



Draft

FY2014
One Year Action Plan
March 28, 2013

**FY2014 One-Year Action Plan
Town of Brookline
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EXECUTIVE SUMMARY

The FY2014 One Year Action Plan is year four of the FY2011-2015 Five Year Consolidated Plan for the Town of Brookline. The Plan identifies the needs during this fiscal year, goals, and proposed activities to be undertaken.

The One Year Action Plan reflects citizen collaborations during the planning process and what Community Development Block Grant (CDBG) funds will be allocated for the fiscal year period starting July 1, 2013 and ending June 30, 2014. Although the Town receives CDBG independently, the City of Newton is the lead agency for the West Metro Home Consortium. Brookline is one of twelve consortium communities receiving this housing allocation. The City of Newton is also the lead entity for the Brookline-Newton-Waltham-Watertown Continuum of Care (C of C), and is responsible for submitting the C of C’s application for McKinney-Vento funds for homeless assistance programs each year within the four communities.

Over the past year, the Town has continued to modify and adjust to new regulatory changes which serve to enhance the Town’s ability to administrate, report, and achieve timely performance of the grant. Enhancements to the Integrated Disbursement and Information System (IDIS) serve to better assist grantees with program delivery, reductions in non-compliance, cross program reporting, and streamlining, so even with reduced staffing, it is more doable to meet CDBG and other formula grant regulations. The challenges the Town faced over the several years with cuts to the grant will more than likely continue over the upcoming years given the impacts of future Budget Control Act cuts on federal appropriations if budgets are not agreed upon by Congress and the President. Over the prior fiscal years (FY2011-FY2013), severe cuts of 15.77% and 15.96% to the Town’s allocations resulted in \$542,417 fewer dollars to meet the needs of the low and moderate income population served. Agencies receiving block grant funds have forged and continued to seek out new partnerships which will allow them to better leverage resources for the activities they serve. Nevertheless, the Town and the agencies that serve the needs of the Town’s low and moderate income populace are committed to the goal of the grant to provide decent housing, create a suitable living environment, and expanding economic opportunities for low- and moderate income residents.

SECTION I

Anticipated Resources Table

| Source of Funds | Source | Use of Funds | Expected Amount Available Year 4 | | Narrative |
|-----------------|---|--|--|---|---|
| CDBG | Public Federal (other) State Private Admin and Planning | Housing Acquisition Public Facilities Public Services Admin and Planning | Annual Allocation: Program Income: Prior Year Resources: Total: | \$10,588,969.00 \$59,000.00 \$6,000.00 \$10,653,969.00 | Given scarcity of funding, every recipient of the grant has obtained funds which helps to leverage other sources and thus allow them to maximize projected goals and outcomes for programs. |

SECTION II

Annual Goals and Objectives

- 1) Estimate the number of extremely low-income, low-income, and moderate income families to whom the jurisdiction will provide housing as defined by HOME 91.215b.

Priority #1: Housing needs of single-person renters with incomes between 0 and 30 percent or 31 and 50 percent of the area median income (AMI).

Proposed Projects/1-year goals:

Brookline continues to work closely with nonprofit owners of single-room occupancy housing, such as Pine Street Inn, Caritas Communities, the Brookline Improvement Coalition and HEARTH, to identify potential properties and resources for creating new and preserving existing affordable housing. Several years ago, the Town facilitated a management contract with right of first refusal between Pine Street Inn and the owner of two adjacent lodging houses. Late in 2012 the lodging house owner indicated his interest in selling. Pine Street Inn is carrying out due diligence and is hoping to be in the position to present a financing proposal to the Town in the near future. If so, the Town will consider this project in relation to the progress and financial needs of other on-going projects, as well as resources available to the Town. Both CDBG and HOME funds could eventually be allocated to this project, if approved.

Priority #2: Housing needs of small and large family renters with incomes between 0 and 30 percent, 30 and 50 percent or 51 and 80 percent of the area median income (AMI).

Proposed Projects/1-year goals:

During FY14, the Town's first priority for HOME funding is likely to continue to be the Brookline Housing Authority's 86 Dummer Street Project, which will include 32 low-income rental units with one to three bedrooms for households with income under 30, 50 and 60 percent of area median income. The Town has already allocated \$ 542,331 from its Housing Trust for predevelopment costs, and is expected to assist this project, when appropriate, with an estimated total of \$1.7 million in Brookline Housing Trust, CDBG, and HOME funds. The Federal Home Loan Bank's Affordable Housing Program has awarded the project \$300,000, MHP Homefundors has committed \$400,000, the Commonwealth of Massachusetts has awarded \$954,903, and the project has secured eight project-based Section 8 vouchers. The BHA is awaiting an award for the balance of its gap funding from the Commonwealth in the form of Low Income Housing Tax Credits and a loan from the Massachusetts' Affordable Housing Trust Fund. With those awards in hand, the project will be prepared to go out to bid and to finalize financing and syndication, with closing and a construction start anticipated before the end of calendar year 2014.

While Brookline will continue to work closely with nonprofit owners and developers of family housing, including the Brookline Improvement Coalition, to identify potential properties and resources for creating new and preserving existing affordable rental housing, all projects are opportunity-driven, and any additional projects undertaken in FY2014 will depend upon prioritizing scarce resources.

In addition to affordable rental projects described above, during FY 14 the Town will work with the developer of a project at Beacon/Englewood Ave, a market-rate development subject to the inclusionary zoning provisions of the Town's Zoning By-law, to complete the marketing, eligibility determination, selection by lottery and occupancy for three affordable rental units, including two two-bedroom units targeted to households with incomes below 80 percent of area median income.

Priority #3: Housing needs of small family and large family owners with incomes between 51 and 80 percent of the area median income (AMI).

Proposed Projects/1-year goals:

During FY13, the Town of Brookline completed Olmsted Hill, a 24 unit affordable development for families with a range of incomes, including 12 two- and three-bedroom units for families with incomes less than or equal to 80 percent of area median income. Six of these units were supported by HOME funds. While Brookline will continue to work with developers to identify opportunities to develop, or to acquire and redevelop property for affordable and mixed-income homeownership projects, it does not anticipate undertaking such a project during FY14.

In addition to HOME-funded homeownership projects, the Town works with developers of market-rate condominium developments that are subject to the inclusionary zoning provisions of the Town's Zoning By-law. Also in FY13, the Town completed assistance to the developer of 109 Sewall Avenue to market, determine eligibility, select by lottery and assist buyers of two units serving households with incomes below 80 percent of area median income. This same process was started in FY13 with the developer of 321 Hammond Pond Parkway, a development that will provide four new affordable condominiums, including three two- and three-bedroom units for households with incomes below 80 percent of area median income. The development which is expected to be completed in FY14, will accommodate a total of 27 units.

Priority #4: Housing needs of single-person, small family, and large-family owners with incomes between 51 and 80 percent of the area median income (AMI).

Proposed Projects/1-year goals:

Depending upon competing needs for resources, the Town may use HOME program income received from loan repayments from the resale of previously assisted homes, as available, to provide down-payment assistance through the Town's Homebuyer Assistance Program. If so, eligible buyers who have successfully identified qualifying existing units might receive loans of up to \$175,000, depending upon unit size and need, typically split equally between HOME and CDBG funding. Other potential resources include the Massachusetts SoftSecond Program, and private bank mortgage financing.

SECTION III

Projects

Introduction

All of proposed projects for funding in fiscal year 2014 (July 1, 2013 to June 30, 2014) are targeted to be completed during this funding cycle. All projects, 100%, proposed for the FY2014 Action Plan year will benefit low and moderate income persons through the development of program management/planning, housing, community facilities, and public services. Activities for the management/planning of the block grant are considered to primarily to benefit persons of low and moderate income

- A. Program Year: 2014 IDIS Project ID: _____
Project Title: CD Grant Administration
Grantee/Project ID: 1801 G014

Description: Grant oversight is required to efficaciously carry out entitlement regulations. This activity is required of entitlements to ensure that program management and the administration of the grant is in conformance with the regulations promulgated for the Community Development Block Grant. Funding will be used to pay reasonable program administration costs and carrying charges related to the planning and execution of community development activities assisted in full or partially by funds provided by the CDBG grant given performance measures and other grant conditions are met.

Estimated Amount: \$154,490.00
Expected Resources: None

Annual Goals Supported: To provide grant over sight and fiscal management to all recipients of the Community Development Block Grant funds up to 40 or more during the fiscal year and continuing activities as they relate to the planning and execution of block grant funds and HOME Investment Partnership funded activities.

Goal Indicator: Other Quantity: 40 Unit of Measure: Other

- B. Program Year: 2014 IDIS Project ID: _____
Project Title: Comprehensive Planning
Grantee/Project ID: 1804 G014

Description: Staff under Comprehensive and Preservation Planning assist in implementing HUD's Five Year Consolidated Plan and the Town's 10 year Comprehensive Plan.

Estimated Amount: \$78,717.00
Expected Resources: \$214,660.00

Annual Goals Supported: Provide regulatory oversight; access properties for appropriateness in rehabilitation; work on long range planning; conduct research on eligible properties in Town's historic district and continue to assist in appropriate rehabilitation of historically significant properties.

Goal Indicator: Other Quantity: to be determined Unit of Measure: Other

C. Program Year: 2014 IDIS Project ID: _____
Project Title: Affordable Housing
Grantee/Project ID: 1899 G014

Description: Funds granted to this activity are used to create and preserve affordable housing in the Town of Brookline. Since activity is opportunity-driven, the latest opportunity for increasing affordable housing in Brookline is anticipated as Pine Street Inn's option to acquire one or two properties at 51-53 and 55-57 Beals Street. These are existing lodging houses operated by Pine Street since 2004 and the owner has provided them with the ability to exercise an option to purchase.

Estimated Amount: \$309,920.00
Expected Resources: \$9,789,900.00 \$225,000.00 (HOME)

Annual Goals Supported: To provide low and moderate income households with access to rental or homeownership opportunities for the purpose of expanding affordable housing opportunities.

Goal Indicator: Direct Financial Quantity: 4 Unit of Measure: Households Assisted
Assistance to Homebuyers

Rental Units constructed Quantity: 35 Unit of Measure: Household Housing
Unit

Rental Units Rehabilitated Quantity: 15 Unit of Measure: Household Housing
Unit

D. Program Year: 2014 IDIS Project ID: _____
Project Title: CD 2014 Health and Safety Projects
Grantee/Project ID: 1807 G014

Description: The Housing Authority plans to use CDBG funds for four (4) health and safety capital improvements at five (5) different BHA developments with 537 apartment units. Project entails 1) expansion and reconfiguration of common area rest rooms, kitchen and laundry areas at Col. Floyd to make handicapped accessible to complete federalization; 2) install new security cameras at 22 High Street; 3) install new playground equipment at High Street Veterans Development; and 4) implement landscape safety improvements at High, Trustman, and Egmont Veterans developments.

Estimated Amount: \$162,259.00
Expected Resources: \$38,500.00

Annual Goals Supported: Make capital improvements to Brookline Housing Authority (BHA) Veterans properties that are consistent with BHA planning and the needs of its target populations by maintaining affordable housing.

Goal Indicator: Other (public Housing) Quantity: 537 Unit of Measure: Households Assisted

E. Program Year: 2014 IDIS Project ID: _____
Project Title: Housing Division
Grantee/Project ID: 1805 G014

Description: The program consists of supporting the staff of the Housing Division's 2.8 positions plus portions of two senior planning staff. The Division's highest priorities for FY2014 are 1) working with the BHA to complete financial packaging and construction of 86 Dummer Street; and 2) work with Pine Street Inn in the acquisition of 51-53 and 55-57 Beals Street.

Estimated Amount: \$281,808.00
Expected Resources: \$57,391.00 \$14,438.00 (HOME)

Annual Goals Supported: Develop and implement town policies, strategies, and programs aimed at providing new and improved accessibility and affordability of ten affordable housing units throughout Brookline for the purpose of creating and increasing decent affordable housing at affordable prices.

Goal Indicator: Other Quantity: 35 Unit of Measure: Households Assisted

F. Program Year: 2014 IDIS Project ID: _____
Project Title: Brookline Senior Centre Renovations Project II
Grantee/Project ID: 1857 G014

Description: Funds will be used for Phase II of renovations to the Brookline Senior Center. Phase I to move fitness from basement to 2nd floor will create vacant space. Phase II would renovate space into classrooms to serve some of the 1,500 elders the Center accommodates. This new renovation will also create a larger space for 80 elders who receive food in a safe and efficient space.

Estimated Amount: \$63,000.00
Expected Resources: \$50,000.00

Annual Goals Supported: To provide assistance as appropriate for such improvements where practicable and allowable to increase availability and accessibility of public facilities for low- and moderate-income residents.

Goal Indicator: Public Facility Quantity: 1500 Unit of Measure: Persons Assisted

G. Program Year: 2014 IDIS Project ID: _____
Project Title: BCMHC Adolescent Outreach Program
Grantee/Project ID: 1843 G014

Description: This program provides counseling, crisis-intervention, mediation, short term emergency shelter, transitional housing, case management, legal, consultation, and educational services to 385 Brookline teenagers and their families. The Center offers a Transition to Independent Living Program (TILP), the Brookline Resident Youth Team (BRYT), "Therapeutic Mentoring", In-Home Therapy, A Parent Education series, along with an initiative for Black and Latino boys and girls with Brookline's METCO program.

Estimated Amount: \$32,046.00

Expected Resources: \$393,740.00

Annual Goals Supported: To serve the 385 teens and their families in all programs offered, particularly the needs of youth including: runaway and homeless youth, families in crisis, depressed and suicidal thoughts, substance use and abuse, school problems, court-related problems, and other emotional, social, and behavior difficulties.

Goal Indicator: Public Service Activities Quantity: 385 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

H. Program Year: 2014 IDIS Project ID: _____
Project Title: Comprehensive Services for Children & Families
Grantee/Project ID: 1813 G014

Description: This Brookline Center program services over 285 Brookline children ages 3-12 with crisis intervention, counseling, case management, services to homeless families, consultation, and educational services. The counseling component serves 100 children in individual, group, and/or family therapy. CD funds will be used to support this program component by offering subsidies to children and families, who are uninsured or under insured, income-eligible, with no other means to access services.

Estimated Amount: \$24,091.00

Expected Resources: \$252,825.00

Annual Goals Supported: The primary goal is to help children function better at home and school and assist Brookline families and individuals to gain economic and emotional stability (through homeless family programs). Parents participate in education services in order to have more knowledge and networking opportunities, besides gaining better parenting skills.

Goal Indicator: Public Service Activities Quantity: 285 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

I. Program Year: 2014 IDIS Project ID: _____
Project Title: Brookline Elder Taxi System (BETS)
Grantee/Project ID: 1824 G014

Description: The BETS Program is designed to provide low and moderate income elders of the Town a 50% discount on cab fares. Each month eligible elders can purchase \$50.00 worth of taxi vouchers for \$25.00. The cab companies contribute 25% discount towards the returned tickets. Estimates are that 46 new elders and a total of 550 un-duplicated low/mod elders will be served in fiscal year 2014.

Estimated Amount: \$30,399.00

Expected Resources: \$39,000.00

Annual Goals Supported: To provide affordable transportation to Brookline elders who require access to personal and professional services.

Goal Indicator: Public Service Activities Quantity: 550 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

J. Program Year: 2014 IDIS Project ID: _____
Project Title: Next Steps
Grantee/Project ID: 1839 G014

Description: The Next Steps program is a resource and referral program that provides adults (18 years older) with counseling support and on-going assistance, resource and referrals that can be conveniently accessed in Family Learning Centers within the Housing Authority developments. In FY2014, the coordinator's role will be expanded to full time, 5 days per week to be available to clients by appointment or drop in at the Learning Centers, home, or other convenient locations. The program will look to connect with youth still in high school who do not seek to go on to college but wish to establish and/or advance their life plans.

Estimated Amount: \$9,752.00

Expected Resources: \$42,000.00

Annual Goals Supported: The program aims to meet the needs of low income young adults and adults who wish to explore their employment and education potential, job advancement, re-enter the workforce with refreshed or reinvigorated skills, but more importantly to help identify and provide the needed resources that will help to break down barriers to success.

Goal Indicator: Public Service Activities Quantity: 20 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

K. Program Year: 2014 IDIS Project ID: _____
Project Title: Parent Child Home Program
Grantee/Project ID: 1828 G014

Description: The Parent Child Home Program is a 2 year home visiting, risk prevention program for low/mod income, culturally diverse families with young children living in Brookline. The program proposes to serve 16 families who are part of a large growing immigrant population in Brookline who are at risk in one or more of the following: the possibility of child abuse or neglect; unsafe or non-stimulating home environment; development delays in speech or language; depression; and overwhelmed and/or isolated mother or new immigrants trying to adjust to life in the United States.

Estimated Amount: \$10,863.00

Expected Resources: \$53,505.00

Annual Goals Supported: The short-term focus of the Parent Child Home Program is to prepare young children to enter school ready to learn. The long term goal of the program is that children who participate in the program will graduate from high school.

Goal Indicator: Public Service Activities Quantity: 16 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

L. Program Year: 2014 IDIS Project ID: _____
Project Title: Job Opportunities for Brookline Elders
Grantee/Project ID: 1815 G014

Description: Given the current economic climate, not all staffing needs to provide unmet services essential to Brookline elders, have taken place at the Brookline Senior Center. Concurrently, there are elders who need additional funds to remain independent and be able to afford the high costs of housing, medication, shopping, etc. The program is a employment service for 7 to 10 elders through a training component. CD funds would pay part-time training positions at \$9.00/hour for 1827 hours of program service.

Estimated Amount: \$11,073.00

Expected Resources: \$25,000.00

Annual Goals Supported: To provide elders with training that leads to employment. This in turn allows elders to gain financial stability, increased self-esteem, and provide the Senior Center with additional manpower.

Goal Indicator: Public Service Activities Quantity: 10 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

M. Program Year: 2014 IDIS Project ID: _____
Project Title: Brookline Learning Project
Grantee/Project ID: 1830 G014

Description: The purpose of the Brookline Learning Project is to provide free English language classes to low income adults in Town who reside in public and private housing. Classes are located in the community rooms of three public housing developments where the program offers 4 classes (3 evening, 1 day). Lack of English language skills greatly limits residents, particularly immigrants, in their ability to find adequate employment, advance educationally, engage in their children's education, or conduct basis tasks within the community.

Estimated Amount: \$8,922.00

Expected Resources: \$ -0-

Annual Goals Supported: The overall goal is to provide free, high quality, comprehensive English language instruction for low income adults in Brookline so they can achieve greater economic self-sufficiency, become involved in their children's education, and access resources the Town offers.

Goal Indicator: Public Service Activities Quantity: 40 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

N. Program Year: 2014 IDIS Project ID: _____
Project Title: Youth Employment Training Program
Grantee/Project ID: 1803 G014

Description: The Youth Employment Training Program is a motivational job training program that leads to the successful employment of low-income youth aged 14-21 years old. The program will provide 27 young people this career-orientated job training experience. Trainees will participate in the Summer Learning Curriculum to help foster skills such as fiscal literacy, job readiness training, and college/career shadowing.

Estimated Amount: \$57,477.00

Expected Resources: \$23,951.00

Annual Goals Supported: To provide youth with meaningful employment through on-site training. Youth learn to navigate employment process, develop functional work place skills, and attain self esteem which helps to strengthen and raise their life expectations at school and in their community.

Goal Indicator: Public Service Activities Quantity: 27 Unit of Measure: Persons Assisted
Other than Low/Moderate
Income Housing Benefit

SECTION IV

Geographic Distribution

The citizen participation process advances that priority be given to activities proposed for funding and other activities identified in the One Year Action Plan which meet priority needs particularly among the populations identified as extremely low-, very low-, and low-income households.

Within the Town of Brookline, areas of racial or minority concentrations or any majority of low- and very low income persons are practically non-existent. For this reason, no funds and/or programs have been designated to such, however, the Town does use its resources from all sources to leverage benefits to residents in eligible areas where the highest concentration of low- and moderate-income households do reside. The Town, as an “exception” community, faces challenges to commit resources to areas with 34.5% low/moderate income residents or higher. It is anticipated sometime by the beginning of FY2014, that the Town of Brookline and other CDBG entitlements across the country will receive notice as to the new low/moderate income summary distribution based upon U.S. Census Data which will go down to the block group level.

SECTION V

Affordable Housing

Introduction: the Town of Brookline is continuing to identify needs and resources available to provide affordable housing for households identified as homeless, non-homeless, and special needs. As part of the Brookline-Newton-Waltham- Watertown Continuum of Care, the Town in conjunction with the communities that make up the consortium will be building on the goals established in the C of C’s One Year Action Plan that housing and services reflect the current needs of the members and operate as an integrated system which is easily accessed.

| Type | Number of Very Low-Income Households (at or below 50% AMI) | Number of Low-Income Households (51%-80% AMI) | One Year Goals for Total Number of Households to be Supported |
|-------------------------------|--|---|---|
| Homeless | - | -- | -- |
| Non-Homeless | 0/20 | 2/12 | 2/32 |
| Special Needs | 0/20 | -- | 0/2 |
| Total: | 0/20 | 2/12 | 2/32 |
| Rental Assistance | -- | -- | -- |
| Production of New Units | 0/20 | 2/12 | 2/32 |
| Rehab of Existing Units | -- | -- | -- |
| Acquisition of Existing Units | -- | -- | -- |
| Total: | 0/20 | 2/12 | 2/32 |

* Note: Numbers refer to 86 Dummer Street: Home units/totals units.

While project-based Section 8 Vouchers targeting households with incomes under 30% of area median income (AMI) not limited to the homeless, 8 of these will have.

The Town in FY2014 will continue to assist several non-profits which provide special needs housing. Brookline did provide over \$125,000 in CDBG funds to support capital improvements at two special needs homes operated by Specialized Housing Inc. in FY2013. Furthermore, the Town does anticipate a proposal for a new lodging house/SRO by Pine Street Inn, which does and will provide a service enriched environment for its tenants.

SECTION VI

Public Housing

Introduction: The Brookline Housing Authority plays an important role in assuring that housing remains affordable within the Town. Through its Five-Year Plan (FY2010-2015) the Authority identified strategic goals and objectives to support its mission of serving the needs of low-income, very low-income, and extremely low-income families residing within BHA developments or dwellings it oversees.

Actions Planned During The Next Year to Address the Needs of Public Housing Residents

In consultation with residents of the Housing Authority and members of the broader low-income housing community, the BHA has identified actions to pursue in FY2014 as follows:

- Progress with plans to develop 32 new units of affordable housing on Dummer Street on a site adjacent to the Trustman Apartments.
- Complete capital improvements, including: kitchen upgrades at the O'Shea House; masonry repairs at High Street Veterans and Egmont Street Veterans; lead-based paint abatement at High Street Veterans and Egmont Street Veterans Apartments; kitchen and bath upgrades and wiring upgrades at the Browne Street Condominiums; and repairs to porches, trim, roof, and windows, kitchen and bath upgrades at the Connelly House, Killgallon House, and the McCormick House.

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

The Brookline Housing Authority (BHA) routinely promotes opportunities for homeownership as an alternative to renting. The Housing Division of the Department of Planning and Community Development provides notification to the BHA on homeownership opportunities through the Town as they arise. Residents can sign up to the Town website of the Division to be directly notified of these opportunities as well. Working in cooperation with programs of Steps to Success, this expands the possibilities for residents to achieve self-sufficiency which in turn can lead to homeownership.

Back in the 60's, the Brookline Housing Authority recognized the best way to foster constructive change at the BHA was through the establishment of a Town-wide Resident Association. It is an elected body, with representatives from each of the Housing Authority developments. This venue has allowed the residents to communicate more effectively with the Housing Authority with respect to important initiatives, policies and practices; and foster a stream of communication whereby the residents can challenge the BHA with independent ideas and concerns.

If the PHA is designated as troubled, describe the manner in which financial or other assistance will be provided.

The Brookline Housing Authority has not been designated as a troubled authority.

SECTION VII

Homeless and Other Special Needs Activities

Introduction: The Town consistently makes a conscientious efforts to advance grants to subrecipients to meet the needs of the Town's populace with the greatest needs. For three years the Town through the ARRA Homeless Prevention and Rapid Rehousing Program (HPRP) provided temporary financial assistance and housing relocation/stabilization services to individuals and families who were homeless or would have been homeless without HPRP assistance. As part of the Brookline-Newton-Waltham-Watertown Continuum of Care strategies are effectively put forward to try and reduce homelessness and eliminate chronic homelessness. The Point-In-Time Count conducted annually (January 30, 2013 of this year) helps the Continuum to identify the number of sheltered and unsheltered homeless individuals and families. Those families in the State Emergency Assistance program who have been housed in hotels within the Continuum are also identified to better understand need, and how to more effectively target limited resources to address these needs based upon unduplicated data collection.

Special Needs populations other than homeless are supported by the Town in ways that are most effective to help them whether through the receipt of direct financial resources or assisting in establishing and stabilizing relationships with partnering agencies who provide needed services.

Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including:

1. Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The City of Newton is the lead entity in the Brookline Newton Waltham Watertown Continuum of Care (CoC) and is responsible for submitting the CoC Consolidated Application for McKinney-Vento funds for homelessness assistance programs each year. The most recent application to HUD, submitted on January 18, 2013, included a request for \$1,217,328 for 13 project renewals and a Planning Application. Projects requesting renewal funds included Transitional Housing, Permanent Supportive Housing and Support Services Only. Of the total amount requested, \$244,646 is for Brookline projects sponsored by Brookline Community Mental Health, Pine Street Inn and Vinfen. The City of Newton intends to apply for McKinney-Vento funds on behalf of the C of C in FY2014, as well as continue its lead in managing the CoC.

The City of Newton, in collaboration with the Town of Brookline, is also responsible for the annual Housing Inventory Count (HIC) and the Point-in-Time (PIT) census of homeless individuals and families. The unsheltered count is done biennially and, with the sheltered count, was conducted from sundown on January 30 through sunrise on January 31, 2013. Facilitating the PIT and HIC on an annual basis is the principle way in which Newton and Brookline systematically reach out to the homeless and, once the data is tabulated, is able to assess their needs. In FY2014, the City of Newton

will facilitate the HIC and PIT for the sheltered homeless sometime during the last 10 days of January 2014.

2. Addressing the emergency shelter and transitional housing needs of homeless persons.

The Town of Brookline does not receive any funds for emergency shelter. However, the City of Newton is currently providing \$85,000 in Emergency Solutions Grant (ESG) funds for emergency shelter to The Second Step, located in Newton and REACH Beyond Domestic Violence and Middlesex Human Service Agency which are both in Waltham. In addition, Brookline Community Mental Health Center is administering \$126,259 in ESG funds which are available for homelessness prevention and rapid re-housing in the Continuum of Care communities.

3. Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The Continuum of Care's strategy after analysis of gaps in the system is to utilize the network of housing and services, local support, and all efforts to actively end and eliminate homelessness, and show what need exists. With coordinated planning, the Continuum has improved the coordination of information on vacancies in permanent housing, facilitated better linkage between homeless service providers and owners of mainstream permanent housing to improve access for the homeless.

Brookline Community Mental Health Center (BCMHC) is a recipient of Continuum of Care funds and is part of the 2013 CoC Consolidated Application that the City of Newton submitted on January 18, 2013. BCMHC's Transition to Independent Living Program provides residential services for four homeless young men ages 16-22. The primary goal of the program is to help residents develop skills and behaviors to achieve greater self-sufficiency. The residents stay in the program for approximately 18 months after which they make a transition to living on their own. If funded, this program will provide housing and services to unaccompanied youth in FY2014.

The Office of Veterans Service is a one stop resource to assist Brookline veterans of all wars involving the U.S. Armed Forces to obtain their Federal and State Veterans benefits. With abandoned energy the veterans agent manages a case load of 50 veterans per month and helps provide financial support to 15 to 20 veterans monthly. The Veterans Office collaborates with numerous agencies in the community and beyond to make sure that veterans separated from active duty can obtain all their benefits and better adjust back to civilian life. Advocation to all veterans needs is synonymous with the Veterans Agent and how needed services are achieved for Brookline veterans in need.

In FY2014, the lead of the member for consortium, the City of Newton, plans to apply for McKinney-Vento funds through the FFY13 competitive Continuum of Care application for homelessness assistance program funds. These funds are available to develop permanent supportive housing for the chronically homeless. If there is an application for funding a development for this subpopulation, it will

be included as a high priority project in the application. In addition, the City will also consider providing deeper development subsidies to housing projects in Newton that target homeless subpopulations, including veterans, if the funding gap is not severely challenging.

4. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Town of Brookline and other members of the Continuum of Care, follow the discharge planning policies developed by the MA Interagency Council on Housing and Homelessness (MA ICHH) and the other state agencies that have discharge planning responsibilities including the State Departments of Mental Health, Corrections, Public Health, Children and Families and Veterans' Services.

Foster care: The MA Department of Children and Families (DCF) oversees Foster Care and is responsible for ensuring that its policy that youth not be routinely discharged into homelessness is met. DCF uses the PAYA Life Skills Curriculum to prepare youth for self-sufficiency, provides written *Notice of Intent to Discharge* to each foster care youth age 18 and older and establishes a Transition Plan with each youth. This plan identifies available resources, steps to meet targeted goals, the individual(s) responsible to assist the youth and the appropriate discharge housing arrangement. DCF works with the other state agencies and the MA ICHH in coordinating these efforts. Within the Continuum of Care, the Brookline Community Mental Health Center develops a service plan for their Transition to Independent Living Program participants (ages 16-22) identifying the skills they need to maintain permanent housing upon program exit. Six months prior to program exit, a transition plan is developed by the youth and their program manager regarding a housing discharge plan.

Health care: The MA Executive Office for Administration and Finance's Operational Services Division oversees all state procurements and contracts and provides standard contracting language for state agencies which states that the Commonwealth has determined discharging consumers from shelters to places not meant for human habitation is not acceptable and that through the implementation of aggressive and comprehensive discharge planning, the number of consumers who become homeless will be reduced.

The MA Department of Public Health's Bureau of Substance Abuse Services (BSAS) funds substance abuse treatment and residential recovery programs. The Department of Public Health also proactively coordinates services with the Department of Mental Health through co-funding state services for dually diagnosed individuals and families, youth outreach workers, Veterans' Services and other organizations so services reach a broader range of homeless people. Providers routinely discharge consumers primarily to state-funded transitional support and residential recovery programs.

Mental Health: The MA Department of Mental Health (DMH) has regulations and procedures for discharges from state facilities and services and closely monitors and tracks discharges. DMH homeless policy addresses the agency's responsibilities toward their homeless clients. The policy states that no person shall be discharged from an in-patient facility with directions to seek emergency

shelter and that every effort must be made—through careful discharge planning—to work with the client and area resources, to seek adequate, permanent housing. All discharges from DMH facilities are documented in a comprehensive database to monitor activity and ensure compliance with current laws and regulations.

The MA Department of Corrections (DoC) is responsible for ensuring that people leaving correctional institutions are not discharged into homelessness. The Executive Director of the Interagency Council on Housing and Homelessness (ICHH) convened several meetings in 2012 with the DoC, the Veterans' Services' staff and Military Records to develop a protocol for data matching on releases in a statewide effort to increase veteran access to benefits and reduce the risk of becoming homeless. The DoC also partners with MassHealth to ensure people released from corrections have medical coverage upon release which enables discharge planners to schedule medical and mental health appointments prior to release.

SECTION VIII

Barriers to Affordable Housing

Introduction: Zoning as prescribed in the Town of Brookline reinforces the concentration of multi-family, to one-fourth of the Town residentially zoned land. However, strides have been made to adopt new policies that favor affordable housing in all parts of Town. The Olmsted Hill Condominium project, located in Fisher Hill, was completed in FY2013 as a Zoning Overlay District in a single family neighborhood. Efforts such as this expect to be continued in FY2014.

Describe planned actions 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 Town will continue to use Zoning Bylaw provisions to work with developers proposing new projects to maximize affordable housing outcomes. The parking provisions in the Zoning Bylaw allow for reduced parking requirements for affordable units, reflecting lower car ownership related to income and/or age. The Public Benefits Incentives within the Bylaw allows a limited density bonus for developers who are providing affordable units in excess of what is required.

The impact of high taxes on the cost of owning property in Brookline will continue to be partially mitigated, for owner occupants, by a residential exemption which in FY2013 equals \$167,761.00 and provides an annual tax savings of \$1,954.00. Furthermore, where affordable housing is deed restricted, the property will be assessed at the permitted resale price, further reducing taxes. The Town will continue to work with affordable condominium buyers to take advantage of these tax advantages when seeking financing. In addition, the Town will continue to subscribe to several State-authorized measures to provide tax relief for homeowners who are low-income, seniors, surviving spouses and children, veterans, and/or blind.

While the Town cannot control the sales price of housing or the speed at which property transfers, it will continue to use its own Housing Trust as a way to help nonprofits to respond nimbly to market

opportunities, and its HOME, CDBG and its Housing Trust to help write-down its cost. This effort includes reinvesting proceeds from the sale of units originally assisted by the HOME-CDBG funded homebuyer assistance program which are not subject to resale restrictions. The Town will allocate its limited resources to developers in ways that have the greatest likelihood of leveraging private and State funding and at achieving affordability for the longest term appropriate through deed restrictions.

Finally, staff of Brookline's Housing Division will continue to provide significant outreach to connect owners of appropriate properties with potential nonprofit operators/developers, and to familiarize lenders with Brookline programs, all in an effort to bypass the highly competitive marketplace and achieve a transition of property that will benefit affordable housing. The matching of Pine Street Inn, as a manager of single room occupancy housing, with the owner of two lodging houses several years ago has now come to fruition. Pine Street Inn is now in the position to exercise its right of first refusal, and will be proposing an acquisition project to the Town that will create permanent single-person low income housing.

SECTION IX

Other Actions

Introduction: Given the highly competitive market place that exists within the Town, and the need to engage in partnerships to advance housing opportunities, the Town seeks to provide a housing environment which is affordable to all levels of households, particularly those under 80% of Area Median Income (AMI).

Describe actions that will take place during the next year to address obstacles to meeting underserved need.

The following obstacles were identified by Brookline in the FY11-FY15 Strategic Plan:

- Subsidizing rental units to make them affordable to low-income and very-low income single-person households and family households is dependent on variable market conditions, such as availability of existing buildings for redevelopment, as well as the availability of sufficient funding at the state level.
- Subsidizing owner units to make them affordable to moderate-income small and large families is dependent on availability of sufficient project funding which is limited.

Zoning By-Law provisions will still be used by the Town with developers proposing new projects to maximize affordable housing outcomes. When applicable, the Public Benefits Incentive within the By-Law will be utilized to allow limited density bonus for developers who are providing affordable units in excess of what is required.

Members of the Brookline community and subrecipients have been apprised of rulings on sexual orientation or gender identity. The HUD ruling "Equal Access To Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity", guarantees and are enforceable by HUD and the communities that receive formula grants, that all programs are open to all eligible individuals.

While the Town cannot control the sales price of housing or the speed at which property transfers, it will continue to its own Housing Trust as a way to help non-profits to respond nimbly to market opportunities, and its HOME, CDBG and the Town Housing Trust to help write-down its cost. This includes reinvesting proceeds from the sale of units originally assisted by the HOME-CDBG funded homebuyer assistance program which are not subject to resale restrictions. The Town will allocate its limited resources to developers in ways that have the greatest likelihood of leveraging private and State funding and at achieving affordability for the longest term appropriate through deed restrictions.

Staff will continue to tap into the market by providing outreach to connect owners of appropriate properties with potential nonprofit operators/developers, and to familiarize and update lenders with Brookline programs offered, all in an effort to eliminate interaction in the highly competitive marketplace and achieve a transition of property that will benefit the creation or preservation of affordable housing.

Describe actions planned to foster and maintain affordable housing.

Currently the Town is working with a non-profit, Pine Street Inn to assure that the two lodging houses it operates and now has a limited right of first refusal to purchase, are not lost to the market place. The goal would be the improvement and preservation of up to 30 units of single room occupancy housing.

Brookline will continue to use its Zoning Bylaw proactively to encourage affordable housing as part of market-rate projects through the inclusionary zoning provision. These projects require an affordable housing benefit from all developments of six or more units. While 15 percent of developments of 16 or more units must be affordable, developers of six to 15 units may choose to make a contribution to the Housing Trust in lieu of such units. During FY14, two projects will be completing construction and/or occupancy, resulting in seven additional affordable units added to the Town.

The Brookline Housing Authority is the owner and manager of the largest affordable and assisted housing units in the Town. The Town's long term affordable policy is to rely on the continued cooperation with and support the BHA to preserve, upgrade, and increase the Town's supply of affordable housing units.

Describe actions planned to reduce lead-based paint.

The Town will continue to work to reduce the risks of lead-based paint poisoning. As required by Massachusetts State law, whenever a tenant files a complaint or if any inspection is required by the State Sanitary Code and the unit is occupied by children under the age of six years, Brookline's health inspector performs a lead determination. A total of 1,260 housing inspections during the past two years were performed, and 16 of these resulted in orders for lead abatement. The Town also received 20 notices of lead paint removal during this two-year period, reflecting the number of units in which the property owner sought a compliance letter for the removal/abatement of lead. The Health Department has also been quite active in responding to reported violations of the new EPA Renovation, Repair and Painting Rule (RRP Rule), which requires contractors to follow safe work practices when working in residential properties built before 1978. Furthermore, the Town will continue to require lead paint abatement as part of renovation programs for family housing undertaken by private developers using public funds when such housing is to serve families with children.

The Housing Division of the Department of Planning and Community Development will continue to act as the authorized processing agency for the MassHousing “Get the Lead Out,” a low-cost loan program for lead removal. The program provides zero to two percent financing to owners of buildings with one to four units. This includes owner occupants whose incomes fall under certain low and upper moderate income limits and investor/nonprofit owners who serve income-eligible tenants. The Town does an initial eligibility determination, assists the borrower in completing the loan package, and then assists the borrower in the lead abatement process required under Massachusetts State law. However, while the Housing Division receives inquiries, the usefulness of this program in Brookline is often limited because a high proportion of condominium and rental units are in relatively large buildings where access to common area testing and abatement may be more complicated within the context of this program.

Describe actions planned to reduce the number of poverty-level families

Individual empowerment combined with financial self-sufficiency has since been one philosophy targeted in the battle against poverty. There has also been a growing understanding that effective anti-poverty strategies must incorporate initiatives to help people build assets, increase access to affordable housing, and equity through homeownership when applicable, savings/financial programs, individual “development” accounts, life skills; and microenterprise development among possible remedies. Although this is by no means the full litany of initiatives or activities possible to use to eradicate poverty, it is a step for individuals to meet their most basic needs and move further out of poverty.

The Town’s target group of individuals/families who may be at poverty level includes low-income working families, the elderly on fixed incomes, immigrants, victims of domestic violence, and single parents working off of public assistance. Brookline’s goal is to help individuals and families increase and/or maintain self-sufficiency through acquiring and maintaining the services of permanent affordable housing, health care, child care, food assistance, or mainstream resources; any combination of these which offers the most meaningful way to achieve a reduction in the number at or below poverty level.

The Town recognizes that those families in poverty or on the fringe includes work to reduce homelessness though supportive services which are funded through CDBG and funding to the Continuum of Care. Creating and protecting jobs, as well as providing job skill services are sustainable ways to keep people from the brink of poverty or out of poverty. Through the CDBG program, the Town works with the Next Steps Program which provides resource and referral services to those looking to increase their job readiness skills and opportunities. One-on-one counseling, work force development workshops and recruitment sessions add to individuals being able to garner greater self-sufficiency. Another program, the JOBS program through the Council on Aging gives training and subsequent employment opportunities to elders to help them to be more self-sufficient and self-reliant. The Youth Employment Training Program which works in providing training on developing and becoming skill ready so that youth ages 14 to 21 years may be placed in job opportunities as they are available in various Town departments and/or outside agencies. For Brookline students this resource is an opportunity to establish references, gain responsibility, and a way to learn about their community, and hopefully continue in their education career. With support for small local businesses, the Town can offer employment to low-income persons while providing job creation and retention. Through a network of programs such as the Next Steps Program, Brookline Adult and Community Education Program, and The Family Learning Centers, the Town offers a cross-referral mechanism to educational strengthening opportunities, job training/resources, and referrals. These

programs and others aid the community in getting the proper education needed to attain jobs, create resumes, literacy and ESL support, positive parenting programs, and after school enrichment programs for students. The affect of these programs directly influence “the community of Brookline” in strengthening job enrichment, development, and placement through economic development.

Other public services supported by the Community Development Block Grant address needs that respond to counseling, education, and child care. The Town of Brookline partners with non-profits to provide social service programs to a diverse, changing, and growing population. BCMHC works with adults, children, adolescents, and families, in dealing with crisis, how to integrate children into school, and other mental health needs. The Parent Child Home Program also helps low-income families with young children at risk of delayed emotional or intellectual development. They work with families to teach early and frequent interaction, diminishing and stimulating the home environment to increase language skills and school readiness. The program gives children a more comprehensive early education, books, and parenting advice, along with skills at integration into the community.

A conscientious effort has been paramount with advancing grants to subrecipients to meet the needs of the Town’s neediest populace. On the surface these activities/programs appear just to promulgate specific objectives but looking deeper there is more. These programs also are part of the arsenal of activities employed by the Town to aid in bringing individuals/families out of poverty at the very least above subsistence and with new standards of living.

The Town strives to expand other programs offered through municipal agencies that help families improve their housing standard of living. The Affordable Housing Program through the Housing Division helps to provide low and moderate income residents of Brookline with opportunities of affordable rental housing and home ownership. Funding from the block grant has allowed the Brookline Housing Authority’s (BHA) veteran’s developments to be upgraded with CDBG funds, to keep the living space safe and sustainable for those low-income households occupying that housing. As the single largest owner/operator of affordable housing in the Town, it is imperative to sustain such for those within the lower income strata to reside in BHA units. Over the past couple of years the Brookline Housing Authority has provided rental subsidies to over 650 families within the 0 to 30% median family income limits. At the same time the Town has committed thousands of dollars in HOME funds to assist new homebuyers with down payment assistance, and made thousands more available in HOME and CDBG funding for non-profit housing developers to acquire and/or rehabilitate affordable housing.

Describe actions planned to develop institutional structure.

At the present, there is an institutional structure in place. The Community Development Division is responsible for overseeing the development of the FY2011-2015 Consolidated Plan and the FY2014 One Year Action Plan for the Town of Brookline. The Town is part of the West Metro Home Consortium with the City of Newton as the lead agency. The Home Consortium consists of twelve adjacent/contiguous communities. Further the Town is also part of the Brookline-Newton-Waltham-Watertown Homelessness Consortium, which the City of Newton is also the lead. The nature of these consortiums is such that the Town must collaborate with Newton and the other cities and agencies whose funding is supported by these grant funds. This also necessitates that Brookline is proactive to meet grant requirements, identify needs of populations seeking service or need assistance, and reach out to agencies that will add to forming new

collaborations that address gaps and weakness. Goals and objectives for formula grant funds are set yearly, but assessed throughout the year through meetings which help facilitate better linkages for all agencies, groups, organizations who participate and may be integral to the institutional structure.

Describe actions planned to enhance coordination between public and private housing and social service agencies.

| Agency/ Group/ Organization | Agency/ Group/ Organization Type | What Section of the Plan was addressed by Consultation? | Briefly describe how the Agency/Group/ Organization was consulted. | What are the anticipated outcomes of the consultation or areas for improved coordination? |
|---|---|---|---|--|
| CDBG Advisory Committee | Other: Advisory group to Board of Selectmen | Funding strategy for overall CD Grant | Group charged with making recommendations on grant to Town | Citizen participation focused on development of grant |
| B-N-W-W Continuum of Care | Other: Funding Source Vehicle | Homeless: chronic; veterans; needs; strategies | Group meets monthly to discuss how C of C will run; how to meet needs of homeless populations; strategies for future funding | The members of C of C more effectively meet needs of homeless and chronically homeless with housing and other services |
| Brookline Veterans Agent | Other government - local | Homeless Veterans and Veterans | Discussed role relative to impact on grants Town receives | Improved relationship and better communication to assist in multiple grant processes |
| Newton Planning and Development | Local Town government | Homeless and HOME funding | Cooperative relations to develop PIT and HIC; lead for both HOME and Homeless Consortiums | More effective collaboration and use of funding streams for affected groups |
| Council on Aging | Other government - local and services - Elderly | Funding strategy for current and potential other projects | Discussed expected projects, funding, and effects on income | Solid communication with agency |
| Brookline Housing Authority | PHA | Public Housing needs | Addressing needs of PHA residents and involvement in management and other housing opportunities | Required as part of Town 5 year and PHA Comprehensive Plan |
| Brookline Community Mental Health Center | Services - Health | Homelessness needs; funding strategy for current and potential project | Use of ESG and McKinney Vento funds - services provided | Help to engage other agencies to participate in C of C and show improved opportunities for mental health services |
| Steps to Success | Services - Employment | Homelessness strategy; funding strategy | Discussed programs oversee how services best be utilized for funding sources Town receives or accesses | Better use of source funding and more interaction with other agencies |
| Brookline Health Department | Services - Health; other government - local | Lead-based Paint strategy | Discussed health and safety codes related to Town housing stock | Enforcement of lead paint abatement |
| Brookline Human Relations/Youth Resources Commission | Other government - local and service - Fair Housing | Housing need assessment | Discussed Fair Housing compliance | Helping to better recognize and address impediments to fair housing |
| Housing Advisory Board | Housing | Funding strategy | Discussed likely HOME allocation in relation to other available funding and current and expected projects. | HOME funds will better leverage other sources to maximize affordable housing outcomes. |

SECTION X

Program Specific Requirements

Introduction:

1. *Total amount of program income that will be received before the start of the next program year and that has not yet been reprogrammed.*

Description: From program income received to date, the town anticipates receiving and inputting into IDIS approximately \$24,786.00.

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*

Description: To date, the Town has not utilized a Section 108. Therefore this section is not applicable.

3. *The amount of surplus funds from urban renewal settlements.*

Description: Not Applicable.

4. *The amount of grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.*

Description: Not Applicable.

5. *The amount of income from float-funded activities.*

Description: Not Applicable.

Total Program Income: \$24,786.00

- a. *The amount of urgent need activities*

Description: No funds have been planned or identified to meet an urgent community development need.

- b. *The estimated percentage of CDBG funds that will be used for activities that will be used for activities that benefit persons of low and moderate income*

Description: It is anticipated that 100% of funds from the CDBG grant will be spent on LMI beneficiaries. (70% is the minimum)

- c. *Overall Benefit: A consecutive period of 1, 2, or 3 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.*

Description: The period of 1 year will be used to determine the minimum overall benefit of 70% of CDBG funds used to benefit persons of low- and moderate-income.