

Consolidated Annual Performance Evaluation Report (CAPER)
Fiscal Year 2012-2013 ~ Year 38
Community Development Block Grant Program ~ Leominster, MA

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Executive Summary

In Year 38, which covers the time period from July 1, 2012 to June 30, 2013, the City of Leominster received \$391,486.00 from the Community Development Block Grant (CDBG) Program and the Cities of Fitchburg and Leominster received \$387,180.00 from the HOME Investment Partnership through their partnership as the Fitchburg-Leominster HOME Consortium. The total program income generated by the CDBG Program's Housing Rehabilitation Program during this reporting period was \$134,747.00.

Through its CDBG Program, the City funded the following activities:

Planning/Administration	\$65,962.00
Code Enforcement	\$78,297.00
Economic Development	\$72,359.00
Housing Rehabilitation	\$101,146.00
108 Loan	\$15,000.00
Public Services	\$58,722.00
Total:	\$391,486.00

Through its portion of the HOME Investment Partnership with the City of Fitchburg, the City of Leominster provided \$40,000.00 to rehabilitate four (4) rental units at the Water Mill Apartments. All of the expenditures were used for activities designed to benefit extremely low-, low- and moderate-income persons or households and all the funds were used to implement activities designed to meet at least one of the following three (3) national objectives of the CDBG Program:

1. Benefit to low- and moderate- income (LMI) persons
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).

and to meet one of the statutory program goals to provide:

1. Decent Housing
2. Suitable Living Environment
3. Expanded Economic Opportunities

I. Summary of Resources and Distribution of Funds

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Planning/Administration	\$65,962.00
Code Enforcement	\$78,297.00
Economic Development	\$72,359.00
Housing Rehabilitation	\$101,146.00
108 Loan	\$15,000.00
Public Services	\$58,722.00
Total CDBG Funding:	\$391,486.00

HOME Consortium Funding: \$40,000.00 (Rehabilitation of 4 rental units)

In Year 38, the geographic distribution of the activities in the City of Leominster was both in the Core Area and throughout the City. The majority of the CDBG funding was spent in the Core Area for activities related to Code Enforcement, Economic Development, Infrastructure and most Public Services activities. The remainder was spent on Housing Rehabilitation and Public Services to benefit low- and moderate-income people and households in the City of Leominster, some of which were located in the Core Area, but some of which benefitted low- and moderate-income people outside the Core Area in the City.

II. General CAPER Narratives ~ 91.520(a)

A. Assessment of Three- to Five-Year Goals and Objectives

In Year 38, the City of Leominster made progress in meeting the goals and carrying out the objectives contained in its 5-Year Consolidated Plan and its Annual Action Plan. The following narrative statements summarize how the activities in Year 38 addressed the areas of high priority identified in the City's 5-Year Consolidated Plan (2010-2015) and how available resources were invested:

Areas of High Priority

Homelessness ~ Address the needs of homeless persons and families

Action – In Year 38, the Leominster CDBG Program funded the Montachusett Interfaith Hospitality Network for homeless families. The program provided temporary shelter, meals, case management, day care, and transportation for job opportunities, doctor's appointments, etc.

Non-Homeless Special Needs

1. Elderly Needs ~ Serve the needs of the elderly population

Action 1 – The CDBG Program provided funding for the Money Management for Elders Program sponsored through the Montachusett Home Care Corporation.

Action 2 - The CDBG Program funded the Mayor's Office Energy Assistance Program that provided residents/households/seniors with \$300 of financial assistance toward their fuel/utility bills.

2. Needs of People with Developmental Disabilities ~ Provide funding for a day and evening respite program for mentally challenged adults on an annual basis. Annual Goal: 1 Program
 Action – In Year 38, The Leominster CDBG Program funded the Beacon of Hope for its Respite Services program. The program provided respite care for 32 mentally challenged adults, all with extremely-low incomes, 31 of which were White/Caucasian and 1 was Asian White.

Housing Needs

1. Rehabilitation of existing rental units

In Year 38, the Leominster CDBG Program completed 1 housing rehabilitation project on a rental unit and the Twin Cities CDC managed one (1) renovation activity on four (4) rental units using HOME funds. The HOME funded activity was part of a \$15.5 million substantial rehabilitation of a HUD-subsidized 40-unit rental project known as Water Mill Apartments at 142 Water Street in the City of Leominster. The project was completed and fully occupied during the reporting period.

The following table summarizes the comparison of the 5-year goal verses the Year 38 accomplishments:

CDBG Years	Household Income Status of Assisted Housing Units		
	Extremely-Low-Income	Low-Income	Moderate-Income
Year 36	0	0	0
Year 37	0	2	0
Year 38	5	0	0
Year 39			
Year 40			
Total to Date	5	2	0
5-Year Goal	30	20	20

2. Rehabilitation of existing owner units

In Year 38, the Leominster CDBG Housing Rehabilitation Program performed rehabilitation activities on 8 owner-occupied housing units, all of which were completed using CDBG funds. The following table summarizes the comparison of the 5-year goal versus the Year 38 accomplishments:

CDBG Years	Household Income Status of Assisted Housing Units		
	Extremely-Low-Income	Low-Income	Moderate-Income
Year 36	6	3	1
Year 37	4	3	1
Year 38	7	1	0
Year 39			
Year 40			
Total to Date	17	7	2
5-Year Goal	30	20	20

Community Development Needs

Code Enforcement ~ In Year 38, the CDBG Program funded a Code Enforcement Inspector position to conduct code inspections in the Core Area homes.

Economic Development ~ In Year 38, the CDBG Program funded an Economic Development Coordinator to assist local businesses to retain and create low/mod jobs.

Infrastructure ~ In Year 38, the City funded the upgrading of sidewalks in the Core Area with a Section 108 Loan.

Public Services (the following activities provided different types of public services to the residents of Leominster:

Public Services (General) ~ In Year 38, the CDBG Program funded the Mayor's Office State Pool Fee to provide summer pool passes at low or no cost to families and it funded the Spanish American Center's Outreach Worker program to assist the Latino population with the following services: housing, employment/job search, interpretations and translations, and completing documents.

Senior Services ~ In Year 38, the CDBG Program provided funding for the Money Management for Elders Program sponsored through the Montachusett Home Care Corporation and for the Mayor's Office Energy Assistance Program that provided residents/households/seniors with \$300 of financial assistance toward their fuel/utility bills.

Handicapped Services ~ In Year 38, the CDBG Program funded the Beacon of Hope's Respite Program, which provides meals twice weekly while offering fun and creative activities such as theatre, raffles, etc., for the participants and their families.

Youth Services ~ In Year 38, the CDBG Program funded the following programs that benefitted Youth Services:

1. Leominster/North Central Boys & Girls Club - This program provided after-school educational and recreational programs in career development, sports, fitness, etc. as well as cultural events to low/moderate-income eligible families.
2. Leominster Recreation Department Summer Program provided financial assistance to 17 income eligible youth by partially funding summer programs offered throughout the summer months.
3. Mayor's Summer Youth Program ~ This program employed 6 low-income and moderate-income teenagers to engage in clean-up activities in the City.
4. The Spanish American Center's Crossroads Youth Program provided income eligible youth with summer meals, nutrition and enrichment programs and after-school programs.

B. Affirmatively Furthering Fair Housing

The Leominster CDBG Program updated its Analysis of Impediments to Fair Housing in 2010. The following list of impediments and actions served as the conclusions in the Analysis:

Impediments

1. Lack of affordable units for larger families (units with 3-4 bedrooms)
2. Older housing stock containing lead paint prohibiting families with children from renting
3. Renters are being denied housing and are facing discrimination within their present housing situations

Actions

1. The City will work with the Leominster Housing Authority and Habitat for Humanity to create larger rental units.
2. Through Housing Rehabilitation and other Lead Paint Incentives, the City will reduce the amounts of housing stock containing lead paint.
3. The Massachusetts Fair Housing Center (MFHC) will provide intake and investigation of fair housing complaints for residents who have been denied access

- | | |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Residents and landlords are often unaware of fair housing laws.</p> | <p>based on their membership in a protected class</p> <p>4. MFHC will provide outreach to Leominster residents and landlords educating both on fair housing laws.</p> |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

In Year 38, the City took the following actions to affirmatively further fair housing:

1. The City provided contact information for the Massachusetts Fair Housing Center MFHC and the Worcester Fair Housing Project on the City's website.
2. The Board of Health distributes fair housing education/referral flyers throughout the City.
3. The Leominster CDBG Program distributes the Massachusetts Fair Housing Center's Fair Housing for Rental Property Owners and Managers handbooks to the public at Leominster City Hall.
4. The Code Enforcement Officer conducted 14 lead paint determinations that resulted in 14 housing units being de-lead.

C. Affordable Housing ~ 91.520(b)

In accordance with its 5-Year Consolidated Plan, the City of Leominster provided affordable housing to its residents in three ways in Year 38:

1. The Leominster Housing Authority (LHA) provides families with public rental assistance through the Section 8 Rental Assistance Program and the Massachusetts Rental Voucher Program. The Housing Authority can provide Section 8 rental assistance for many Leominster families and had an average occupancy of 399 in Year 38. Of these families, 75% are classified as extremely-low income households. The LHA assisted two (2) other households with the Massachusetts Rental Voucher Program and an average of thirteen (13) people who are clients of the Department of Mental Health.

Four (4) housing authorities in and around the City of Leominster have explored the possibility of combining to become one regional housing authority. Working together, the housing authorities from Fitchburg, Leominster, Lunenburg and Sterling could improve services to their communities through regionalization. Most notably, combining the Section 8 Housing Choice voucher programs in the cities of Fitchburg and Leominster will result in a far more efficient program for the participants.

2. Housing Rehabilitation of Owner-Occupied Housing - The Leominster CDBG Housing Rehabilitation Program completed rehabilitation activities on 8 owner-occupied housing units. The activities include completion of an air conditioner/heating system, installation of gutters, plumbing repairs, new siding, replacement of windows and doors, roof repair & replacement, new oil tank and concrete pad and installation of hot water tank.
3. Housing Rehabilitation of Renter-Occupied Housing – The Leominster CDBG Housing Rehabilitation completed one (1) rehabilitation activity on a renter-occupied housing unit to replace the sewer line from the street to the house and provided \$40,000 in HOME funds to complete renovation on four (4) rental units in Water Mill Apartments, which is located at 142 Water Street, Leominster, MA. This HOME-funded activity was part of a \$15.5 million substantial rehabilitation of a HUD-subsidized 40-unit rental complex that was completed and fully occupied during the program year.

The table below summarizes various aspects of the housing rehabilitation projects completed in Year 38.

Types of Housing Projects	Income Levels of Households			Elderly Persons	Female Headed Households	Race			Hispanic Origin
	Extremely Low Income	Low Income	Moderate Income			White	Black	Multi-Racial	
Owner-Occupied	7	1	0	6	5	6	1	1	0
Renter-Occupied	5	0	0	3	3	5	0	0	3
Totals:	12	1	0	9	8	11	1	1	3
	92.3%	7.6%	0%	69.2%	61.5%	84.6%	7.6%	7.6%	23.1%

These projects meet the following objectives listed in the 5-Year Consolidated Plan:

H-2	Use CDBG & HOME funds to rehabilitation owner-occupied housing units for 150 low- and moderate-income households by June 30, 2015. Annual Goal: 30 low- and moderate-income households
H-3	Use CDBG & HOME funds to work with the Leominster Housing Authority/Leominster Development Corporation and the Twin Cities CDC to target neighborhoods for housing improvements including new construction and rehabilitation. Goal: The City plans to support 4 separate projects between each agency by June 30, 2015.
S-2	The CDBG Program will continue to provide housing rehabilitation services to elderly Leominster residents through the Elder Rehabilitation Program. Annual goal: Spend approximately 20% of housing rehabilitation funds over the next five years on projects to benefit the elderly. In Year 38, 69.2% of the housing rehabilitation projects benefited elderly households and more than 20% of housing rehabilitation funds were spent on elderly households.

D. Homeless and Other Special Needs ~ 91.520(c)

In its 5-Year Consolidated Plan, the City of Leominster outlines a variety of action items to address homelessness and other special needs as well as the priority needs of homeless persons and families. In Year 38, the City of Leominster funded the following Public Services programs to support the homeless and special needs populations:

1. Montachusett Interfaith Hospitality Network – In Year 38, the CDBG Program allotted \$6,422.00 to fund a Transitional Housing/Self Sufficiency Program for homeless families. The program included temporary shelter, meals, case management, day care, and transportation for job opportunities, doctor’s appointments, etc. The program served 19 people with extremely-low incomes, 13 of which were White/Caucasian (6 of which were of Hispanic Origin) and six (6) of which were Black/African American. Eleven of the people represented Female Headed Households. This program, in particular, reaches out to homeless persons, including unsheltered persons, and assesses their individual needs. It also addresses the emergency shelter and transitional housing needs of homeless persons by providing temporary shelter, meals and case management services. In addition, this program helps homeless persons (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living by assisting the homeless persons with job searches and the provision of day care.

2. YMCA/Battered Women’s Resources – The CDBG Program allotted \$2,200.00 for a program to provide educational information/classes on anti-bullying, dating violence, and healthy relationships in several area

schools. The program's proposed accomplishments were to serve 100 people, but the program only served 26 people (8 with low-incomes, 16 with moderate-incomes, 20 White/Caucasian (10 of which were of Hispanic Origin), 1 Black/African American, 2 Asian, 1 Black/African American & White, and 2 Other Multi-Racial. A total of 465 students participated in this program over the course of the year, but the program was unable to provide statistics (i.e., income guidelines, household statistics, etc.) due to forum held. This program helps low- and moderate-income people avoid becoming homeless by teaching them how to avoid unhealthy relationships and living situations, which could lead to them becoming homeless or at risk of homelessness.

3. Mayor's Office's Energy Assistance Program - The CDBG Program allotted \$10,000.00 to this program that assisted 34 people by providing them with assistance to pay their fuel/oil bills. This program served 34 people served, 22 had extremely-low incomes, 7 had low-incomes and 5 had moderate-incomes. The racial breakdown of the people served by this program was 29 White/Caucasian (5 of which were from Hispanic Origin), 2 Black/African American, 1 Black/African American & White, and 2 Other Multi-Racial. This program helps extremely-low, low- and moderate-income individuals and families avoid becoming homeless by helping them pay their bills so they can remain in their homes. This program meets Objective S-5 which states that the CDBG Program will fund the Energy Assistance Program that will cover 35 residents/households/seniors with \$300 of financial assistance toward their fuel/utility bills. The City's goal is to provide assistance to approximately 150 individuals over the next five years.

E. Other Actions

a. Address Obstacles to Meeting Underserved Needs

The main obstacles to meeting underserved needs in the City of Leominster are related to limited available funding resources and staff. As a result, the CDBG Program works closely with the City's Grants Coordinator to identify untapped funding sources to meet underserved needs.

b. Foster and Maintain Affordable Housing

By rehabilitating housing units in the City as part of its CDBG and HOME Housing Rehabilitation programs, the City of Leominster fosters and maintains affordable housing.

c. Eliminate Barriers to Affordable Housing

The City of Leominster takes the following actions to eliminate barriers to affordable housing:

Land Use Controls	The City Council, the Zoning Board of Appeals, the Planning Board, the Conservation Commission, and the Building Department all work together to manage the use of land in the City. No impact fees are utilized in the City. The City of Leominster consistently works with developers of larger scale projects to encourage an affordable housing component to their plans when submitted for conceptual review.
Tax Policies	The City of Leominster taxes properties under the Quarterly Tax system and maintains the same tax rate for commercial and residential property.

Zoning Ordinances	The City of Leominster maintains a detailed Zoning Ordinance and Zoning Map that delineates areas of the City that allow low and high density housing. A developer may utilize the Open Space Protection regulations to increase residential density on a site while permanently protecting open space.
Building Codes	The City of Leominster follows the standard building codes for the Commonwealth of Massachusetts.
Fees & Charges	Fees and charges related to development applications cover only the costs of processing the applications.
Growth Limitations	To limit residential growth, the Director of Inspections cannot exceed the issuance of three hundred (300) residential building permits in a twelve (12) month period.

d. Overcome Gaps in Institutional Structure and Enhance Coordination

The Mayor and City Hall Department heads meet regularly to maintain an institutional structure that has developed to best serve the needs of the City's residents and businesses. The CDBG Program meets on a regular basis with the local housing and public services agencies to coordinate activities and reduce duplication of efforts.

e. Improve Public Housing and Resident Initiatives

The City will continue to work with the Leominster Housing Authority to improve public housing and support resident initiatives.

f. Evaluate and Reduce Lead-Based Paint Hazards

As part of its CDBG and HOME Housing Rehabilitation programs, the City continues to evaluate and reduce lead-based paint hazards in the City's housing stock.

g. Ensure Compliance with Program and Comprehensive Planning Requirements

The Office of Planning and Development ensures compliance of the CDBG Program activities with HUD program and comprehensive planning requirements in a variety of ways. The CDBG Coordinator and CDBG/IDIS Administrator conduct annual monitoring visits and receive monthly reports from the variety of activities and programs that receive CDBG funding. In addition, the CDBG staff is in constant contact with other entitlement communities and with HUD officials including the City's CPD representative through e-mail and telephone conversations to obtain more information on the various requirements and most effective procedures for enforcing the requirements.

h. Reduce the Number of Persons Living Below the Poverty Level

The Economic Development Coordinator continues to work with local businesses to create and/or retain low- and moderate-income jobs in the City of Leominster and thereby reduce the number of persons below the poverty line.

F. Leveraging Resources

In addition to the funding resources from the CDBG and HOME programs, the City of Leominster leveraged both private and public funds to address the needs identified in the 5-Year Consolidated Plan and elsewhere in the City. The table below describes the recent public resources secured for various projects in the City of Leominster:

Grant Agency & Program	Grant Program/Project Type/Location	
U.S. Department of Justice - COPS (Community-Oriented Policing Services)	Funds were awarded to the City to hire 4 police officers for 3 years. The City is currently in year 2 of implementation.	\$819,000
Green Communities Grant	The City is currently implementing a grant from the Executive Office of Energy & Environmental Affairs for Green Communities retro-fits.	\$245,000
Massachusetts Cultural Council	The City is currently implementing a grant from the Massachusetts Cultural Commission for arts and culture in the City as well as for the expansion of the Leominster Art Center. The Center was housed in the former Columbia Hotel building on Main Street until November 2012, when a 5-alarm fire destroyed the building. The Center is now located at 45 Main Street.	\$17,500
Federal Emergency Management Agency	Completed the installation of smoke detectors in 140 homes of elderly residents (25% over the original goal).	\$17,800
Massachusetts Division of Conservation Services	Received Parkland grant for the construction of a new playground at Southeast Elementary School, which is located at 95 Viscoloid Avenue adjacent to the HUD core area. The playground is expected to be completed by fall 2013.	\$271,000
U.S. Department of Justice	Currently implementing the equipment grant for the purchase of new radios, taser upgrades and computer equipment.	\$22,500
Executive Office of Energy and Environmental Affairs	Grant funds were awarded for the reconstruction of the Monoosnoc Brook Walkway project in downtown Leominster.	\$500,000
Mayor's Energy Assistance Program	The City raised approximately \$25,000 to match the CDBG funds that assist Leominster residents with their heating bills.	\$25,000

G. Citizen Comment

The CAPER was available in the Leominster Office of Planning and Development at Leominster City Hall for review and comment beginning on September 11, 2013. All comments were accepted.

H. Self-Evaluation

The City of Leominster and the CDBG Program always strive to contribute to quality projects and to increase efficiencies on all levels. What follows are ideas for improving the effectiveness of the CDBG Program:

1. Quality/Quantity – To increase the quality and quantity of projects in which the CDBG Program participates, the staff communicated with existing sub-recipients throughout the program year regarding area organizations that may be eligible for funding. Working with public service agencies, many organizations partner and share services that benefit low- and moderate-income people. Through public hearings and annual monitoring visits, the City is able to hear about agencies that could possibly utilize CDBG funding. Once an agency is identified that has not applied in the past, the CDBG Program sends an application package to it for the upcoming year. This outreach helps improve the quantity and quality of sub-recipients that receive CDBG funding from the City of Leominster.
2. Efficiency – Per HUD’s CPD Notice 03-09, the City of Leominster implemented a Performance Measurement System (PMS) in CDBG Year 30. Beginning in Year 33, the City of Leominster as part of its annual monitoring provided each sub-recipient with a CDBG Activity Performance Measurement Questionnaire, which was comprised of 6 questions. In addition, the CDBG Office included a Performance Measurement portion to the Community Development Block Grant application. On this form, applicants explain how Project Performance/Measurement will be measured. The CDBG staff continues to work with each sub-recipient on PMS requirements. Lastly, to remain current and ensure efficiency, CDBG staff has constant contact with the CPD Representative assigned to Leominster. This allows the City to have the most recent HUD news and requirements with regard to overall program management.
3. Public Awareness – The City of Leominster used its website to advertise the CDBG Program. The Planning & Community Development department has provided links promoting the CDBG Program. The Health Department/Code Enforcement has included a fair housing link on its webpage. The City also utilizes local media outlets, such as the local newspaper and LATV to promote the CDBG Program.

I. Monitoring

The CDBG Program collected monthly reports from its funded programs and conducted site visits of its funded programs on an annual basis. In Year 38, while one activity was cancelled, the remaining activities stayed on schedule and disbursements were made in a timely fashion.

The Leominster Office of Planning and the Development manages the CDBG Program and coordinates the activities related to housing and community development in the City of Leominster. The CDBG Program staff shall have the authority to monitor all the activities included in the 5-Year Consolidated Plan and in each Annual Action Plan to certify their compliance with the U.S. Department of Housing & Urban Development’s CDBG rules and regulations. For activities that are funded both in the City of Leominster and the City of Fitchburg, the CDBG Program staff shall work to coordinate tasks and responsibilities with the City of Fitchburg.

To ensure long-term compliance with program requirements and comprehensive planning requirements, the CDBG Program performs scheduled formal on-site monitoring visits of sub-recipients annually. These formal visits occur in addition to the many informal visits that the CDBG Program staff make throughout the program year. They also maintain constant contact with the sub-recipients through the many housing- and community development-related commissions and boards in the City that meet regularly throughout the year. The Housing Rehabilitation Program works together with the Leominster Building Department to conduct on-site inspections and take appropriate actions to ensure long-term compliance with housing codes.

To remain consistent and current with the HUD monitoring requirements, the City of Leominster includes a Performance Measurement category on this form, which is also included in the City’s CDBG Application. The City requires that sub-recipients submit an audit according to the Federal Single Audit Act/A-133. The implementation of the A-133 audit requirement ensures that all sub-recipients that receive over \$500,000 of Federal funds be audited in accordance with OMB Circular A-133. In addition, the CDBG Program staff review

each CDBG-funded activity's performance throughout the year through the collection of monthly reports and overall program management data that are submitted to the CDBG Program. The CDBG Program staff work to ensure that information being submitted to HUD through its IDIS reporting system is correct and complete.

III. CDBG Program

A. Assessment of Relationship of CDBG funds to Goals and Objectives

Administration – In Year 38, the CDBG Program allotted \$65,962.00 to fund three CDBG Administrative personnel positions, which included a CDBG Coordinator, an IDIS Administrator/Elder Liaison and a Clerk/Secretary. In addition to supporting the day-to-day activities of the CDBG Program, this portion of CDBG funding was used to distribute fair housing information to the public by maintaining a display of fair housing pamphlets in the CDBG Office at City Hall. This supports Objective PA-1 in the 5-Year Consolidated Plan.

Code Enforcement - In Year 38, the CDBG Program allotted \$78,297.00 to fund a Code Enforcement Inspector position to conduct code inspections in the Core Area homes. As identified in the Consolidated Plan as a community need, the CDBG Program continued to fund the position of a Code Enforcement Inspector to perform housing code inspections in the Core Area to improve upon the status of existing housing. The Leominster Health Departments conducts inspections on a response mode in accordance with the Massachusetts State Sanitary Code 105 CMR 400.000 Chapter I and 105 CMR 410.000 Chapter II. In Year 38, the Inspector conducted inspections for 833 households. The proposed accomplishment for this activity was 1,000 inspections. This individual also conducted 14 lead paint determinations that resulted in 14 housing units being de-leaded. The proposed accomplishment was 10 lead determinations. In addition, a total of 1,269 State Sanitary Code violations were corrected as a result of these inspections. The proposed accomplishment for this program was 1,500 identified and corrected violations. This program is run in conjunction with the CDBG Housing Rehabilitation Program and supports Objective H-2 in the 5-Year Consolidated Plan to rehabilitate owner-occupied housing units in the Core Area of Leominster, where the Low/Mod percentage is 64.4%.

Economic Development – In Year 38, the CDBG Program allotted \$72,359.00 to fund an Economic Development Coordinator position to provide technical assistance and resources to local businesses. The Economic Development Coordinator provides technical assistance to retain and increase jobs for low- and moderate-income Leominster residents. Through this position, the City works with State Agencies such as the Massachusetts Office of Business Development (MOBD), financing institutions such as Mass Development and the North Central Massachusetts Development Corporation, and the North Central Massachusetts Chamber of Commerce to provide technical assistance to new and existing companies for the purposes of relocation, expansion, and retention.

Through the Coordinator's technical assistance, the City was successful in retaining and creating low- and moderate-income jobs for residents of Leominster and the North Worcester County Target Area. In Year 38, the Coordinator was instrumental in creating seven (7) low/mod jobs with completed Job Creation Forms and assisting two (2) businesses in relocating to the City with technical/Tax Increment Financing information. At least three (3) companies participated in capital expansion projects, accessing the public/private partnerships available through the City's Economic Development Incentive Programs, which generated several million dollars in private investments. The following list of companies and projects highlights the variety of technical assistance provided by the Economic Development Coordinator during this year:

ABC Moving Company – 241 Willard Street - This company was not previously located in Leominster. They moved their company from a leased location in nearby community into a permanent building in Leominster of

which they now own. The company is well suited for the City's labor and workforce with a blend of professional jobs and unskilled positions. ABC Moving relocated many jobs into Leominster and has also created 2 jobs since relocating to this new facility.

Affordable Interior Systems Holdings Corporation – 25 Tucker Drive – This company's renegotiation of their STA (Special Tax Assessment) agreement that was not enacted in 2011. AIS Holdings Corporation is planning to implement their expansion plan into Leominster for 2013. This company plans to occupy the City's largest industrial building of 572,000SF and bringing 360 jobs into Leominster and creating an additional 25 new full-time permanent jobs within 3 years of moving into the community. This company compliments the City's business base of manufacturing, skill sets, and supply chain for our region. AIS Holdings Corporation will become one of Leominster's largest employers and bring a new industry of office furniture production to the City as well.

Chris Ploof Designs – 57 Nashua Street - This company secured empty industrial space in Leominster and relocated from Pawtucket, RI. This is a wholesale jewelry design company and provides diversity to the City's manufacturing base. Chris Ploof Designs brought 5 full-time jobs and 4 part-time jobs into Leominster and plans to hire additional personnel. The staff utilizes complex machinery including a CNC (computer numerical control) machine with design work.

Exhibit Technology – 110-111 Crawford Street - This company moved into Leominster from Rochdale, MA, taking up previously abandoned industrial space. Exhibit Technology creates trade displays and vendor exhibits for national and local companies. The business moved to Leominster bringing 5 full-time jobs and 4 part-time jobs. They have since hired an additional 2 full-time jobs and currently negotiating a second location in Leominster.

F & M Tool and Plastics, Inc. – 175 Pioneer Drive – This company's manufacturing expansion project included job retention and creation of full-time low/moderate income jobs as well. This growth and development included a TIF (Tax Increment Financing) agreement using the EDIP (Economic Development Incentive Program) over a 10-year duration with job creation of 36 positions and job retention of 65 full-time positions. The new employment planned will provide entry-level jobs and managerial jobs for long-term employment in Leominster.

Industrial Packaging Supply – 150 Industrial Road - This company moved to Leominster from Oxford, MA. They have taken 133,362SF of industrial space and brought 80 jobs into our community utilizing 2 shifts of work. Industrial Packaging Supply has expansion plans to add an additional 70 jobs within 3-5 years. The growth and development plans include \$1.2M of investment to include machinery and building upgrades. This company's primary function is custom design packaging and shrink-wrapping of multi-pack products.

New England Wire Products, Inc. – Currently at 214 Nashua Street, but is Expanding into 9 Mohawk Drive – This company's manufacturing expansion plan that included acquiring new real estate in Leominster, job retention and creation of full-time low/moderate income jobs as well. This growth and development included a TIF (Tax Increment Financing) agreement using the EDIP (Economic Development Incentive Program) over an 8-year duration with job creation of 100 positions and job retention of 154 full-time positions. The new employment planned will provide entry-level jobs and managerial jobs for long-term employment in Leominster.

To formalize its efforts to increase job creation for low- and moderate-income people, the City implemented a new low-mod job creation/retention agreement between the City and private/for-profit businesses receiving technical assistance from the Economic Development Coordinator in Year 38. This agreement ensures that any

company receiving assistance is committed to creating jobs for the low-mod population and that all efforts of the Coordinator meet the National Objective and Eligibility requirements of the CDBG Program. The City's job creation/retention documentation was updated to require data such as family income prior to being hired. The work of the Economic Development Coordinator meets the intent of Objective ED-1 in the 5-Year Consolidated Plan.

Housing

In Year 38, the Leominster CDBG Program allocated \$101,146.00 to its Housing Rehabilitation program. A description of its housing rehabilitation activities in Year 38 can be found in Section II-C of this CAPER.

Infrastructure

In Year 38, the Leominster CDBG Program allocated \$15,000 to an annual repayment of a Section 108 Loan from HUD to repair sidewalks in the core area. This met Objective I-1 from the Consolidated Plan, which states that the CDBG Program will work with the Mayor's Office and the DPW to identify specific infrastructure projects in low-mod neighborhoods. For example, water and sewer line replacements/repair and sidewalk improvements. Pending adequate funding, the CDBG Program will provide funding for three (3) infrastructure improvements/upgrades for above reference infrastructure needs before June 30, 2015). In Year 38, the funds were used to build 2,400 linear feet of cement sidewalk (handicap accessible), 2,400 linear feet of vertical face granite curbing and 400 linear feet of remove and reset vertical face curbing in the Core Area.

Public Services

Beacon of Hope – The CDBG Program allotted \$4,000.00 for its Respite Services program in Year 38. With this funding, the Beacon of Hope proposed to serve 24 people and actually exceeded that amount by providing respite care for 32 mentally challenged adults, all with extremely-low incomes, 31 of which were White/Caucasian and 1 was Asian White. The program provides meals twice weekly while offering fun and creative activities such as theatre, raffles, etc. for the participants and their families. This program met the Special Needs Objective in the 5-Year Consolidated Plan to provide funding for a day and evening respite program for mentally challenged adults on an annual basis. Annual Goal: 1 Program.

Boys & Girls Club – In Year 38, the CDBG Program allotted \$2,200.00 to the Boys & Girls Club to provide after-school educational and recreational programs in career development, sports, fitness, etc. as well as cultural events to low/moderate-income eligible families. The proposed accomplishment was 225 people, but the Boy's & Girls Club exceeded that amount by providing programs for 298 people. Of those 298 people, 38 were extremely-low income, 125 were low-income and 135 were moderate-income. The racial breakdown of the 298 people is 255 White/Caucasian (88 of which were of Hispanic Origin), 27 Black/African American, 6 American Indian/Alaskan Native, 1 was Asian White, 2 were Black/African American & White, and 7 were Other Multi-Racial. This met Objective Y-2 of the 5-Year Consolidated Plan, which states that the City should continue to use CDBG funds to assist with the Leominster/North Central Boys & Girl s Club. This facility serves the communities' youth and the working parents of these children with tremendous results. The City anticipates funding this program in the future and intents to provide services to 1,000 children by June 30, 2015.

Mayor's Office – Energy Assistance – In Year 38, the CDBG Program allotted \$10,000.00 to the Mayor's Office to provide approximately \$300 in energy assistance to income eligible households. The proposed accomplishment for this program was 35 people, while the actual accomplishment was 34. Of the 34 people served, 22 were extremely-low income, 7 were low-income and 5 were moderate-income. The racial breakdown of the people served by this program is 29 White (5 of which were of Hispanic Origin), 2 Black/African American, 1 was Asian White, and 2 were Other Multi-Racial. This met Objective S-5 from the Consolidated Plan - The CDBG Program will fund the Energy Assistance Program which will cover 35

residents/households/seniors with \$300 of financial assistance toward their fuel/utility bills. The City's goal is to provide assistance to approximately 150 individuals over the next five years.

Mayor's Office State Pool Financial Assistance Program - In Year 38, the CDBG Program allotted \$1,500.00 to provide summer pool passes at low or no cost to families. The proposed accomplishment was 25 people and the actual accomplishment was 25 people. Of those served by the program, 21 had extremely-low incomes and 4 had low-incomes. The racial breakdown of the people served by the program was 24 people were White/Caucasian (17 of which were of Hispanic Origin) and 1 was Other Multi-Racial. This program supports Objective PS-3 in the 5-Year Consolidated Plan that states that the City use CDBG funds to provide health services that benefit 1,500 extremely-low, low- and moderate-income persons by June 30, 2015. The annual goal is to serve 300 extremely-low, low- and moderate-income persons.

Mayor's Summer Youth Program – In Year 38, the CDBG Program allotted \$12,500.00 to this program and six youth (2 from extremely-low income households and 4 from low-income households) were employed by the City to clean up the core area. A supervisor was also employed to supervise the work of the youths. The racial breakdown of the participants in this program was 6 White/Caucasian (1 of which was of Hispanic Origin). This program met Objective Y-1 from the Consolidated Plan - Use CDBG funds to employ 30 low-income and moderate-income teenagers to engage in clean-up activities in the City by June 30, 2013. Annual goal = Employ 6 low- and moderate-income youth with 1 adult supervisor.

Montachusett Addiction Council – In Year 38, the CDBG Program allotted \$3,500.00 to support the Council's drop-in counseling services, referrals to other support programs, transportation and treatment arrangements. The proposed accomplishment was 2,000 people, while the actual accomplishment was 58 people, 44 of which were extremely-low income, 5 of which were low-income and 9 of which were moderate-income. The racial breakdown of the people served by this program is 57 White (8 of which were of Hispanic Origin) and 1 Black/African American. This program supports Objective PS-3 in the 5-Year Consolidated Plan that states that the City use CDBG funds to provide health services that benefit 1,500 extremely-low, low- and moderate-income persons by June 30, 2015. The annual goal is to serve 300 extremely-low, low- and moderate-income persons. Since there has been a wide disparity between the proposed accomplishment and the actual accomplishment with this program for more than 1 year, the CDBG Program will work this applicant in the future to better estimate the number of people who are proposed to be served by this program and for whom income documentation and racial background can be provided to the CDBG Program.

Montachusett Home Care Financial Program – In Year 38, the CDBG Program allotted \$4,900.00 to fund a money management program to assist the elderly and/or disabled clients with bill paying and financial management on a monthly basis. The proposed accomplishment for this program was 25 People, but the program actually served 23 people, 19 of which were extremely-low income, 3 of which were low-income and 1 of which was moderate-income. All of the people served were White, and two of those people were of Hispanic Origin. This program supports Objective S-1 in the 5-Year Consolidated Plan, which states that the CDBG Program will continue to provide funding for the Money Management for Elders Program sponsored through the Montachusett Home Care Corporation. This program will work with the elderly residents of Leominster to help with paying housing related and medical related bills. This program allows elderly people to stay in their homes due to stability with their finances. Pending adequate funding, the CDBG Program will fund this program annually from 2010-2015.

Montachusett Interfaith Hospitality Network – In Year 38, the CDBG Program allotted \$6,422.00 to fund a Transitional Housing/Self Sufficiency Program for homeless families. The program included temporary shelter, meals, case management, day care, and transportation for job opportunities, doctor's appointments, etc. The program's proposed accomplishment was 25 people, but the actual accomplishment was 19 people with

extremely-low incomes, thirteen (13) of which were White/Caucasian, six (6) of which were Black/African American, and six (6) of the White/Caucasian people were of Hispanic origin. Eleven of the people served represented Female Headed Households. This program meets the City's Objectives related to Homelessness and supports Objective PS-3 in the 5-Year Consolidated Plan that states that the City use CDBG funds to provide health services that benefit 1,500 extremely-low, low- and moderate-income persons by June 30, 2015. The annual goal is to serve 300 extremely-low, low- and moderate-income persons.

Recreation Department Summer Program – In Year 38, the CDBG Program allotted \$2,000.00 to the Leominster Recreation Department to provide financial assistance to 25-30 income eligible youth/families by partially funding summer programs offered throughout the summer months. This program proposed to serve 25 people, but it only served 17 people (11 of which were extremely-low income and 6 were low-income). The racial breakdown for the people served by the program is 10 White (5 of which are from Hispanic Origin), 2 Black/African American, 4 Black/African American & White and 1 Other Multi-Racial. This program met Objective Y-3 in the 5-Year Consolidated Plan, which states that the City intends to use CDBG funds to provide funding for the City of Leominster's Recreation Department's programs to pay fees for 50 low-income and moderate-income youth by June 30, 2015. The annual goal for this objective is to provide financial scholarships to 10-18 low- and moderate-income youth. So, while the program did not meet its proposed goal in the Annual Action Plan, it met the objective's goal to serve 10-18 low- & moderate-income youth annually.

Spanish American Center Crossroads Youth Program – In Year 38, the CDBG Program provided \$3,500.00 to provide income eligible youth with summer meals, nutrition and enrichment programs and after-school programs. This program proposed to serve 150 people and it served 69 people, 2 of which were extremely-low income, 62 were low-income and 5 were moderate-income. The racial breakdown for those served by this program is 54 White/Caucasian (50 of which were of Hispanic Origin), 13 Asian, and 2 American Indian/Alaskan Native & Black/African American. A reason for the wide disparity between the proposed accomplishment and the actual accomplishment for this program could be that while this program operates at multiple sites in the City, only one site's accomplishments were submitted to the CDBG Program. The CDBG Program will work this applicant in the future to better estimate the number of people who are proposed to be served by this program and to submit information on all those served by the program in the City. This program met Objective Y-4 in the 5-Year Consolidated Plan that states that the CDBG Program will provide outreach efforts to minority children through the school department and the Spanish American Center.

Spanish American Center Referral & Outreach Worker – In Year 38, the CDBG Program provided \$1,500.00 to partially fund an advocate/outreach worker to assist the Latino population with the following services: housing, employment/job search, interpretations and translations, and completing documents. The program proposed to serve 130 people and it served 83 people, 30 of which were extremely-low income, 37 of which were low-income, and 16 of which were moderate-income. The racial breakdown of those served is 82 White (81 of which were of Hispanic Origin) and 1 Black/African American & White. One reason for the wide disparity between the proposed and actual accomplishments for this program may be that the Outreach Worker spent more time with clients and therefore could not serve more new clients. The CDBG Program will work with the Spanish American Center in the future to take this time into account when proposing how many people will be served by this activity. This program met Objective PS-4 in the 5-Year Consolidated Plan, which states that the City will use funds to provide youth & family services to 2,500 low- and moderate-income people from the Leominster minority and non-minority populations by June 30, 2015. The annual goal for this objective is 500 low- and moderate-income persons.

YWCA/Battered Women's Resources – In Year 38, the CDBG Program allotted \$2,200.00 to provide educational information/classes on anti-bullying, dating violence, and healthy relationships to several area schools. The program's proposed accomplishments were to serve 100 people and the program served 26 people

(8 with low-incomes, 16 with moderate-incomes, 20 White/Caucasian, 1 Black/African American, 2 Asian, 1 Black/African American & White, 2 Other Multi-Racial and 10 of Hispanic Origin). A total of 465 students participated in this program over the course of the year, but the program was unable to provide statistics (i.e., income guidelines, household statistics, etc.) due to forum held. One reason for the wide disparity between the proposed and actual accomplishments for this program may be that the program staff spent more time with clients and therefore could not serve more new clients. The CDBG Program will work with the YWCA/Battered Women's Resources in the future to take this time into account when proposing how many people will be served by this activity. This program helps low- and moderate-income people avoid becoming homeless by avoiding unhealthy relationships and living situations, which could lead to them becoming homeless. This program meets the following 2 objectives in the 5-Year Consolidated Plan:

Y-5 and AC-1 – The CDBG Program will continue to support the Battered Women's Resources "Healthy Relationships Program". This program is designed to educate and counsel high school aged children who are either in or feel that they may potentially be in an abusive relationship. Pending adequate funding, the City will support this program annually from 2010-2015.

B. Changes in Program Objectives & Changes in Programs

There were no changes in program objectives in Year 38. As a result of the experiences of the CDBG Program with its funded programs, the City would consider working more closely with each grantee to determine the most realistic proposed accomplishments so that actual accomplishments are more closely aligned with the proposed accomplishments.

C. Neighborhood Revitalization Strategies

The City of Leominster does not currently have any HUD-approved neighborhood revitalization strategies.

D. Section 108 Loan Guarantee

The City of Leominster has a Section 108 Loan to improve sidewalks in the Core Area. The CDBG Program pays \$15,000 annually for the Section 108 Loan. The funding was used to build 2,400 linear feet of handicap accessible cement sidewalk, 2,400 linear feet of vertical face granite curbing and 400 linear feet of remove and reset vertical face curbing in the Core Area along Water Street (from Whitney Street to downtown), along Fourth and Fifth Streets from the High Rise to Mechanic Street and along Mill Street.

IV. HOME Program

The City of Fitchburg manages the reporting of activities in the Cities of Fitchburg and Leominster that are funded through the HOME Investment Partnership as part of the Fitchburg-Leominster HOME Consortium.

V. HOPWA Program

The City of Leominster does not currently have any HOPWA Program projects.

VI. Emergency Shelter/Solutions Grant Program

The City of Leominster does not currently have any Emergency Shelter/Solutions Grant Program projects.

Appendices:

Appendix A ~ Financial Summary Report (PR26)

Appendix B ~ Consolidated Annual Performance Report Review Document

Appendix C ~ CAPER Advertisement in the Sentinel & Enterprise Newspaper on September 10, 2013

Appendix D ~ Section 3 Summary Report

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