



Community Development Block Grant 2018 Action Plan

****DRAFT****

JULY 1, 2018 – JUNE 30, 2019

****Public Comment Accepted March 26, 2018 – April 27, 2018****



Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Westfield, through its Office of Community Development, is charged with ensuring an environment where residents and businesses can thrive, balancing neighborhood vitality and stabilization, economic development opportunity, a range of housing options, and support for public services to the City's low-to-moderate income households.

The Community Development Block Grant (CDBG) and HOME Investments Partnership Program are two federally funded programs administered by the Department in order to provide economic opportunity to Westfield families and residents. Eleven of the City's 26 census block groups meet HUD's threshold for qualification as low-moderate income neighborhoods. Citywide, 44% of Westfield residents are classified as low-moderate income according to the American Community Survey.

A primary challenge for Westfield centers on income disparities between the City's older neighborhoods in the City's historic center area and its outlying neighborhoods. The City's central neighborhoods contain a much older stock of housing and many more non-English speaking households. The one outlier to this statement is Census Tract 8125, Block Group 4, which is in the Hampton Ponds neighborhood on the City's northeast corner, abutting Holyoke and Southampton. This neighborhood has an aging housing stock and is made up of many formerly seasonal homes that have been converted to year-round residences.

Westfield is an entitlement community, which means that it receives an annual allocation of CDBG federal funds to carry out economic development, housing, and neighborhood stabilization activities. The City anticipates approximately \$347,743 in CDBG funds in 2018, based upon FY18 federal appropriations. This represents level-funding as compared to the 2017 Program Year.

Westfield is a member of the Holyoke-Chicopee-Westfield HOME Consortium, and the City expects approximately \$105,000 in 2017 for HOME program activities. The HOME Program is detailed in the Action Plan for the City of Holyoke, which serves as Consortium lead.

The 2018 Action Plan represents the fourth year of our five-year Consolidated Plan, which was drafted following an extensive public outreach program and approved by HUD, in 2015.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Citizen Participation process informed this plan by identifying the following priorities:

- Creation and retention of job opportunities for low and moderate income persons through projects and activities designed to attract new business development and expansion of existing business.
- Provide technical assistance for entrepreneurs who want to establish a new microenterprise or business, and for owners who seek to strengthen or expand upon their existing small business;
- Improving neighborhoods by investing in public infrastructure;
- Maintaining and improving the quality of the housing stock, particularly in the residential area immediately surrounding the area identified in the Downtown Initiative.
- Support for activities to increase educational levels and job readiness that improve access to employment for lower income persons and persons with special needs.
- Utilize Public Service funding supports the most vulnerable populations including frail elders, youth living in poverty, and homeless and at-risk households
- Achieving neighborhood revitalization and arresting blight through strategic planning and targeting resources.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Westfield allocated its funds on a city-wide basis with special emphasis on Census Tract 8127 which is located in the central business district and is predominately low and moderate income. This geographic area also comprises a large majority of the City's older housing stock, has the lowest homeownership rates, and the greatest number of renters experiencing severe housing cost burdens.

The City closed 2016 having failed the HUD timeliness test, which through §570.902 requires that grantees have no more than 1.5 times its annual grant allocation available for draw 60 days prior to the beginning of the subsequent grant year. The Department of Community Development continues to work to meet timeliness standards by focusing on larger projects that allow for deployment of more resources. This year, the City anticipates spending significant funds on sidewalk improvement projects and on the demolition of a blighted property near the Riverfront area.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Westfield, through its Department of Community Development, met with neighborhood groups representing residents who live in the downtown area and the surrounding neighborhoods to identify needs and solicit comments on ways to improve the quality of life in their neighborhoods.

In accordance with 24CFR Part 91 Subpart B, the City of Westfield conducted two public hearings during the development of the Action Plan. The first public hearing was held on Tuesday, January 16th at 11:00 am and the second one on the same day at 6:00 pm. These public hearings presented a summary of current year CDBG and HOME projects and assessed the needs as presented in the 5-year Consolidated Plan to determine if any changes needed to be made. It was determined that no changes would be made to the Consolidated Plan.

Proposals were due to the City on Friday, March 3, 2018. Proposals were reviewed for eligibility, organizational capacity, and response to community need. All proposals met those threshold criteria. A secondary review consisted of an evaluation of prior year contract compliance, prior year performance, and availability of funds.

The notice was published in the Westfield News and covered in articles in The Republican, and the community was invited to attend a public hearing scheduled for Thursday, April 26, 2018 to provide feedback. The Action Plan was made available at the Office of Planning and Community Development and posted on the web at www.cityofwestfield.org. The draft plan was made a public document on Tuesday, March 27, 2018. This publication began the 30 day public hearing process. This public hearing provided additional opportunity for public input and comment and was held following the confirmed allocations from HUD.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

To be inserted following public comment period.

6. Summary of comments or views not accepted and the reasons for not accepting them

To be inserted following public comment period.

7. Summary

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WESTFIELD	Office of Community Development
HOME Administrator	WESTFIELD	Office of Community Development

Table 1 – Responsible Agencies

Narrative

The Office of Community Development & Planning is the lead agency responsible for administering the programs covered by the Consolidated Plan and the Annual Action Plan, as well as any other HUD-required reporting relating to these programs. The Department participates in a wide variety of activities including, but not limited to, the following:

- Administration of the City's Community Development Block Grant Program.
- Provision of staff services to the Westfield Planning Board.
- Economic Development Planning assistance, Industrial park planning, and land assembly
- Open space & agricultural preservation and planning.
- Downtown revitalization planning.
- Administration of the City's Off-Street parking facilities.
- Administration of the City's business permitting programs.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The 2018 Action Plan represents the Fourth Year Plan under the 2015-2019 Consolidated Plan, which was crafted and approved by HUD in 2015. The Consolidated Plan involved significant consultation with stakeholders, public service providers, and citizen groups.

Meetings with advocates for the elderly and the homeless were held regularly throughout the year with Community Development receiving views on neighborhood, housing and community needs from the public.

Through March 2018, the City consulted with a number of agencies, groups and organizations. They were asked for data and for input on needs, priorities and other issues. Those groups and organizations included representatives of public and private agencies who serve elderly, people with disabilities, small business owners, and homeless and low income residents. In addition, multiple housing agencies, mental health service agencies and regional and state government agencies were consulted.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City works with numerous public and private organizations to coordinate community development and housing services. Coordination between entities includes: serving on joint committees, on-going communication, and long term strategic planning. Organizations include public institutions on the local, regional, and state levels, local nonprofits, faith-based organizations and the private sector.

Agencies and committees on which Community Development staff serve includes the Pioneer Valley Transit Authority, the Western Massachusetts Leadership Council of the Committee to End Homelessness, the Hampden County Continuum of Care, the Buy Westfield Now initiative, the Community Connections Council, the Western Massachusetts Economic Development Council, the Pioneer Valley Planning Commission's Regional Housing Committee, and others.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Westfield is an active member of the Westfield Continuum of Care and the City of Westfield is an active member of the Springfield/Chicopee/Holyoke/Westfield/ Hampden County Continuum of Care which holds meetings monthly.

The Hampden County COC has been a leader in identifying innovative strategies to address the needs of homeless and at risk individuals. This year's focus has been on coordinated entry, more effective data collection, and analysis of that data to better understand our region's specific challenges. A host of agencies, including public and assisted housing providers, governmental, hospital, health, mental health and additional service agencies.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Director of Community Development serves on the Board of the Directors of the Hampden County Continuum of Care. This year, the Continuum Board focused primarily on developing and ratifying a code of Policies and Procedures as it relates to coordinated entry. Additionally, the Board is identifying how best to implement its participation in a statewide data sharing effort. Much discussion also focused on how best to manage an influx of residents immigrating to the area from Puerto Rico following last fall's hurricane season.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	DOMUS INC.
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Domus, Inc. is the lead agency for the local Continuum of Care comprised of service providers located in Westfield. The Community Development Director attends regular meetings of the Community Education Committee and gathers input from participating members to incorporate into the Annual Action Plan.
2	Agency/Group/Organization	Behavioral Health Network
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Behavioral Health Network, has been consulted on several occasions over the course of the year to discuss in detail their program services and initiatives. Additionally, the Director of Community Development attended the Carson Center's Kamp for Kids Opening Day Ceremonies where he saw their inclusionary youth activities in action.
3	Agency/Group/Organization	Boys & Girls Club of Greater Westfield
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from the Boys & Girls Club attended the public hearing on January 16th. The Club continues to grow and sees continued increase in demand for its services, including summer meals, camperships, subsidized memberships, and other activities. Their facility also serves as a primary location for summer meals, providing food security to at-risk children.

4	Agency/Group/Organization	Westfield Spanish American Association
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	WSAA consulted with the City this year, primarily on matters concerning refugees settling in the City and Western Massachusetts region. This relationship allows the City to remain aware of the challenges new Americans face in finding employment and housing.
5	Agency/Group/Organization	WESTFIELD COUNCIL ON AGING
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Westfield Council on Aging interacts regularly with the Community Development Department at monthly staff meetings. The COA continues to operate a Companionship program to allow elders to age in place. It also coordinates a popular daily lunch service at its site. The COA is the primary contact for understanding the challenges Westfield's elderly face. This year, special attention was paid to fire safety at home and identifying at-risk seniors with hoarding issues.
6	Agency/Group/Organization	Greater Westfield Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Westfield Chamber of Commerce assisted the City of Westfield in its downtown planning efforts in 2017-2018. By providing insight from its diverse set of members, the Chamber informed our plan in the area of economic development.
7	Agency/Group/Organization	Westfield Bank
	Agency/Group/Organization Type	Business Leaders Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Westfield Bank participated in the City's 2017-2018 Downtown Planning efforts. The Bank was a founding member of the City's former Business Improvement District and remains committed to improving the economic vitality and opportunity available to people and businesses in the downtown area.
8	Agency/Group/Organization	Westfield State University
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Westfield State University conducted an Honors Seminar on "Experiencing Westfield" during the Fall 2017 semester. Students have involved themselves heavily in the City's planning efforts for celebrating the 350th Anniversary, to be celebrated in 2019.
9	Agency/Group/Organization	The Episcopal Church of the Atonement
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Church of the Atonement serves as the host of Westfield's only Farmers' Market. The Church administers and organizes the Farmers' Market, which serves the low-moderate income downtown neighborhood. The Market accepts SNAP benefits and food stamps. Nearly 40% of all transactions are through food security programs. The Farmers' Market also serves as an incubator for start-up food service businesses.

Identify any Agency Types not consulted and provide rationale for not consulting

All major agencies representing the varied sectors of the population were consulted.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Springfield Housing Authority	The City of Westfield is an active member of the Westfield Continuum of Care and The City of Westfield is an active member of the HUD funded Springfield/Chicopee/Holyoke/Westfield/Hampden County Continuum of Care which holds meetings monthly. The Community Development Director serves on the Board of Directors for the COC and contributes to the overall goals and votes appropriately to ensure efforts are aligned. The Director aims to continue service on the Board to present the needs specific to Westfield.
Our Next Future	Pioneer Valley Planning Commission	This plan takes a comprehensive look at our region and its opportunities in economic development, and other sectors.
Rethinking Downtown	City of Westfield	Our local Economic Development strategy, written in 2009.
Elm Street Urban Renewal Plan	Westfield Redevelopment Authority	This plan was constructed in 2013 and is guiding a major development effort in the City's downtown. Its findings align with the City's goals to redevelop a vacant city block to provide transit, employment, and/or housing opportunities to the downtown area.
Westfield Riverfront Feasibility Study	City of Westfield	In 2013, the City initiated a market analysis of the area surrounding the Westfield River riverfront area. This study provides data and guidance in redeveloping a blighted area of the City.
Westfield Open Space & Recreation Plan	City of Westfield	The City is finalizing an update to its Open Space & Recreation Plan, most recently ratified in 2010. The plan is filed with the Massachusetts Executive Office of Energy & Environmental Affairs. It contains strategic goals for land protection, park programming, and water resource protection.

Table 3 - Other local / regional / federal planning efforts

Narrative

Aside from the plans and agencies listed above, the City of Westfield is fortunate to have an active and collaborative non-profit community. Community Connections, which is made up of leadership from several local non-profit agencies, meets monthly to discuss the needs of underserved individuals and families in our community. The City takes great consideration of their input in preparing this plan.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Westfield is a participating entitlement jurisdiction with the U.S. Department of Housing and Urban Development in receiving Community Development Block Grants (CDBG). As such, citizens, public agencies and other interested parties are guaranteed a role in the development and review of plans and performance reports and, further, shall have access to certain records and technical assistance. The Citizen Participation Plan sets forth those procedures.

This year, the City held two public hearings and submitted two public notices that were published in The Westfield News, the local daily newspaper.

The Community Development Department also held a technical assistance seminar to assist local agencies in building their CDBG applications. The seminar primarily covered the requirements relative to meeting a CDBG national objective and identifying eligible activities for CDBG funding. Seven individuals attended the technical assistance seminar.

Additionally, the Office of Community Development maintains a file documenting inquiries from citizens over the course of the year relative to interest in community development activities.

Public comment informed the development of this plan by confirming the findings learned through the development of the City's Five Year Consolidated Plan in 2015.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	The City held two public hearings on Tuesday, January 16, 2018. The first hearing was held at 11:00 am and a second was held at 6:00 pm. Both were held at Westfield City Hall. Five individuals attended the daytime session. One individual attended the evening. session.	Attendees were primarily concerned with public services. Some interest in improved community facilities was also expressed at the public hearing. Economic development opportunities through CDBG was the primary discussion point at the evening session.	All comments were accepted.	
2	Public Hearing	Non-targeted/broad community	A public hearing on the draft Action Plan will be held on Thursday, April 26th at 6:00 pm at City Hall.	To be filled following Public Hearing	To be filled following Public Hearing	
3	Technical Assistance Seminar	Prospective CDBG applicants	7 individuals attended the Technical Assistance seminar held on January 31st at 10:00 am at Westfield City Hall. The attendees asked questions primarily focused on eligible activities and meeting CDBG national objectives.	None received.	Not applicable.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

As of March 20th, CDBG annual allocations have not been announced. HUD has instructed, through Notice CPD-18-01, that the City is allowed to begin its Citizen Participation Plan prior to notification of the actual funding award, provided that the draft documents make clear that its resources are based upon an estimate. Further, the City is required to detail its contingency plan should resources available differ from the estimated award.

For the purposes of this Action Plan, the City of Westfield anticipates a level-funded award of \$347,743 for Program Year 2018. The City is also anticipating \$7,500 in program income from CDBG activities and seeks to re-program \$190,000 in funds carried over from prior years.

Program investments will be in direct response to priority needs – providing economic opportunity, neighborhood revitalization and infrastructure improvements, and capital investment in facilities that serve low-and-moderate income individuals. The needs were identified through consultations with community stakeholders, input directly from residents, and assessment of relevant data and existing plans.

More than 7% of Westfield residents are foreign-born and traditionally underserved. With an influx of immigrants from Puerto Rico following Hurricane Maria, the City anticipates additional demand for public services, primarily English as Second Language classes and food security programs. Recent immigrants have complex needs. They must cope with learning English, adapt to a new lifestyle, find employment and develop job skills, introduce children to a new education system, and adjust to other challenges of acclimation. These needs often require culturally appropriate and specific services and require additional human services funding.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	347,743	7,500	190,000	545,243	345,000	The City of Westfield anticipated level-funding at \$347,743 for program year 2018.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program provides vital resources for locally-driven initiatives aimed at providing economic opportunity and suitable living environments for Westfield residents of low-to-moderate income. CDBG program funds, because they are limited, are meant to supplement local and state initiatives aimed at providing economic opportunity for underserved populations and to improve the living environment in the City of Westfield.

Some programs CDBG funds allow the City to leverage are:

Community Preservation Act (CPA): The City of Westfield has adopted the CPA, a Massachusetts law adopted locally that institutes a 1% surcharge on property tax bills for all property with a value of greater than \$100,000. The program requires 10% of program receipts be dedicated to affordable housing initiatives.

Westfield General Fund: The City provides a portion of funding for the Office of Community Development, as well as resources for parks improvement, street and sidewalk investment, and public health programming, among other things.

Massachusetts Chapter 90 Road Assistance Funds: For neighborhood infrastructure improvements, the City receives \$1.2 million in state assistance to make improvements to local roads and sidewalks. The City plans to leverage Chapter 90 investment in neighborhoods to more effectively improve low-and-moderate income neighborhoods.

Private fund raising: Public services are funded primarily through other government contracts and private giving.

Section 8 & MRVP: The Westfield Housing Authority is the local housing authority. Its staff administers Massachusetts Rental Voucher Program and Section 8 vouchers.

HOME program fund requirements are met in a variety of ways. Records on matching fund requirements are monitored by the City of Holyoke as the Holyoke-Chicopee-Westfield Consortium lead agency.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Westfield Redevelopment Authority (WRA), a public agency governed by its own appointed Board of Directors, purchased 2 acres of property on Elm Street, in the heart of the target area, in February 2017. This property is located adjacent to a recently-completed Intermodal transit facility which serves as connector hub for the Pioneer Valley Transit Authority's intercity bus service and a shuttle between the Westfield State University campus and downtown Westfield. The WRA is preparing a Request for Proposal for mixed-use development on the site. In January 2018, the City purchased a blighted property at 340 Elm Street. The property had been vacant for more than ten years and the property is situated in the vicinity of the Westfield Riverfront. The City owns several parcels in the area that could be redeveloped to spur commercial revitalization or housing development in the area. There are several municipal parks, playgrounds, parking lots, and properties located in the target areas that contribute to a suitable living environment for program beneficiaries.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create Economic Opportunities	2015	2019	Economic Development	North Elm Riverfront Development South Elm Riverfront Development Elm Street Urban Renewal	Economic Development	CDBG: \$35,000	Businesses assisted: 3 Businesses Assisted
2	Community Facilities	2015	2019	Non-Housing Community Development	North Elm Riverfront Development South Elm Riverfront Development Elm Street Urban Renewal West Elm	Community Facilities	CDBG: \$107,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4500 Persons Assisted
3	Neighborhood Revitalization	2015	2019	Non-Housing Community Development	North Elm Riverfront Development South Elm Riverfront Development Elm Street Urban Renewal West Elm	Neighborhood Revitalization/ Infrastructure	CDBG: \$280,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted Buildings Demolished: 1 Buildings
4	Public Services	2015	2019	Non-Homeless Special Needs	City-wide	Public Services	CDBG: \$51,800	Public service activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted
5	Planning/ Administration	2015	2019	Planning/ Administration	City-wide		CDBG: \$69,548	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Create Economic Opportunities
	Goal Description	
2	Goal Name	Community Facilities
	Goal Description	
3	Goal Name	Neighborhood Revitalization
	Goal Description	
4	Goal Name	Public Services
	Goal Description	
5	Goal Name	Planning/Administration
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

Based on public input received both in the development of the 2018 Action Plan and previously during citizen participation in the development of the 2015-2019 Consolidated Plan, the City allocated funds it deemed appropriate to the applications received by our March 4th deadline.

Typically, the City would have allocated additional funds to a Housing Rehabilitation program, but its subrecipient has undrawn funds from previous years.

In 2018, the City has also placed a focus on larger projects in order to draw sufficient funds from the CDBG program to comply with federal requirements relative to timely expenditure of funds. In 2016 and 2017, the City failed to meet federal requirements relative to timely expenditure and additional focus was placed on reprogramming unexpended funds from prior years in order to more efficiently and effectively deploy CDBG funds.

#	Project Name
1	Economic Development
2	Community Facilities
3	Neighborhood Revitalization- Public Infrastructure Improvements
4	Public Services
5	Neighborhood Revitalization- Code Enforcement
6	Neighborhood Revitalization- Blight Removal
7	Homeowner Housing Rehabilitation
8	Planning & Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information

1	Project Name	Economic Development
	Target Area	North Elm Riverfront Development South Elm Riverfront Development Elm Street Urban Renewal West Elm
	Goals Supported	Create Economic Opportunities
	Needs Addressed	Economic Development
	Funding	CDBG: \$35,000
	Description	Creation and retention of job opportunities for low and moderate income persons, including assistance to microenterprises.
	Target Date	6/28/2019
	Estimate the number and type of families that will benefit from the proposed activities	We anticipate assisting 3-5 businesses.
	Location Description	Elm Street/Downtown primarily, with some microenterprises located outside of the downtown area.
Planned Activities	The City anticipates assisting start-up businesses and expanding businesses, primarily in the Downtown, by providing business technical assistance and working capital investment, with a preference to assist endeavors to fill vacant spaces primarily along the Elm Street and Main Street corridors.	
2	Project Name	Community Facilities
	Target Area	City-wide West Elm
	Goals Supported	Community Facilities
	Needs Addressed	Community Facilities
	Funding	CDBG: \$105,000

	Description	The City seeks to assist two community non-profit organizations in rehabilitating facilities that serve primarily low-and-moderate income individuals. Activities to be funded as part of this project include removal of architectural barriers activities and facility improvements to more effectively serve eligible populations.
	Target Date	2/28/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 4000 families
	Location Description	<p>Projected activities will occur at the Westfield Athenaeum, at 6 Elm Street in Westfield; and at the Greater Westfield Boys & Girls Club, at 28 West Silver Street.</p> <p>The Athenaeum has made an application for the installation of 2 handicapped-accessible bathrooms in the building's lower level, and the Boys & Girls Club plans to expand and renovate its kitchen facilities to more effectively provide meals to children after school and during the summer months.</p>
	Planned Activities	<p>The Athenaeum has made an application for the installation of 2 handicapped-accessible bathrooms in the building's lower level.</p> <p>The Boys & Girls Club plans to expand and renovate its kitchen facilities to more effectively provide meals to children after school and during the summer months.</p>
3	Project Name	Neighborhood Revitalization- Public Infrastructure Improvements
	Target Area	West Elm
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Neighborhood Revitalization/Infrastructure
	Funding	CDBG: \$170,000
	Description	The Department of Public Works and the Engineering Department of the City of Westfield will partner to replace sidewalks, curbing, and make associated streetscape improvements on a primarily residential street in a local service area where greater than 51% of users are of low-to-moderate income.
	Target Date	12/07/2018

	Estimate the number and type of families that will benefit from the proposed activities	1000
	Location Description	Specific location to be determined
	Planned Activities	The City plans to replace approximately 170 linear feet of sidewalk and curb on an eligible city street.
4	Project Name	Public Services
	Target Area	City-wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$51,800
	Description	The City of Westfield allocates 15% of CDBG funds to provide public services for new services to our community or to assist with managing the increase in demand of existing services.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3500 families will be served.
	Location Description	Citywide
Planned Activities	Kidscape Summer Learning Camp Kamp for Kids™ at Camp Togowauk Volunteer Companionship Program Our Community Table Westfield Food Pantry Home Delivered Meals YMCA Transportation YWCA New Beginnings Westfield Community Education Samaritan Inn Day Center CHD Cancer House of Hope United Way- Thrive Financial Success Center	

5	Project Name	Neighborhood Revitalization- Code Enforcement																																				
	Target Area	City-wide																																				
	Goals Supported	Neighborhood Revitalization																																				
	Needs Addressed	Neighborhood Revitalization/Infrastructure																																				
	Funding	CDBG: \$10,000																																				
	Description	Led by the Westfield Police Department, a partnership including the Westfield Health Department and the Building Department will provide enhanced zoning and health code enforcement activities in low-and-moderate income census blocks, as evidenced by census data. Focus of this project is to improve the safety and aesthetic of neighborhoods by enforcing compliance with local and state codes.																																				
	Target Date	6/28/2019																																				
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 13,615 Westfield residents live in low and moderate income census blocks. The Police Department anticipates visiting 50 households in the target areas to enforce code compliance.																																				
	Location Description	<p>The following are Westfield's low-moderate income census blocks.</p> <table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th>COUNTYNAME</th> <th>TRACT</th> <th>BLKGRP</th> </tr> </thead> <tbody> <tr><td>Hampden County</td><td>812500</td><td>3</td></tr> <tr><td>Hampden County</td><td>812500</td><td>4</td></tr> <tr><td>Hampden County</td><td>812600</td><td>2</td></tr> <tr><td>Hampden County</td><td>812701</td><td>2</td></tr> <tr><td>Hampden County</td><td>812701</td><td>3</td></tr> <tr><td>Hampden County</td><td>812702</td><td>1</td></tr> <tr><td>Hampden County</td><td>812702</td><td>2</td></tr> <tr><td>Hampden County</td><td>812702</td><td>3</td></tr> <tr><td>Hampden County</td><td>812800</td><td>1</td></tr> <tr><td>Hampden County</td><td>812901</td><td>3</td></tr> <tr><td>Hampden County</td><td>812902</td><td>1</td></tr> </tbody> </table>	COUNTYNAME	TRACT	BLKGRP	Hampden County	812500	3	Hampden County	812500	4	Hampden County	812600	2	Hampden County	812701	2	Hampden County	812701	3	Hampden County	812702	1	Hampden County	812702	2	Hampden County	812702	3	Hampden County	812800	1	Hampden County	812901	3	Hampden County	812902	1
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Planned Activities	The focus of this project is to improve the safety and aesthetic of neighborhoods by enforcing compliance with local and state codes.																																					

6	Project Name	Neighborhood Revitalization- Blight Removal
	Target Area	South Elm Riverfront Development
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Neighborhood Revitalization/Infrastructure
	Funding	CDBG: \$80,000
	Description	The City, through the Community Development Department, plans to demolish a two-story vacant and blighted structure.
	Target Date	12/07/2018
	Estimate the number and type of families that will benefit from the proposed activities	This project is planned as a blight removal activity, thus not eligible to be claimed as assisting families. There are, however, approximately 100 residents in properties that abut this building who would benefit from the elimination of an attractive nuisance property.
	Location Description	340 Elm Street, Westfield, MA
	Planned Activities	The City plan to demolish a blighted building and remediate the property.
7	Project Name	Homeowner Housing Rehabilitation
	Target Area	City-wide/Housing
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Neighborhood Revitalization/Infrastructure
	Funding	CDBG: \$23,000
	Description	The City plans to fund one homeowner rehabilitation project in the 2018 program year. Typically, the plan would call for more homeowner rehabilitation work, but the City has nearly \$150,000 in prior year funds still allocated to this program. The housing rehabilitation program will fund projects in the downtown target district.
	Target Date	6/28/2019
	Estimate the number and type of families that will benefit from the proposed activities	1 low-to-moderate income household will be assisted.
	Location Description	Downtown Area
	Planned Activities	Rehabilitation, safety, code, and lead inspections for qualified homeowners.

8	Project Name	Planning & Administration
	Target Area	City-wide
	Goals Supported	Create Economic Opportunities Neighborhood Revitalization Community Facilities Homeowner Housing Rehabilitation Public Services Planning/Administration
	Needs Addressed	Planning/Administration
	Funding	CDBG: \$69,548
	Description	The City will maintain planning, management and administrative capabilities to effectively implement Community Development activities in a timely manner to ensure public confidence in the operation of its Community Development Block Grant Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	1
	Location Description	Citywide
	Planned Activities	Administration of CDBG program funds and planning projects

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Westfield has designated specific target areas for the designation of CDBG funds.

Westfield is a diverse community with neighborhoods of many kinds. The City has targeted its neighborhoods with the highest numbers of low and moderate income residents as in most need of investment.

The downtown and near downtown neighborhoods hold the oldest housing stock, the lowest rates of homeownership, and the greatest opportunity for community impact.

These neighborhoods will see the highest amount of investment, primarily from infrastructure improvement and public facility improvement.

Geographic Distribution

Target Area	Percentage of Funds
North Elm Riverfront Development	1
South Elm Riverfront Development	19
Elm Street Urban Renewal	30
City-wide	12
City-wide/Housing	5
West Elm	33

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census tracts 8127.01 and 8127.02 remain the primary focus for CDBG activities in Westfield. The Elm Street/Downtown area has been identified through the Citizen Participation Process as a priority for community improvement. Additionally, following a 2013 feasibility study, the Riverfront area was identified as containing significant blight and as an opportunity for economic growth in the coming years, with the extension of a popular Bikeway to the area, scheduled in 2017-2019.

Discussion

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Westfield has adopted policies consistent with the goal to create affordable housing opportunities. The City has a prompt and predictable permitting process, zoning permissive of varying styles of housing development, and regular communication among departments concerned with quality housing, including Community Development, the Westfield Housing Authority, the Department of Public Health, the Office of the Treasurer, and the Office of the City Solicitor, among others.

Actions it 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, growth limitations, and policies affecting the return on residential investment

The primary barriers to affordable housing in Westfield include:

- General cost of construction and compliance with Massachusetts Building Code;
- Difficulty of gaining site control and land assembly for larger projects;
- Low vacancy rates and competition for unsubsidized units from local University students; and
- Significant gaps between development costs and market value for affordable ownership or rent levels, particularly on new construction.

The City serves as a member of the Pioneer Valley Planning Commission's Regional Housing Roundtable, where broader policy discussions impacting the Greater Springfield area's regional affordability are regularly held.

The City has re-established its housing rehabilitation program to allow for improvements to low-and-moderate income homeowners' properties.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

Westfield continues to pursue training and funding opportunities that would assist in more effectively serving its most difficult to reach communities. The Office of the City Clerk has begun working on strategies to effectively reach challenging communities in conjunction with Census 2020. Additionally, the City continues to pursue state and local programs to fund improvements to low-and-moderate income neighborhoods.

Actions planned to foster and maintain affordable housing

The City of Westfield will work with local housing counseling organizations and spread awareness of local programs to assist first time homebuyers. Through the Community Preservation Act, a locally-generated source of funds, the City anticipates establishing a downpayment assistance program for income-eligible prospective homeowners. The idea is to establish the program modeled after similar programs in neighboring communities using CPA funds initially with an anticipated transition to incorporate HOME funds at a time when staff capacity allows.

The City has made a commitment of HOME funds to an historic building rehabilitation project that will bring 23 affordable units to the marketplace. A June 2018 commencement of construction is anticipated.

The City will be working with regional partners to identify additional developers interested in pursuing opportunities to create affordable housing in Westfield, including affordable homeownership development, rental housing development, and other opportunities.

Actions planned to reduce lead-based paint hazards

The City places a focus on lead-based paint compliance during review of proposed activities. Programs, most notably housing rehabilitation, are undertaken with experienced subrecipients and contractors familiar with federal and state statutes and regulations governing lead paint awareness and abatement.

Working with MassHousing, the state agency that spearheads the "Get the Lead Out" Program for Massachusetts, the City will communicate the requirements for reducing lead-based paint hazards.

Last year, city staff participated in a roundtable discussion relative to changing state and federal requirements for lead compliance. Additional trainings will be identified.

Actions planned to reduce the number of poverty-level families

The City of Westfield will continue to participate in activities and initiatives sponsored by the Regional Employment Board of Hampden County, as well as the Economic Development Council of Western Massachusetts, and the Pioneer Valley Planning Commission to assist in regional solutions to combatting poverty.

Locally, the City aims to maintain its position as an attractive place to establish business. Over the past decade, the City has seen significant growth in warehousing and distribution, precision manufacturing, and health services sectors. The City has established evening workforce training programs at the Westfield Technical Academy to allow for job retraining for individuals looking for middle income jobs and mid-career professionals interested in changing fields.

Westfield has become a magnet area for resettlement of refugees, from countries as diverse as Bhutan, Iraq, Ukraine, and Puerto Rico. Programs have been established and operational in the City for several years.

Actions planned to develop institutional structure

The Office of Community Development & Planning in the City of Westfield is utilized to review and facilitate projects of many kinds. Staff is often tapped to serve on Steering Committees on matters relative to economic development, public service, infrastructure planning and investment, among others. This involvement in senior staff discussions allows for the Department to have a "big picture" view of community priorities and needs. Coupled with the Department's regular interaction with service providers and the non-profit community, staff is capable and willing to share information with stakeholders both internal and external and determine the most advantageous deployment of resources.

Actions planned to enhance coordination between public and private housing and social service agencies

Westfield has been a regular participant in the Hampden County Continuum of Care board meetings and several of its subcommittees, primarily with the Unaccompanied Youth Subcommittee. These meetings, where city staff is exposed to direct information from front-line providers is particularly helpful in developing our plans. Additionally, staff regularly interacts with colleagues in surrounding communities to better understand these issues from a regional perspective.

Discussion

Program Specific Requirements

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

Introduction

The City has worked to establish a more effective and predictable CDBG program. Following several years of challenged projects and over-allocation to projects that had longer lead times, Westfield is focusing on projects with more predictable time schedules. Special consideration has been paid to funding projects ready for fall construction, prior to the onset of the New England winter, in order to ensure more timely expenditure of funds.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	79.00%

Discussion

The City of Westfield anticipates that 79% of its funds will be allocated to projects with an overall benefit to low-and-moderate income individuals. The City has opted to calculate this over a two-year period, (FY18 - FY 19).

DRAFT

Grantee Unique Appendices

DRAFT

Program Year 2018 ALLOCATIONS

2018-2019 CDBG ACTION PLAN- CITY OF WESTFIELD, MA	
<u>INCOME</u>	<u>PY 2018 RECOMMENDATIONS</u>
CARRYOVER FROM PRIOR YEAR	\$ 190,000.00
CURRENT YEAR CDBG GRANT	\$ 347,743.00
CURRENT YEAR PROGRAM INCOME	\$ 7,500.00
TOTAL AVAILABLE	\$ 545,243.00
EXPENSES	
PLANNING & ADMINISTRATION	\$ (69,548.60)
<i>20% * (FY18 GRANT + FY18 PROJECTED P.I.)</i>	
PUBLIC SERVICES	
<i>15% * (FY18 GRANT + FY17 PROGRAM INCOME)</i>	
BOYS & GIRLS CLUB- KIDSCAPE	\$ (7,000.00)
KAMP FOR KIDS	\$ (4,000.00)
DOMUS HI-SET	\$ (7,800.00)
SAMARITAN INN- HOMELESS	\$ (8,500.00)
WESTFIELD FOOD PANTRY	\$ (4,200.00)
MEALS ON WHEELS	\$ (3,000.00)
WESTFIELD COA- COMPANIONSHIP	\$ (3,300.00)
SOUP KITCHEN	\$ (3,000.00)
WESTFIELD YMCA TRANSPORTATION	\$ (3,000.00)
YWCA NEW BEGINNINGS	\$ (3,000.00)
UNITED WAY- THRIVE PROGRAM	\$ (2,000.00)
CHD CANCER HOUSE OF HOPE	\$ (3,000.00)
TOTAL PUBLIC SERVICES	\$ (51,800.00)
TOTAL ECONOMIC DEVELOPMENT	\$ (35,000.00)
NEIGHBORHOOD REVITALIZATION	\$ (180,000.00)
PUBLIC INFRASTRUCTURE	\$ (170,000.00)
PARKS IMPROVEMENTS	\$ -
CODE ENFORCEMENT ACTIVITIES	\$ (10,000.00)
TOTAL COMMUNITY FACILITIES	\$ (105,000.00)
WESTFIELD ATHENAEUM BATHROOMS	\$ (70,000.00)
BOYS & GIRLS CLUB KITCHEN RENOVATION	\$ (35,000.00)
HOUSING	\$ (23,000.00)
HOUSING IMPROVEMENT PROGRAM	\$ (23,000.00)
TOTAL HOUSING	
BLIGHT REMOVAL PROJECTS	\$ (80,000.00)
SPOT BLIGHT REMOVAL PROJECT- 340 ELM STREET	\$ (80,000.00)
TOTAL BLIGHT REMOVAL PROJECTS	
FY18 TOTAL ACTION PLAN	\$ (544,348.60)
EXCESS/DEFICIT	\$ 894.40

Citizen Participation

To be inserted following public comment.

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SF-424 and Certifications

To be inserted following public comment period.

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