by AA as of 1/5/16
5. Narrative (optional): **(MAXIMUM 5 sentences)**

## AP-12 Participation

1. Summarize your community's citizen participation process; efforts made to broaden citizen participation; and how the process had an impact on goal-setting. **(MAXIMUM 5 sentences)**

The Watertown Housing Partnership is the Town's policy body, whose volunteer members are appointed by the Town Manager to oversee the development and preservation of affordable housing in Watertown. The Partnership uses Email (Notify Me) to announce its meetings, as well as Agenda postings. The Partnership will also make a presentation to the Town Council on housing goals, and current development strategies.

2. In the provided excel file, list your community's citizen participation outreach and efforts.

Excel file updated by AA on 1/5/16.

## Expected Resources

### AP-15 Expected Resources

1. Introduction: **(MAXIMUM 5 sentences)**  
The primary funding source for Watertown's affordable housing programs is the Town's Inclusionary Zoning requirements.
2. Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied. **(MAXIMUM 5 sentences)**  
Watertown will use the private funds from its now defunct CDBG program and from in-lieu payments from the Inclusionary Zoning Ordinance to supplement its Federal HOME funds.
3. If appropriate, describe publically owned land or property located within your community that may be used to address the needs identified in the plan. **(MAXIMUM 5 sentences)**  
Watertown owns relatively little vacant land. It does own several unoccupied municipal buildings, including the former Police Station, and two now-defunct branch library buildings. However, reuse of these buildings would require significant upgrades, and a change in use from a municipal use would be subject to a competitive bid process and at the discretion of the Town Council.
4. Discussion (optional): **(MAXIMUM 5 sentences)**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

1. In the provided excel document, please provide your community's annual goals for FY17.  
[Excel file updated by AA on 1/5/16.](#)
2. Please provide a narrative description of your community's goals. **(MAXIMUM 3 sentences per goal)**  
[Watertown's Goals for Fiscal Year 2017 \(July 1, 2016 to June 30, 2017\) is to create more affordable rental and homeownership units as described in the Excel Table.](#)

[The primary method in Watertown of creating affordable rental units is through Watertown's Inclusionary Zoning.](#)

[Watertown will also seek to reactivate a lead abatement program in FY 2017 in collaboration with the Massachusetts Housing Partnership and the Health Department.](#)

## AP-50 Geographic Distribution

1. If your community uses geographic target areas as a basis for funding allocation priorities, describe the target areas that will receive assistance: **(MAXIMUM 3 sentences)**

Watertown does not use geographic targeting as a basis for funding allocations.

2. If applicable, please complete the geographic distribution table:

Target Area	Percentage of Funds Received

3. Summarize the rationale for a geographic distribution, or include the information from the SP-10 section of the Strategic Plan chapter of the FY16-20 Consolidated Plan. **(MAXIMUM 5 sentences)**

At the same time, Watertown is cognizant of the information provided in the 2013 *Analysis of Impediments* which shows that there are clusters of ethnic, non-English speaking and very low/low income groups in two broad sections of Watertown. This information is considered when Watertown and/or the Housing Partnership considers opportunities for housing production.



## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

1. Narrative introduction: **(MAXIMUM 5 sentences)**

Given the relatively small amount of funds that Watertown is allocated for HOME program projects, Watertown will first use its Inclusionary Zoning to create affordable housing units. This will be supplemented by use of Watertown's Affordable Housing Development Fund and old CDBG monies that have been determined to be unrestricted. These alternative funding sources are not from the HOME program.

2. Please complete the table below:

<b>One Year Goals for the Number of Households to be Supported (By Population Type)</b>	
Homeless (units reserved for homeless individuals and/or households):	<b>0</b>
Non-Homeless (for all units NOT reserved for homeless individuals and/or households):	<b>2</b>
Special-Needs (units reserved for households that are not homeless but require specialized housing or supportive services)	<b>0</b>
Total >>>>	<b>2 units</b>

**\*NOTE:** If a unit will be acquired and rehabilitated, report the unit only ONCE. Do not report the unit under both rehabilitation and acquisition.

3. Please complete the table below:

<b>One Year Goals for the Number of Households Supported Through (By Program Type)</b>	
Rental Assistance (for programs such as TBRA and one-time payments to prevent homelessness):	<b>0</b>
The Production of New Units (construction of new units, including conversion of non-residential properties):	<b>0</b>
Rehab of Existing Units (including reconstruction):	<b>2</b>
Acquisition of Existing Units (for programs such as downpayment assistance):	<b>2</b>
Total >>>>	<b>2 units</b>

**\*NOTE:** If a unit will be acquired and rehabilitated, report the unit only ONCE. Do not report the unit under both rehabilitation and acquisition.

## AP-60 Public Housing – 91.220(h)

Please complete this section in collaboration with your local Public Housing Authority. Additional information for this section should be drawn from SP-50 in the Strategic Plan chapter of the FY16-20 Consolidated Plan.

### 1. Narrative Introduction: (MAXIMUM 3 sentences)

The Watertown Housing Authority, which was established in 1948, administrates 745 low/moderate income housing units for family, elderly, disabled and special needs residents. The developments located throughout Watertown are as follows:

- The E. Joyce Munger Building located at 100 Warren Street is comprised of 50 (93-1) Federal and 72 (667-3) State Elderly/Disabled units.
- McSherry Gardens located at 111 Waverley Ave provides 40 (667-1) Elderly/Disabled units.
- Woodland Towers located at 55 Waverley Ave provides 164 (667-2) Elderly/Disabled units.
- Lexington Gardens located on Lexington St., Robert Ford & Philip Darch Road provides 24 (200-1) and 144 (200-3) Family units.
- Willow Park located on Nichols Ave, Melendy Avenue & Quimby Street provides 60 (200-2) Family Units.
- Scattered Site Housing located on Hersom Street, Poplar Street, Dana Terrace and Keith Street provides 10 (705-1) Family units.
- Scattered Site Housing located at Siena Village on Locust Lane provides 2 (705-2) Family units.
- Special Needs Housing located on Union Street provides 7 (689-1) units.
- Special Needs Housing located on Green Street provides 16 (689-2) units.
- The Section 8 Housing Choice Voucher Program (HCVP) provides 136 tenant based and 20 project based vouchers. Vouchers are utilized to subsidize Fair Market Rents (FMR's) in the private market.
- Resident Learning Center located at 36 Philip Darch Road
- Resident Learning Center located at 18 Quimby Street
- Elderly/Disabled Supportive Housing and Meals Program located at 55 Waverley Avenue

### 2. Describe the actions planned during the next year (FY16) to address the needs of public housing residents, and indicate if any funded projects will address the needs of PH residents: (MAXIMUM 3 sentences)

Watertown does not anticipate any HOME funded projects during the next year that will specifically address the needs of public housing residents.

According to Brian Costello, the Executive Director of the Watertown Housing Authority, the Authority is working with the MA Department of Housing and Community Development administrating a new state initiative implemented in FY 2015 called Mass Learning, Employment and Asset Program (MA LEAP). This program's primary goal is to increase the earned income of public housing residents through measurable, targeted improvements in several areas: Post-Secondary Education; Career Planning and Employment; Financial Literacy and Asset Development. The Watertown Housing Authority is one of five housing authorities in Massachusetts participating in this Five (5) Year Pilot program and has, to date, enrolled twenty one (21) residents.

Watertown Housing also is planning to add eleven (11) Project Based Vouchers to be located in Watertown. The RFP briefing to explain the application process was held on January 6, 2016. Applications will be accepted from qualified owners on January 27, 2016.

The Authority is also on schedule to procure over \$500,000 dollars in site and building improvements through the State DHCD and Federal HUD Capital Improvement Plan.

3. Describe the actions to encourage public housing residents to become more involved in management and participate in homeownership, and indicate if any funded projects will address the needs of PH residents: **(MAXIMUM 3 sentences)**

According to Brian Costello, the Executive Director of the Watertown Housing Authority, the Authority has an active Tenant Association and Resident Advisory Boards (RABs) in the Family and Elderly developments. The Authority communicates all Capital need plans and operational issues to all the resident groups. As noted above, the Authority is also a member of the MA LEAP Program to enhance resident employment and life skills.

During FY 2015 multiple meetings were held at all WHA housing developments to seek resident input on the development of a Public Housing Smoke Free Policy. This intensive outreach and tenant participation culminated in the WHA Board of Commissioners adopting a *Smoke Free Public Housing Policy* to be effective and implemented on May 1, 2016. The WHA continues to provide ongoing information on Smoking Cessation Education in collaboration with the Watertown Health Department, Tenant Associations and Resident Advisory Boards.

Watertown Housing is also seeking to establish a 501c3 Non-Profit to enhance existing Learning Centers in the Family Developments and to expand programming centered on education, community gardening, food insecurity and nutrition based knowledge. Once a 501c3 is established the authority will enhance partnerships with local Universities and other Non-Profits to achieve the stated objectives.

4. If your community's PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance. If the PHA is not designated as trouble, indicated "Not Applicable." **(MAXIMUM 3 sentences)**

According to Brian Costello, the Executive Director of the Watertown Housing Authority, the Authority is classified as Standard Performer and not designated as troubled.

## AP-65 Homeless and Other Special Needs Activities

Brookline, Waltham, and Watertown do not need to complete this section. The BNWW Continuum of Care will work to complete this text. All other communities **MUST** complete this section.

For the following questions, describe the link between your community's one-year goals and actions for reducing and ending homelessness.

1. Describe actions planned to address reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. **(MAXIMUM 5 sentences):**
2. Describe actions planned to address emergency shelter and transitional shelter needs for homeless individuals and families, including domestic violence shelters, youth shelters, and hotel/motel voucher arrangements. **(MAXIMUM 5 sentences):**
3. Describe actions to support: **(MAXIMUM 5 sentences):**
  - a. The transition from shelter or transitional housing to permanent or independent housing
  - b. Shortening the period of time that individuals and families experience homelessness
  - c. Facilitating access for homeless individuals and families to affordable housing units
  - d. Preventing individuals and families who were recently homeless from becoming homeless again
4. Describe actions planned to address the prevention of homelessness for those with the greatest need: **(MAXIMUM 5 sentences):**

## AP-75 Barriers to affordable housing

1. Describe the actions planned 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, or growth policies): **(MAXIMUM 10 sentences):**

Watertown amended its Inclusionary Zoning Ordinance by increasing the set-aside in late 2014 from 10% to 12.5%.

Watertown is also considering further increasing the set-aside percentage in the proposed new Regional Mixed Use District from 12.5% to 15%.

A possible barrier to the development of Affordable Housing are the relatively high parking requirements for studios, 2 and 3 bedroom units. Though the adopted Design Standards and Guidelines process, Watertown has lowered the parking requirements for multi-family developments.

To ensure the Town of Watertown's compliance with the Federal Fair Housing Act and the Americans with Disabilities Act, the Town has implemented a new permit application process to streamline the review and permitting of a Reasonable Accommodation.

## AP-85 Other Actions – 91.220(k)

1. Describe the actions planned for the next year to address obstacles to meeting underserved needs. (Obstacles can be any issue that is preventing a community from realizing a goal). **(MAXIMUM 5 sentences)**

The primary obstacle facing Watertown is the paucity of financial resources dedicated to production and preservation of affordable housing. Therefore, Watertown will more likely use its Inclusionary Zoning Ordinance and unrestricted, non-HOME funds to create and preserve affordable housing units.

2. Describe the actions planned for the next year to preserve affordable housing units. **(MAXIMUM 5 sentences)**

Watertown will seek to preserve affordable housing units by carefully analyzing subordination requests, and using the WestMetro HOME Consortium's and Massachusetts Department of Community Development and Housing's *Capital Improvements Policy and Procedures*.

3. Describe the actions planned for the next year to reduce the number of housing units containing lead-based paint hazards. **(MAXIMUM 5 sentences)**

Watertown will investigate the possibility of re-establishing a *Get the Lead Out* loan program offered in collaboration with MassHousing.

4. Describe the actions planned for the next year to reduce the number of poverty-level families. **(MAXIMUM 5 sentences)**

Watertown will continue to work with the Social Services Response Specialist at Wayside Youth and Family and the Brookline Community Mental Health Center to coordinate with other area agencies to connect Watertown residents with needed resources and services.

Watertown is also an active participant in the Brookline – Newton – Waltham – Watertown Homelessness Continuum of Care.

5. Describe the actions planned for the next year to develop institutional structure. **(MAXIMUM 5 sentences)**

Once the Housing Quality Standards/Uniform Physical Condition Standards are issued, Watertown will work to develop institutional structures for monitoring using these Standards. This will include one or both of the following actions:

- a. Hire trained individuals as consultants under the Town's supervision to conduct these onsite monitoring, and/or
- b. Train staff in the Department of Planning and Community Development and/or other existing Town staff to perform the required onsite inspections.

6. List and describe the actions planned to enhance coordination between public and private housing and social service agencies. **(MAXIMUM 5 sentences)**

Watertown plans as part of the FY 2016 Annual Action Plan to:

1. Partner with Cambridge Neighborhood Apartment Housing Services to provide foreclosure prevention counseling to Watertown homeowners at risk of foreclosure.

2. Support and partner with Metro West Collaborative Development by participating in the Ready Renter/Ready Buyer programs.
3. Continue to work with the Watertown Social Services Specialist at Wayside Multi-Service Center and with the Brookline Community Mental Health Center who will connect residents to resources and services.
4. Will work through the Department of Community Development and Planning and Health Department to identify residents in need of services.
5. Coordinate with Senior Center/Council on Aging to assist elders to “age in place.”
6. Coordinate with Beaverbrook STEP, which provides resources for men and women with developmental and intellectual disabilities.

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

1. Please provide a description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254.

Watertown, on any new projects using HOME funds, through the Watertown Housing Partnership, will use the Massachusetts Department of Community Development and Housing's *Capital Improvements Policy and Procedures*. Watertown uses a recapture provision which requires the HOME loan recipient to repay the loan, and, in some cases, a pre-payment penalty and a share in the appreciation in the project from the proceeds of the sale.

2. Please provide a description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4).

Under recapture provisions, all properties receiving direct homebuyer assistance with HOME funds will have a recorded mortgage stating the affordability period and the process for calculating the recapture amounts.

3. Please describe plans, if any, for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b).

Watertown has not completed such a project to date, however, should one be initiated, Watertown will seek to implement the refinancing guidelines included in the WestMetro HOME Consortium's Consolidated Plan.