



## Community Development Block Grant Program (CDBG)

### DRAFT Annual Action Plan

**PROGRAM YEAR 2019**  
**(July 1, 2019 – June 30, 2020)**

Prepared by:	Town of Barnstable Planning & Development Department 367 Main Street, 3 <sup>rd</sup> Floor Hyannis, MA 02601
Contact Person:	Kathleen Girouard Phone: 508-862-4678 TDD#: 508-790-9801 Email: <a href="mailto:kathleen.girouard@town.barnstable.ma.us">kathleen.girouard@town.barnstable.ma.us</a>

## Table of Contents

Executive Summary.....	3
AP-05 Executive Summary - 91.200(c), 91.220(b) .....	3
PR-05 Lead & Responsible Agencies - 91.200(b) .....	8
AP-10 Consultation - 91.100, 91.200(b), 91.215(l) .....	9
AP-12 Participation - 91.401, 91.105, 91.200(c) .....	24
Expected Resources .....	27
AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2) .....	27
Annual Goals and Objectives .....	29
AP-35 Projects - 91.420, 91.220(d) .....	31
AP-38 Project Summary .....	32
AP-50 Geographic Distribution - 91.420, 91.220(f) .....	36
AP-75 Barriers to affordable housing -91.420, 91.220(j) .....	37
AP-85 Other Actions - 91.420, 91.220(k) .....	38
Program Specific Requirements.....	40
AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4) .....	40
Attachments.....	41
Citizen Participation .....	42
Grantee SF-424's and Certification(s) .....	57

# Executive Summary

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

### 1. Introduction

*Note to HUD: Section complete in IDIS but does not download to word document.*

The Annual Action Plan outlines the activities which will be undertaken during the program year beginning July 1, 2019 and ending June 30, 2020 using Community Development Block Grant (CDBG) funds granted to the Town by the U.S. Department of Housing and Urban Development (HUD).

Programs and activities are to primarily benefit low and moderate-income residents of the Town of Barnstable by providing decent affordable housing, economic opportunities and a suitable living environment. HUD defines low and moderate income as those making 80% or less of the Area Median Income for Barnstable.

This draft Action Plan was developed using estimates because HUD has not released the 2019 appropriations and they are not expected before plan is due. **The entitlement estimate is based on the amount received last year and the carryover on the amount available as of 4/1/2019.**

<i>Entitlement Amount:</i>	<i>\$287,173</i>
<i>Carryover:</i>	<i>\$70,485 (as of 4/1/2019 amount available to commit)</i>
<i>Total:</i>	<i>\$357,658</i>
<i>Program Income:</i>	<i>\$0</i>
<i>Total with PI:</i>	<i>\$357,658</i>

The Town is seeking public input on the draft plan and will make adjustments to reflect actual amounts when available and before submitting to HUD for approval. As indicated in HUD's CPD-19-01 notice, Contingency Provisions are included to explain how the plan will be adjusted to match its actual allocation amounts once known. Changes are not expected to trigger a substantial amendment. In the event a substantial amendment is triggered the Town will comply with the Citizen Participation Plan and allow an additional 30 days for public comments on the proposed changes.

## **2. Summarize the objectives and outcomes identified in the Plan**

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

Projects and programs funded must be consistent with the Consolidated Plan goals and meet one of the three

**Objectives: Provide Decent Housing (DH), Create a Suitable Living Environments (SL), and Creating Economic Opportunities (EO);** and

One of three **Outcomes: Affordability, Availability/Accessibility, and Sustainability.**

The objectives and outcomes will result from specific programs and projects carried out during the program year.

**Contingency Provisions:** Below is a list of priorities based on the needs identified in the Consolidated Plan that may be addressed during the program year. Funds addressing these priorities do not trigger a substantial amendment. Planning and admin and public service activities shall not exceed HUD limits.

### **Activities that provide decent housing**

- May include Acquisition of property for purpose of creating or preserving affordable housing units; Rehab activities to preserve housing stock including but not limited to non-profit owned rental units, homeowner rehab to connect to Town sewer, remove lead hazards, emergency or other repair programs; converting to residential from non-residential units; Direct Homeowner Assistance – continuation of Homebuyer Assistance Program; and any other eligible activity that creates or preserves affordable housing.

### **Creating economic opportunities**

- Continuation of the Micro-Enterprise Loan program. Pending fund availability may include continuation of the commercial façade improvement program with emphasis on sign/awning or lighting improvements downtown Hyannis, or other eligible activities that create or retain jobs for low and moderate income persons or revitalization efforts to improve the conditions in the downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA).

### **Suitable Living Environment** *(includes public improvements and public service activities)*

#### **Public facilities, infrastructure, and other public improvements**

- Eligible activities may include acquisition or rehab to public facilities, infrastructure and other public improvements that benefit low and moderate income populations, are in designated low/mod areas such as the NRSA, or address conditions of slum and blight. Examples of public facilities are the Barnstable Senior Center, public housing facilities, and shelters for homeless persons, neighborhood facilities or parks etc. Must be either publically owned or if non-profit owned must be open to the public during normal working hours. Maintenance is not allowable activity.

## **Provide Public Services**

- Up to 15% of the allocation may be used for activities providing a service to low and moderate income persons or special needs populations provided it is new or quantifiable increase over the current level of service or continuation of a CDBG funded program. The Youth Scholarship program is expected to continue and consideration to additional services including but not limited to those for youths, elderly, homeless, or those suffering from addiction.

**Planning and Administration** up to 20% of the entitlement amount and current year program income will be used for planning and administration activities.

**Pre-award costs:** May be incurred for eligible activities provided it is necessary for efficient and timely performance, compliance is met with related requirements, and the citizen participation process has been completed.

Carryover amounts may include funds committed to projects that haven't completed by year end but have demonstrated compliance with stated benchmarks in their agreements.

## **3. Evaluation of past performance**

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

As of **April 1, 2019** the following accomplishments have been made towards meeting the Consolidated Plan goals:

Housing Activities:

- Acquisition, clearance and infrastructure improvements to create 4 new affordable homes underway and expected to complete April 2019 – Habitat for Humanity
- Direct Homeowner Assistance – 2 programs
  - BHA Soft Second Mortgage Program – 3 public housing tenants moved into homeownership
  - Hyannis Homebuyer Assistance Program – 1 family assisted and moved out of public housing into homeownership; met with about 78 potential homebuyers, reviewed 17 potential properties, received 8 applications of which 6 met the preliminary requirements. Of those, 1 family continues to actively look for a home.
- Rehab homeowner housing to create Accessory Affordable rental housing – 2 units
- Barnstable Housing Authority rehab assistance, 8 units - Career House roof, siding, windows and doors completed in 2017. Funds requested in 2018 for continued restoration to add 2 more units. Project underway and expected to complete by 6/30/2019.
- MV House – Funds provided to Housing Assistance Corp to rehab permanent supportive housing. Project completed in 2018 benefiting 5 eligible tenants.
- Kimber Woods Boiler Replacement project –awarded March 27, 2019 and expected to complete by July 2019. Funds to replace failing boilers for apartments deeded affordable.

Economic Opportunities:

- Assistance to businesses to improve their Commercial Façade or signage – 3 complete
- Micro-Enterprise Loan Program (MELP). Partnered with Coastal Community Capital to re-establish a program to help small businesses, with 5 or less employees including the owners, in

the downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA). In 2017 assisted a business that was not only located in the NRSA but the owners and employee were also residents of the NRSA. Assisted 2 businesses in 2018 as of 3/4/2019 expected to assist 1 more by year end. Plans to continue program in 2019.

Suitable Living Environment:

- Public Facility Improvements – Senior Center Generator project was carried over from 2107 and expected to complete by June 2019; ADA improvements at 367 Main Street currently on hold may move forward at a later date.
- Public Service – BID Clean Team provided job training to 16 low income persons in 2015 and 15 in 2016.
- Senior Services Equipment: 423 seniors served meals on wheels in 2015. 2017 program provided equipment to various programs including but not limited to meals on wheels, brown bag service, community lunches, educational, technical, and recreational programs offered to seniors at the Barnstable Senior Center.
- Public Service – Youth Program Scholarships for income eligible families to participate in various youth programs. Families with income at or below 80% of the area median income for Barnstable are eligible for up to 50% of the program costs. Applications available online and at the Hyannis Youth and Community Center. 17 families assisted in 2017 program year and additional 14 families assisted in 2018 as of 3/30/2019 with 24 children participating in various recreational programs.

HUD monitors performance by expenditures drawn from the bank by May 1st in each program year. Grantees are allowed to have a maximum of one and half times the yearly allocation amount in the bank at that time.

On May 2, 2019, when the test is conducted, the ratio in the bank was \_\_\_unadjusted and \_\_\_adjusted for program income which is less/more than 1.5 and in/not in compliance with expenditure requirements.

If the expenditure requirement is not met two years in a row, the amount over 1.5 times the allotment must be returned to HUD and is no longer available for activities. The requirement was met last year but the Town received a large amount of program income in 2018 primarily due to a property sale and the current adjusted ratio is 2.15 as of 4/1/2019 and at risk of non-compliance. The Town needs to spend about \$185,000 before May 1 to comply with this requirement.

#### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

The Town's current Citizen Participation Plan (CPP) was adopted 7/1/2016 as amended 2/22/2017 and 5/7/2018. The recent changes made were minor and mostly to update new department names and leadership titles but were included in the legal notice and press release to invite residents and other interested parties read and comment.

A summary of the process follows.

To encourage participation, residents and other interested parties are invited to attend public meetings at least twice a year. Once while preparing the Consolidated Plan or Annual Action Plan and once when reporting accomplishments in the Consolidated Annual Performance Evaluation Report (CAPER). The

drafts are posted for public review and written comments are encouraged for an additional 30 days for plans and 15 days for the CAPER before submitting to HUD for approval. Substantial amendments to approved plans require public notice and an additional 30 day comment period.

During the development of Five Year Consolidated Plan the Town consults with local service providers (public and private) to obtain opinions on housing and community development needs of special needs households in Barnstable. These households include elderly/frail elderly, persons with HIV/AIDS, substance abusers, persons with mental or physical disabilities and homeless persons.

In addition to consultations done to set priorities for the Consolidated Plan the Town consults with agencies in the preparation of the Action Plan. Consultations occurred between January 2019 – March 2019 and included agencies serving low and moderate income persons and special need populations. Agencies providing housing, services, jobs, and health care serving low and moderate income persons and special needs populations were consulted. See list in consultation process section below.

The Citizen Participation process is further defined in the Citizen Participation Plan (CPP) and section AP12 Participation in this document summarizes the process during the development of this plan.

## **5. Summary of public comments**

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

The Public Meeting was held March 27, 2019. 3 attendees and 3 staff members were present at the meeting. A summary of the meeting is attached hereto in the Citizen Participation Comments section. In general the public comments on priorities were consistent with the consolidated plan and supported the highest priorities as programs providing housing and economic opportunities.

The priorities and project descriptions were updated based on comments received to include the potential for a program to acquire property for the purpose of increasing the number of rental units and for a homeowner rehab program. The Micro-Enterprise Loan program is expected to continue into the 2019 program year and addresses the expressed need for economic opportunities for entrepreneurs and other small businesses. Eligible activities that support shared work space or tool sharing activities may also be considered provided fund availability.

**Any additional comments received on or before May 3, 2019 will be added.**

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

Comments are generally accepted unless inappropriate, not relating to the CDBG program, or not eligible under program guidelines. The main reasons eligible projects or programs suggested are not included in the plan or funded: lack of resources to support, eligible entities unwilling or unable to undertake, or there are other resources available in the community to address those needs.

**If any comments are not accepted they will be added here with reasons after May 3, 2019 which is the last day of the public comment period.**

## **7. Summary**

The public comments received during the public meeting were considered while drafting this document as indicated above. Additional comments received on the draft will also be considered and included in the final document submitted to HUD for approval. Comments will be accepted through May 3, 2019. Participation in the process is greatly appreciated and used to help define priorities.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	BARNSTABLE HOME CONSORTIUM	Barnstable County Human Services Dept.
CDBG Administrator	Kathleen Girouard	Planning & Development Department, Town of Barnstable
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

The Town of Barnstable is a participating jurisdiction in the Barnstable HOME County Consortium program. The County is responsible for submitting the Consolidated Plans, Annual Action Plans, Substantial Amendments, and the Assessment of Fair Housing (AFH) to HUD for the Consortium. The Town of Barnstable is responsible for preparing the Consolidated Plan, Annual Action Plan, Substantial Amendments sections for the Town of Barnstable that are submitted through the County. The Town is also responsible for preparing and submitting the Consolidated Annual Performance Evaluation Reports (CAPER) directly to HUD.

**Consolidated Plan Public Contact Information**

- Kathleen Girouard, Community & Economic Development Coordinator, 508-862-4678, Email: [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us)
- Elizabeth Jenkins, Director Planning and Development, 508-862-4678, Email: [Elizabeth.jenkins@town.barnstable.ma.us](mailto:Elizabeth.jenkins@town.barnstable.ma.us)
- Mark S. Ells, Town Manager, 508-862-4610, Email: [Mark.Ells@town.barnstable.ma.us](mailto:Mark.Ells@town.barnstable.ma.us)

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

### **1. Introduction**

The Goal of the consultation process in the preparation of the Consolidated Plan was to strengthen the partnerships and linkages among all levels of government, the private sector, and other concerned stakeholders. To achieve these goals the Town of Barnstable implemented the following strategies/activities.

The Town of Barnstable consulted with several different organizations in the preparation of the Consolidated Plan including those that provide assisted housing, health services, and social and fair housing services (including those focusing on services to children, elderly, and persons with disabilities, with HIV/AIDS and their families, and veterans). State, local, non-profit private agencies and adjacent governments participated in the development. The process included formal and informal meetings, surveys, and discussions to gather input on needs and priorities included in the plan. This consultation provided an understanding of the housing and community development needs of Barnstable, especially the needs of its low income citizens.

The first notice of public meeting was released 3/4/2019 and direct invitations to agencies were emailed 3/5/2019. Those that cannot make it are encouraged to submit comments. The notice of public meeting, document availability and comment period also published in the Barnstable Patriot 3/15/2019. Agencies are provided notice when the draft is available and encouraged to comment during the public comment period. Direct consultations are also used to identify needs and priorities for this Action Plan and began January 2019.

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

In addition to public meetings the Town consults directly with public housing providers and service agencies. Methods of outreach included meetings, phone calls, and email correspondence. Facilitated discussions on housing and community development needs, housing assistance and services for homeless persons, especially chronically homeless individuals and families, families with children, veterans and unaccompanied youth, and persons who were recently homeless but now live in permanent housing; and potation programs and projects to address those needs.

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

There is one Continuum of Care for Cape Cod and the Islands that includes the Town of Barnstable. The Town is represented on the Cape and Island Regional Network on Homelessness Policy Board of the CoC, currently by the Police department and Director of Pupil Services. Other members on the policy board

include Housing Assistance Corporation, Duffy Health Care, Independence House, Elder Services, Cape Cod Council of Churches and the Regional Network to Address Homelessness. The Town consults with these agencies in the preparation of the Consolidated Plan. Policy Board members may change at times but representation for the Town and consultation with the agencies remain constant. The CDBG Coordinator attended the Regional Network on Homeless Policy Board Annual Meeting March 25, 2019.

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

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, including major revisions to what is now titled the Emergency Solutions Grant (ESG) program. The ESG program assists homeless households at risk of homelessness by providing the services necessary to help them quickly regain stable housing after experiencing a housing crisis and/or homelessness.

Currently, the Commonwealth of Massachusetts Department of Housing and Community Development (DHCD) is awarded ESG funds for use in Massachusetts. Neither the Town nor the County receives these funds directly from DHCD. Funds are provided for shelter support, rapid rehousing, and homeless prevention. ESG funds are offered through a competitive request for proposal (RFP) on an annual basis. Public notices are issued giving the Towns on Cape Cod and Barnstable County opportunities to comment. DHCD recently awarded Housing Assistance Corporation (HAC) rapid rehousing funds. HAC is located in Barnstable and serves the Cape Cod region.

Requests for programs that fill in gaps in ESG services that meet CDBG requirements may be considered for use of CDBG funds.

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

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Barnstable Housing Authority (BHA)
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone and email.
2	<b>Agency/Group/Organization</b>	HOUSING ASSISTANCE CORPORATION (HAC)
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone, and email. Attended public meeting March 27, 2019.

3	<b>Agency/Group/Organization</b>	Habitat for Humanity of Cape Cod
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by phone and email.
4	<b>Agency/Group/Organization</b>	Duffy Health Center Inc
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
5	<b>Agency/Group/Organization</b>	Cape & Islands Community Development, Inc. dba Coastal Community Capital
	<b>Agency/Group/Organization Type</b>	Regional organization Community Lenders Community Development Financial Institution
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone, and email.
6	<b>Agency/Group/Organization</b>	Department of Transitional Assistance
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
7	<b>Agency/Group/Organization</b>	REGIONAL NETWORK TO ADDRESS HOMELESSNESS
	<b>Agency/Group/Organization Type</b>	Services-homeless Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by phone, and email.
8	<b>Agency/Group/Organization</b>	AIDS Support Group of Cape Cod
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
9	<b>Agency/Group/Organization</b>	Cape Head Injured Persons' Housing & Education Group, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
10	<b>Agency/Group/Organization</b>	Child and Family Services
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.

11	<b>Agency/Group/Organization</b>	Hyannis Main Street Business Improvement District (BID)
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders Business Improvement District
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
12	<b>Agency/Group/Organization</b>	NAMI Cape Cod & Islands
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
13	<b>Agency/Group/Organization</b>	Barnstable Disability Commssion
	<b>Agency/Group/Organization Type</b>	Other government - Local Civic Leaders Voluntary advisory committee to Town Council
	<b>What section of the Plan was addressed by Consultation?</b>	Housing, services and public improvements
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.

14	<b>Agency/Group/Organization</b>	Barnstable Economic Development Commission
	<b>Agency/Group/Organization Type</b>	Other government - Local Voluntary advisory committee to Town Council
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
15	<b>Agency/Group/Organization</b>	Barnstable Housing Committee (BHC)
	<b>Agency/Group/Organization Type</b>	Other government - Local Voluntary advisory committee to Town Council
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. CDBG update provided in March 19, 2019 meeting.
16	<b>Agency/Group/Organization</b>	Barnstable County Human Rights Commission
	<b>Agency/Group/Organization Type</b>	Other government - County

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
17	<b>Agency/Group/Organization</b>	Cape Organization for Rights of Disabled (CORD)
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
18	<b>Agency/Group/Organization</b>	Community Action Committee of Cape Cod and the Islands, Inc.
	<b>Agency/Group/Organization Type</b>	Regional organization Private Non-Profit
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.

19	<b>Agency/Group/Organization</b>	Cape Cod Community College
	<b>Agency/Group/Organization Type</b>	Services-Employment Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
20	<b>Agency/Group/Organization</b>	SALVATION ARMY CORPS
	<b>Agency/Group/Organization Type</b>	Regional organization Services
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
21	<b>Agency/Group/Organization</b>	Cape Cod Council of Churches, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Consortium of Churces

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
22	<b>Agency/Group/Organization</b>	Barnstable Veterans Services
	<b>Agency/Group/Organization Type</b>	Other government - Local Services - Veterans
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Veterans Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
23	<b>Agency/Group/Organization</b>	American Red Cross
	<b>Agency/Group/Organization Type</b>	Services - Victims Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.

24	<b>Agency/Group/Organization</b>	Town of Yarmouth
	<b>Agency/Group/Organization Type</b>	Other government - Local Adjacent Community
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Partner grantee in the Barnstable HOME Consortium. Direct consultations by meeting, phone and email.
25	<b>Agency/Group/Organization</b>	Cape Cod Literacy Council
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
26	<b>Agency/Group/Organization</b>	Mass Housing Partnership
	<b>Agency/Group/Organization Type</b>	Other government - State State Non-Profit
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
27	<b>Agency/Group/Organization</b>	Luke Vincent Powers Foundation
	<b>Agency/Group/Organization Type</b>	Services-Children

	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
28	<b>Agency/Group/Organization</b>	Crystal Gardens Childrens Center, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
29	<b>Agency/Group/Organization</b>	Independence House
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
30	<b>Agency/Group/Organization</b>	Department of Public Works-Barnstable
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone, and email.
31	<b>Agency/Group/Organization</b>	DEPT OF DEVELOPMENTAL SERVICES
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds.
32	<b>Agency/Group/Organization</b>	Barnstable Senior Center
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Community Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone, and email.
33	<b>Agency/Group/Organization</b>	Town of Barnstable Recreation Division
	<b>Agency/Group/Organization Type</b>	Services-Children Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Youth and community service needs

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Provided notices of public meeting, available drafts, comment periods and available funds. Direct consultations by meeting, phone calls and email.</p>
---	---

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

Efforts continue to expand the types of agencies and engage the community in the process.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Regional Network to Address Homelessness on Cape Cod & Islands,	Priority need in the community
Housing Needs Assessment & Housing Production Plan	Town of Barnstable, Planning & Development	Goals to increase the number of affordable housing options.

**Table 3 - Other local / regional / federal planning efforts**

**Narrative**

Efforts to enhance coordination with private industry, businesses, developers included outreach through Coastal Community Capital, the Hyannis Area Chamber of Commerce, the Cape Cod Chamber of Commerce, the Hyannis Main Street Business Improvement District and area lenders and realtors. Outreach through the Barnstable County Human Services department, housing agencies and regional network to end homelessness to enhance coordination with social service agencies. CDBG meeting announcements, availability of funds, document availability, and public comment periods are sent to these agencies which they then distribute to their members through email newsletters, website updates, and other postings.

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

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

Notice of Public meeting released and posted on Town Website and building on 3/4/2019, emailed invitations and Facebook, Twitter and 93WXTK iHeartRadio posts on 3/5/2019 and CapeCod.com on 3/6/2019. Barnstable County Human Services posted notice on website and included in newsletter 3/8/2019. Published in the Barnstable Patriot 3/15/2019. Meeting held March 27, 2019 to gather input on the priorities for the Draft Action Plan. There were 3 attendees plus 3 staff members. The sign in sheet is attached hereto in Public Participation Section and comments are consistent with the consolidated plan goals.

The public and other interested parties are invited to comment on the draft Action Plan for a period not less than 30 days. Notice published in the Barnstable Patriot on March 15, 2019 and Press Release issued March 25, 2019 and emailed to CDBG distribution list. Documents were made available by April 3, 2019 and accepting public comments through May 3, 2019. Additional notices posted online on Town Facebook page, in the eWeekly brochure starting on 3/8/2019. Notification of public meeting, draft availability and public comment period announced at Citizen Leadership Academy on March 12, 2019, on the Barnstable Today show on cable channel 18 March 25, 2019.

As mentioned above, press releases and direct invitations used to encourage participation of local and regional institutions, the Continuum of Care, and other organizations including businesses, developers, non-profit organizations, philanthropic organizations, community and faith based organizations, low and moderate income residents, special needs populations in the development of the plan. Notices are posted in English, Spanish, and Portuguese and the Town website is capable of translating materials into about 100 different languages to help encourage participation of non-English speaking residents. Meeting places and documents are available in accessible locations and reasonable accommodations are available for persons with disabilities to participate in the process. Notices are also sent to public housing agencies to post to encourage public housing residents to participate in the process.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	March 27, 2019	Attached		
2	Press Release	Non-targeted/broad community	Issued 3/4/2019. Sent to media, posted on Town Website, Facebook, Town weekly newsletters			
3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Portuguese and Spanish Persons with disabilities Residents of Public and Assisted Housing Non Profit and other agencies	Direct email 3/5/2019 to area non-profit, business, and other community organizations that provide goods or services to low income and special needs populations.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of Response/Attendance	Summary of Comments Received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper	Non-targeted/broad community	Notice of meeting, document availability and comment period published 3/15/2019 Barnstable Patriot			
5	Press Release	Non-targeted/broad community	Notice of document availability and public comment period released 3/25/2019	Comments accepted through May 3, 2019		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

HUD announced the 2019 allocation on **DATE, 2019** and the Town is expecting **\$287,173 estimate – will be updated when announced**

The amount of the actual award **is more/less than the estimate provided in the draft**. The carryover over is still an estimate until all activity through June 30, 2019 is processed. Income from property transfers and other repayments are typically not predictable and can't reasonably be included here.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Housing Economic Opportunities Planning & Admin Public Facilities / Improvements Public Services NRSA	<i>\$287,173 Estimate</i>	<i>0</i>	<i>Available to commit as of 4/1/2019 - \$70,485 This amount subject to change between now &amp; June 30, 2019</i>	<i>\$357,258</i>	<i>0</i>	

Table 5 - Expected Resources – Priority Table

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

Matching requirements for CDBG programs are included in program descriptions and may include a minimum dollar amount or percentage of funds or the maximum award is capped to ensure funds are leveraged with other sources. The Town of Barnstable Homebuyer Assistance Program is capped at \$75,000 with a maximum purchase price of \$325,000 and estimates about \$250,000 of private funds going into the program. The homebuyers are required to invest a minimum of 1.5% of the purchase price out of their own funds. Affordable Housing projects are typically leveraged with other public or private sources. The micro-enterprise loan program is capped at \$50,000 per business and leveraged with private funds. The Commercial Façade Improvement program requires a \$1 to \$1 match of private funds. The Senior Center Generator project is leveraged by the Town Capital Improvement Budget in the amount of \$225,006. The Youth Program Scholarships provided up to 50% assistance to low income families to participate in various youth programs.

**Community Preservation Act (CPA) funds:** The Current balances as of March 5, 2019 for housing is \$1,528,381 and for historic preservation \$443,468. The Town anticipates an additional minimum set-aside of \$395,000 for each program will be made for FY 2020 which coincides with the 2019 program year.

**Lombard Fund:** Trust funds available to assist very low income Town of Barnstable residents with housing/living expenses. Funds are typically used for rent or mortgage payments and utilities such as heating or electric bills. Balance as of March 5, 2019 is \$519,000.

**Affordable Housing Trust Fund:** Balance as of March 5, 2019 is \$210,000.

In addition to other funding resources available to help with consolidated plan goals, applicants are asked to demonstrate how CDBG funds requested will be leveraged with other funds.

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

The Town of Barnstable has received a Technical Assistance grant from Mass Housing Partnership to do a structural analysis of a former elementary school to determine its suitability for re-use, possibly for housing.

**Discussion**

Carryover amount is an estimate, includes funds committed to projects and subject to the actual amount remaining after processing activities through year end (6/30/2019).

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding Estimates	Goal Outcome Indicator
1	Decent Housing	2015	2020	Affordable Housing		Affordable Housing	CDBG: \$93,223	Rental units rehabilitated: Renter units created: Homeowner housing rehabbed: Direct Financial Assistance to Homebuyers: 1 Households Assisted
2	Expand Economic Opportunities	2015	2020	Non-Housing Community Development	Downtown Hyannis NRSA	Expand Economic Opportunities Neighborhood Stabilization	CDBG: \$184,000	Businesses assisted: 3 Businesses Assisted Facade treatment/business building rehabilitation: X Business Jobs created/retained: 3 Jobs
3	Suitable Living Environment	2015	2020	Non-Housing Community Development		Non-Housing Community Development Public Facilities & Improvements Public Services	CDBG: \$80,435	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: X Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Decent Housing
	<b>Goal Description</b>	<p>May include Acquisition of property for purpose of creating or preserving affordable housing units; Rehab to create or preserve existing housing stock; Direct Homeowner Assistance to create homeowner opportunities – continuation of Homebuyer Assistance program; Rehab activities may include but not limited to connecting homeowners to Town sewer, removing lead hazards, emergency or other homeowner repair programs; and any other eligible activity that creates or preserves affordable housing. May include continuation of the Career House restoration project.</p> <p><b>Dollar amount provided is using estimated 2019 allocation and carryover.</b></p>
2	<b>Goal Name</b>	Expand Economic Opportunities
	<b>Goal Description</b>	<p>Continuation of the Micro-Enterprise Loan program; pending fund availability may include continuation of commercial façade improvement program focusing on sign and awning or lighting improvements, or other eligible activities that create jobs for low and moderate income persons or assist businesses in the NRSA.</p> <p><b>Dollar amount estimated based on 2019 allocation and carryover amount.</b></p>
3	<b>Goal Name</b>	Suitable Living Environment
	<b>Goal Description</b>	<p><b>Public facilities, infrastructure, and other public improvements</b></p> <ul style="list-style-type: none"> <li>• Eligible activities may include acquisition or improvements to public facilities, infrastructure and other public improvement including but not limited to continuing the Senior Center Generator project and ADA improvements in the NRSA and other eligible activities.</li> </ul> <p><b>Provide Public Services</b></p> <ul style="list-style-type: none"> <li>• May allocate up to 15% of the yearly allocation for these activities. Continuation of the Youth Scholarship Program expected and estimated about \$12,500. Pending availability, funds may be used for activities providing a service to low and moderate income persons or special needs populations provided it is new or quantifiable increase over the current level of service. Potential for programs that provide services to seniors, youths, homeless or risk of, persons with mental illness, disabilities, or persons suffering from addiction and any other eligible public service activities.</li> <li>• Planning and administrative activities directly related to the CDBG grant. Including but not limited to preparation of Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports (CAPER), Environmental Reviews and monitoring and documenting compliance with regulations and other eligible activities.</li> </ul> <p><b>Dollar amount estimated based on 2019 allocation and carryover amount.</b></p>

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

Projects are consistent with the goals and objectives in the Consolidated Plan. The funding amounts used are for planning purposes and will be adjusted with the actual amounts are known. As indicated in the Executive Summary of this document funds will be used to address the following priorities:

- To create or preserve affordable housing options
- To support economic opportunities
- Improve public facilities, infrastructure, and other public improvements including but not limited to ADA improvements in the NRSA, and other eligible projects and programs. May include continuation of the senior center generator project.
- Provide Public Services (may allocate up to 15% of the entitlement amount plus prior year program income pending the requested amounts.) Plan to continue the Youth Scholarship program and pending fund availability may fund other eligible services.
- Planning and administration (will receive up to 20% of entitlement amount and current year program income).

#	Project Name
1	Planning and Administration
2	Affordable Housing
3	Commercial Revitalization
4	Public Facilities, Infrastructure and other Public Improvements
5	Public Service Activities

**Table 7 – Project Information**

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

Allocation priorities are based on Consolidated Plan goals, consultations, public input, and fund requests while preparing this plan. Obstacles include lack of funding to address all the needs and lack of requests to address some of the needs identified.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Downtown Hyannis NRSA
	<b>Goals Supported</b>	Decent Housing, Economic Opportunities & Suitable Living Environment
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$57,435
	<b>Description</b>	Planning and administrative activities directly related to the CDBG program. Preparing the 5 year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Reports (CAPER), environmental reviews, and monitoring and documenting compliance with regulations and other eligible activities are included.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Reported under the programs
	<b>Location Description</b>	Planning and Development Department, 367 Main Street, 3rd Floor, Hyannis, MA 02601
<b>Planned Activities</b>	Preparing the Consolidated Plan and annual Action Plans, Consolidated Annual Performance Evaluation Report, Environmental reviews, monitoring activities, documenting compliance with regulations, and any other eligible related activity. The amount of CDBG funds allocated will be increased by 20% of any program income received during the program year.	
2	<b>Project Name</b>	Affordable Housing
	<b>Target Area</b>	Downtown Hyannis NRSA
	<b>Goals Supported</b>	Decent Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$93,223

	<b>Description</b>	Projects that create or preserve affordable housing units in the Town of Barnstable. May include acquisition of property for use as affordable housing; rehab or preservation of existing properties; rehab to connect to Town sewer; home owner rehab; rental rehab; direct financial assistance to buy down the price of the home and rehab to remove related lead hazards; and other eligible activities that create or preserve affordable housing units.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	X very low income and X low income (X of the X is a 2018 carryover project expecting to complete in 2019)
	<b>Location Description</b>	Town of Barnstable <i>May include carryover projects</i>
	<b>Planned Activities</b>	Potential to continue Homebuyer Assistance Program including removal of lead hazards; to create homeowner rehab program or program to create rental units. <i>May include continuation of the Career House Restoration project</i>
<b>3</b>	<b>Project Name</b>	Commercial Revitalization
	<b>Target Area</b>	Downtown Hyannis NRSA
	<b>Goals Supported</b>	Expand Economic Opportunities
	<b>Needs Addressed</b>	Expand Economic Opportunities Neighborhood Stabilization
	<b>Funding</b>	CDBG: \$184,000
	<b>Description</b>	Projects that increase economic opportunities in the downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA). Plan to include continuation of the Micro-Enterprise Loan Program (MELP), and pending fund availability the commercial façade improvement program (CFIP) with a focus of sign, awnings and light improvements in the approved program area. The program cap for CFIP may be reduced to less than \$2,000 per address for sign, awning, and exterior lighting improvements.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 Micro-Enterprise Businesses assisted

	<b>Location Description</b>	Downtown Hyannis NRSA for the Micro-Enterprise Loan Program. Pending fund availability, funds may be provided for facade improvement program
	<b>Planned Activities</b>	Continuation of the Micro-Enterprise Loan Program Potential for facade improvements in the designated program area, the amount available per address may be reduced to less than \$2,000 for sign, awning, lighting improvements only
<b>4</b>	<b>Project Name</b>	Public Facilities, Infrastructure and other Public Improvements
	<b>Target Area</b>	Downtown Hyannis NRSA
	<b>Goals Supported</b>	Suitable Living Environment
	<b>Needs Addressed</b>	Public Facilities & Improvements
	<b>Funding</b>	CDBG: \$
	<b>Description</b>	Public facilities, infrastructure, and other public improvements that benefit low and moderate income persons and special needs populations. May include acquisition, rehab or acquisition and rehab and includes projects that improve access. Public buildings used solely for governmental purposes are limited to ADA Access Improvements only.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	XX low/mod persons
	<b>Location Description</b>	Town of Barnstable, priority may be given to public improvements that address goals in the downtown Hyannis NRSA.
<b>Planned Activities</b>	Potential infrastructure improvements not limited to water line improvements in Hyannis and/or program to reduce the burden for low income households as a result of water line improvements and ADA access improvements pending fund availability. <b>Continuation of Senior Center Generator project if not completed in 2018.</b>	
<b>5</b>	<b>Project Name</b>	Public Service Activities
	<b>Target Area</b>	Downtown Hyannis NRSA
	<b>Goals Supported</b>	Suitable Living Environment
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$23,000

<b>Description</b>	Provision of services to low and moderate income persons and special needs populations with or without a housing benefit. Services must be new or quantifiable increase in the level of service. Income payments such as payments to individual or families which are used to provide basic services such as food, shelter (including payment of rent or mortgage and/or utilities) or clothing are generally ineligible*. *May qualify if income payments do not exceed 3 consecutive months and are paid directly to provider on behalf of individual or family or if provided as a loan.
<b>Target Date</b>	6/30/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low/mod income families
<b>Location Description</b>	Town of Barnstable
<b>Planned Activities</b>	Continue Youth Program Scholarship program - <b>\$12,500 estimate slight increase over last year due to increased program costs</b>  Pending fund availability requests may be considered on a first come first serve basis after NOFA process. The amount allocated may be increased up to 15% of the grant award or about \$43,000 if funds are available.

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

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

CDBG funds for the 2019 program year may be used for Town wide initiatives and for projects focused on revitalizing the Downtown Hyannis NRSA. The NRSA was approved April 2016 for the period 7/1/2015 – 6/30/2020. The area is located downtown Hyannis and includes the following census block groups: Census tract 125.02 block groups 2, 3, and 4; tract 126.02 block groups 2, 3, and 4; and census tract 153 block groups 2 and 3. Please see NRSA Area Map in the Consolidated Plan. The Consolidated Plan has been amended to include the approved NRSA area.

As indicated above, the proposed NRSA/Target Area populations have the highest poverty levels, the lowest income levels, and the highest minority concentrations. Assistance is expected to be directed to this area.

The purpose of the NRSA is to stimulate reinvestment, revitalize and stabilize neighborhoods, and provide economic opportunities for low and moderate income households. An NRSA designation allows relief from certain regulatory requirements making it easier to implement programs that foster economic empowerment for low and moderate income persons.

Although spending may be focused in the NRSA areas, eligible projects outside these areas will be considered.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown Hyannis NRSA	64

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Input from residents, business owners, local financial institutions, non-profit organizations, and community groups, census data, HUD's upper quartile analysis was used to develop the NRSA strategy area. The data included throughout this document and the in the Housing Needs Analysis supports the need to stabilize this area.

NRSA was approved by HUD as of 7/1/2016 - 6/30/2020.

### **Discussion**

Planned projects include but not limited to continuation of the Micro-Enterprise Loan Program (MELP) which is currently only allowed in the NRSA; and the Homebuyer Assistance Program that includes the NRSA in the program area. The homebuyer unit assisted in 2018 was in the NRSA.

Potential projects, if funding permits, may include but not limited to possible water line infrastructure and ADA access improvements. There is a potential to continue Commercial Façade Improvement Program (CFIP) with focus on sign, awning or lighting improvements in the designated program area. The program cap for the CFIP may be reduced to less than \$2,000 per address.

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

### **Introduction**

The Barnstable County HOME Consortium Consolidated Plan and Annual Action Plans include barriers for the entire region in which the Town of Barnstable is a participating jurisdiction. The Town is afflicted by the same barriers as indicated in the Consolidated Plan and summarized here.

Insufficient resources, federal housing policy, land use policies, limited waste water infrastructure, and neighborhood and community resistance to development.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Town of Barnstable proposes or already has in place the following strategies to address some of these barriers over the next five years.

Insufficient Resources: Limited local funding sources are available for affordable housing.

- Affordable housing is identified as a high priority for the CDBG program. CDBG Funds are allocated to projects that create or preserve affordable housing units in the Town.
- At least 10% of Community Preservation Act funds are dedicated to community housing for the creation or support of affordable housing.
- Town received a \$250,000 Commonwealth Housing Choice infrastructure grant to upgrade sewer capacity in an area of Hyannis that is seeing renewed interest in residential development.
- The Town has a municipal affordable housing Trust.
- The Town is a member of the Barnstable County HOME Consortium

### **Housing Policies**

Land Use Policies:

- Town adopted an Inclusionary Housing Zoning Ordinance requires a 10% affordable housing contribution for projects triggering compliance.
- Town adopted Accessory Affordable Apartment Ordinance allows for the development of affordable, deed restricted accessory rental units.
- The Town renewed its Growth Incentive Zone application which allows developers to bypass the regional planning agency review.

Limited waste water infrastructure: The Water Resources Advisory Committee working closing with the Cape Cod Commission, regional planning agency, is developing and implementing the Town's portion of the Section 208 Area wide Water Quality Management Plan update which includes recommended strategies, regulatory reforms, a process and set of tools for the Town to reduce or eliminate excess nitrogen.

Neighborhood and community resistance to development:

- In cooperation with the Cape Cod Commission, Barnstable participated in the Community Resiliency by Design planning initiative to develop compact model housing designs that are appropriate for the distinct characteristics of a neighborhood. The initiative will engage the community to define local preferences for building forms, scale, height, styles and density.
- The second phase of the project, for which the Town received a \$50,000 EoEEA grant, will translate the preferences into prototypes and guide development of local implementation tools

that allow for a mix of housing types that blend into and reflect the existing community's character

- The Town is hosting an Advocacy training to teach residents the facts about the housing crisis, how to speak with confidence on the issue and opportunities to engage.

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

### **Introduction**

Below is a list of other planned actions to carry out the strategies outlined in the Consolidated Plan.

### **Actions planned to address obstacles to meeting underserved needs**

The reduction of federal, state, and local resources is the greatest obstacle towards addressing underserved needs. The decline in funding has resulted in staff cuts and reduced hours of staff administering the programs that address the needs. The Town continues to focus on priorities and strengthen partnerships with other agencies to leverage these funds when possible.

### **Actions planned to foster and maintain affordable housing**

Affordable Housing has been identified as one of the highest needs in the community. A large percentage of CDBG funds are allocated to activities that create or preserve affordable housing units. The Town also has other resources dedicated to affordable housing initiatives such as the Community Preservation Act funds and the Affordable Housing Trust Fund. The Town has adopted zoning and other policy changes to promote affordable housing activities such as the Inclusionary Zoning Ordinance, Accessory Affordable Apartment and Private-Initiated Affordable Housing Development (PIAHD) ordinances and the Growth Incentive Zone (GIZ). These changes have allowed for increased density and the inclusion of affordable housing development. The Planning & Development Dept. (formerly the Growth Management Dept.) hired a consultant to update the Housing Needs Assessment and the Housing Production Plan which were completed in December 2014 and November 2016 respectively. The Town continues to evaluate town owned land with respect to the feasibility of developing affordable housing. The Planning & Development Dept. continues to provide assistance to developers and residents interested in pursuing affordable housing opportunities.

### **Actions planned to reduce lead-based paint hazards**

- Potential projects are reviewed to determine Lead Paint compliance levels.
- Awarded projects are required and documented to comply with Lead Paint regulations.
- Potential lead based paint hazards have been identified in the Consolidated Plan.
- Lead hazard reduction activities may be funded with CDBG funds.
- The Accessory Affordable Apartment (AAAP) program allowed a higher maximum amount of assistance to homeowners to comply with Lead Paint hazards when triggered.
- Home owner rehab programs evaluate for lead compliance and CDBG funds may be made available for lead hazard reduction activities.
- The Town and recipients are required to use a Certified Lead Paint Inspector to identify hazards and ensure compliance with relevant Massachusetts state and federal regulations.
- Grant recipients are required to comply with lead paint regulations.
- The Town's Homebuyer Assistance Program (HAP) was modified to provide additional assistance to address lead hazards.

## **Actions planned to reduce the number of poverty-level families**

As mentioned above, the Town collaborates with the Barnstable County HOME program, the Regional Network to Address Homelessness, and the Barnstable Housing Authority to develop programs to aide in efforts to reduce poverty level households. Although funding resources are limited to meet all the needs, as partners the town benefits from the Home Consortium's commitment to prioritize extremely low income households; the dedication of the housing authorities for public housing opportunities which allows the town to prioritize low and moderate income persons and thereby collectively contributing to reduce the number of poverty level families. The Town established a Neighborhood Revitalization Strategy Area (NRSA) in an effort to provide concentrated assistance to the census block groups in Hyannis with the highest number of households with very low incomes.

## **Actions planned to develop institutional structure**

The Downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA) was established to target the use of CDBG funds in a more comprehensive strategy towards revitalizing an area determined economically disadvantaged. As indicated above, the goal of the NRSA is to: Support economic empowerment through a more flexible CDBG funding process to increase economic opportunity, stabilize neighborhoods, and sustain revitalization.

Activities planned:

- Stabilizing existing residential neighborhoods by promoting home ownership and providing other direct assistance to homeowners;
- Providing incentives for a broader range of housing types for all lifestyles, ages and incomes through infill development and adaptive building reuse;
- Providing direct business assistance to create and/or retain year round jobs through micro-enterprise lending and a façade improvement program.
- Providing services that create economic opportunities or a homeownership in the area.

This cohesive approach is expected to stabilize neighborhoods, encourage reinvestment downtown and surrounding neighborhoods, and have greater visible impact in the community.

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

- Outreach efforts continue to engage agencies and form partnerships to carryout programs
- Continue use of social media and the website to further public outreach
- Strengthen partnerships with agencies serving low and moderate income persons and special needs populations
- Changed the CDBG application process to make initial inquiries for funding less labor intensive for applicants by changing the 1st step to a simple Letter of Interest (LOI) request. Instructions posted on the Town website on what to include in a 1 page LOI that can be mailed, delivered, or emailed. This step minimizes the amount of time an interested agency needs to invest to determine if project is eligible. We hope this process will encourage more applications and creativity in program development. Step may be waived for experienced applicants with known eligible projects.
- The Barnstable Housing Authority (BHA) works with local service providers to run programs and select participants for publicly (BHA) owned properties.
- BHA partnered with the Seniors Helping Seniors group to add a Senior Bullying Program
- The Town is providing financial assistance through the CDBG program to make improvements to housing units owned and operated by the housing authority

## Program Specific Requirements

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

#### Introduction

The Town of Barnstable is a Community Development Block Grant (CDBG) entitlement community and can use CDBG funds for activities that benefit low and moderate income persons within the community; that work to prevent or eliminate the occurrence of slums and blight; and that are considered urgent because existing conditions pose a serious and immediate threat to the health or welfare of the community. A minimum overall benefit of 70% of the funds must be used to benefit low and moderate income persons. Funds are utilized by the Town to provide decent affordable housing, create economic opportunities and suitable living environments.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	10,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

## Attachments

**Citizen Participation**

**CDBG Public Meeting**  
**March 27, 2019, CDBG Action Plan Mtg, Planning & Development Dept. Conference Room, 3pm, 367 Main Street,**  
**Hyannis, MA 02601**

**SIGN-IN SHEET**

NAME & AFFILIATION	ADDRESS	PHONE	EMAIL
Ed Stanford	939 Mary Dunn Rd Unit 308 Hyannis, MA 02601	310 818 3224	stanford.ed@gmail.com
David Quinn, HAC	460 West Main St. Hyannis, MA 02601	508-280-8465	dquinn@haconcapecod.org
Anon Cysburn	Town Hall	508-?-6411	michaelcysburn@town.haustable.ma.gov
Ardon Cadarin	Town Hall	800-2-4683	
Jason Ricciardi	Cape Cod Community College	508 364 1004	jricciardi@capecod.edu



## Community Development Block Grant Program

Public Meeting March 27, 2019

Public meeting was held on March 27, 2018, 3pm in the Planning and Development Conference Room, 367 Main Street, Hyannis, MA 02601 to gather input on the priorities for the Community Development Block Grant (CDBG) program Annual Action Plan.

Attendees: Ed Stanford, resident, David Quinn, Housing Assistance Corporation, Jason Ricciardi, non-resident/Cape Cod Community College.

Staff Present: Andy Clyburn, Assistant Town Manager, Kathleen Girouard, CED Coordinator, and Arden Cadrin, Housing Coordinator.

Meeting started at 3:03pm. Kathleen Girouard provided a brief overview of the CDBG program and summary of the five year consolidated plan goals including handout attached hereto. The meeting was then open for attendee comments on what they thought the priorities should be for the upcoming program year.

### **Summary of priorities and needs identified:**

#### **Housing:**

- Acquisition of property to increase affordable rental units
- Direct Homeowner Assistance including continuation of the Homebuyer Assistance program
- Rehab to preserve home owner housing and help people stay in their homes in the form of a Home Repair or Big Fix program
- Supporting projects that increase the number of affordable housing units

#### **Economic Opportunities:**

- Continue micro-enterprise loan program
- Support to shared spaces including tool sharing such as Makerspace for business development and job training
- Providing assistance to entrepreneurs

#### **Suitable Living Environment:**

- Public Facility, Infrastructure Improvements including but not limited to supporting new preschool in the NRSA
- Continuation of the Youth Scholarship program to participate in recreational youth programs
- Public Services with or without housing benefit including job training and education programs to provide English as a second language

#### **Neighborhood Stabilization Strategy Area (NRSA):**

- Micro-Enterprise Loan and Homebuyer Assistance programs
- Potential new pre-school in the NRSA

#### **Planning Administration of the CDBG program – 20%**

**Next steps:** were explained including the issuance of Notice of Fund availability; posting the draft Action Plan and 30 day Public Comment Period; amending the draft with actual amount before submitting to HUD for approval; and thanked attendees for their participation in the process.

---

## TOWN OF BARNSTABLE

NOTICE OF MEETINGS OF TOWN DEPARTMENT AND ALL TOWN BOARDS  
As Required by Chapter 28 of the Acts of 2009 which amends MGL Chapter 30 A

### **NAME OF PUBLIC BODY – COMMITTEE, BOARD OR COMMISSION**

**Planning and Development Dept., Community Development Block Grant Program**

**DATE OF MEETING:** March 27, 2019

**TIME:** 3 pm

**PLACE:** Planning & Development Conference Room,  
367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601

### **TOPICS FOR DISCUSSION:**

The purpose of the meeting to obtain the comments and views of citizens, public agencies, community organizations and other interested parties on the Town of Barnstable housing and community development needs for the Annual Action Plan and recommend allocation levels for program activities. The Action Plan serves as the planning document for the Community Development Block Grant program which is funded by the U.S. Department of Housing and Urban Development (HUD).

The 2019 funding estimate is about \$287,000 plus any carryover funds. According to the Five Year Consolidated Plan, projects or programs that fall into categories of Affordable Housing, Economic Opportunities, Public Facility, Infrastructure or other Public Improvements, Public Services, and Downtown Hyannis Neighborhood Revitalization activities can receive funding in 2019.

Information obtained from the meeting will be considered in the preparation of the Draft 2019 Annual Action Plan. The meeting location is accessible. If you need reasonable accommodations, including translation services, please contact the Planning & Development Dept. by March 14, 2019. Anyone unable to attend the meeting may submit written comments on or before 2:30pm, March 27, 2019, to the Planning and Development Dept., 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601 ATTN: CDBG or by email: [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) with "CDBG Comments" in the subject field please.

**Contact information:** Kathleen Girouard, Planning & Development Dept., 367 Main Street, Hyannis, MA 02601. Phone: 508-862-4678, TDD# 508-790-9801, Email: [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) with questions about the CDBG program.

- **Matters not reasonably anticipated by the chair**

---

The list of matters, are those reasonably anticipated by the president/chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the sub-committee may go into executive session.

---

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING.

---

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

BARNSTABLE  
TOWN CLERK

19

MAR

-4

PM



# Town of Barnstable

## Planning & Development Department COMMUNITY DEVELOPMENT



[www.town.barnstable.ma.us/planninganddevelopment](http://www.town.barnstable.ma.us/planninganddevelopment)

### LEGAL NOTICE

#### TOWN OF BARNSTABLE

#### COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2019 ACTION PLAN

#### NOTICE OF PUBLIC MEETING, DOCUMENT AVAILABILITY AND COMMENT PERIOD

### PUBLIC MEETING

The Town of Barnstable Planning and Development Department (PDD) will conduct a public meeting **March 27, 2019 at 3pm in the Planning and Development Dept. Conference Room, Town Hall, 367 Main Street**, 3<sup>rd</sup> Floor, Hyannis, MA 02601. This location is accessible and if you need reasonable accommodations please contact the office at 508-862-4678 by March 19, 2019.

The purpose of the meeting is to obtain the comments and views of citizens, public agencies, community organizations, and other interested parties in Barnstable on the annual CDBG Action Plan for program year 2019 which begins July 1, 2019 and ends on June 30, 2020. The Action Plan serves as the planning document for the Community Development Block Grant (CDBG) program which is funded by the U.S. Department of Housing and Urban Development (HUD).

Information obtained from the meeting will be considered in the preparation of the Draft 2019 Annual Action Plan. Anyone unable to attend the meeting may submit written comments to the Planning and Development Dept. contact information below.

HUD has not announced the funding allocation at the time of this notice; therefore, the estimate for the 2019 program year is based on last year's award of \$287,173. Projects that benefit low and moderate income residents by providing affordable housing, economic opportunities, services, public improvements, and downtown Hyannis Neighborhood Revitalization activities may be eligible for funding in 2019. No more than 20% of the actual allocation will fund planning and administrative activities; no more than 15% will fund public service activities.

### DOCUMENT AVAILABILITY

The Draft Action Plan for the 2019 program year will be available on **April 3, 2019** on the Town website: [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG) and in the Planning and Development Department, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601.

The plan serves as the planning and strategic document for the Town's CDBG Program, which is funded by the U.S. Department of Housing and Urban Development (HUD). Estimated funding for this program year is \$287,000 plus any carryover.

### PUBLIC COMMENT PERIOD

The Town is seeking public input on the draft Action Plan, which outlines funding priorities for the upcoming program year. Funding levels are estimates and subject to change. Written comments will be accepted through **May 3, 2019** and will be included in the final plan submitted to HUD around **May 15, 2019**.

**CONTACT INFORMATION:** Please submit written comments to ATTN CDBG, Planning and Development Dept., 367 Main Street, 3<sup>rd</sup> floor, Hyannis, MA 02601 or by email to [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) with "CDBG Comments" in the subject field. Phone: 508-862-4678 (TDD#508-790-9801) with any questions about the program.



# Town of Barnstable

## Planning & Development Department COMMUNITY DEVELOPMENT



[www.town.barnstable.ma.us/planninganddevelopment](http://www.town.barnstable.ma.us/planninganddevelopment)

### NOTÍCIA LEGAL

#### **CIDADE DE BARNSTABLE PROGRAMA DE SUBSÍDIO DO BLOCO DE DESENVOLVIMENTO DA COMUNIDADE PLANO DE ACÇÃO DE 2019 AVISO DE REUNIÃO PÚBLICA, DISPONIBILIDADE DO DOCUMENTO E PERÍODO DE COMENTÁRIOS**

#### **REUNIÃO PÚBLICA**

O Departamento de Planejamento e Desenvolvimento da Cidade de Barnstable (PDD) realizará uma reunião pública em 27 de março de 2019 às 15h na Sala de Conferências do Departamento de Planejamento e Desenvolvimento, Prefeitura, 367 Main Street, 3º andar, Hyannis, MA 02601. acessível e se você precisar de acomodações razoáveis entre em contato com o escritório em 508-862-4678 até 19 de março de 2019.

O objetivo da reunião é obter os comentários e pontos de vista de cidadãos, órgãos públicos, organizações comunitárias e outras partes interessadas em Barnstable sobre o Plano de Ação anual do CDBG para o ano do programa 2019 que começa em 1º de julho de 2019 e termina em 30 de junho de 2020. O Plano de Ação serve como documento de planejamento para o programa de Subvenções ao Desenvolvimento Comunitário (CDBG) que é financiado pelo Departamento de Habitação e Desenvolvimento Urbano (HUD) dos EUA.

As informações obtidas a partir da reunião serão consideradas na preparação do Projeto de Plano de Ação Anual de 2019. Qualquer pessoa que não puder comparecer à reunião poderá enviar comentários por escrito para as informações de contato do Departamento de Planejamento e Desenvolvimento abaixo.

O HUD não anunciou a alocação de fundos no momento desta notificação; portanto, a estimativa para o ano do programa de 2019 é baseada na doação de US \$ 287.173 do ano passado. Os projetos que beneficiam moradores de baixa e média renda oferecendo moradia, oportunidades econômicas, serviços, melhorias públicas e revitalização de bairros no centro de Hyannis podem ser elegíveis para financiamento em 2019. Não mais do que 20% da alocação real financiará atividades administrativas e de planejamento ; não mais de 15% financiarão atividades de serviço público.

#### **DISPONIBILIDADE DO DOCUMENTO**

O Projeto de Plano de Ação para o ano de programa de 2019 estará disponível em 3 de abril de 2019 no site da cidade: [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG) e no Departamento de Planejamento e Desenvolvimento, 367 Main Street, 3rd Floor, Hyannis, MA 02601.

O plano serve como documento estratégico e de planejamento para o Programa CDBG da cidade, que é financiado pelo Departamento de Habitação e Desenvolvimento Urbano (HUD) dos EUA. O financiamento estimado para este ano do programa é de \$ 287.000 mais qualquer transferência.

#### **PERÍODO DE COMENTÁRIOS PÚBLICOS**

A cidade está buscando a opinião pública sobre o projeto de plano de ação, que descreve as prioridades de financiamento para o próximo ano do programa. Os níveis de financiamento são estimativas e estão sujeitos a alterações. Comentários escritos serão aceitos até 3 de maio de 2019 e serão incluídos no plano final submetido ao HUD por volta de 15 de maio de 2019.

**INFORMAÇÕES DE CONTATO:** Envie comentários por escrito para a ATTN CDBG, Departamento de Planejamento e Desenvolvimento, 367 Main Street, 3º andar, Hyannis, MA 02601 ou por e-mail para [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) com "CDBG Comments" no Campo de assunto. Telefone: 508-862-4678 (TDD # 508-790-9801) com qualquer dúvida sobre o programa.



# Town of Barnstable

## Planning & Development Department COMMUNITY DEVELOPMENT



[www.town.barnstable.ma.us/planninganddevelopment](http://www.town.barnstable.ma.us/planninganddevelopment)

### AVISO LEGAL

### CIUDAD DE BARNSTABLE

### PROGRAMA DE BECAS DE DESARROLLO DE LA COMUNIDAD PLAN DE ACCIÓN 2019

### AVISO DE REUNIÓN PÚBLICA, DISPONIBILIDAD DE DOCUMENTOS Y PERÍODO DE COMENTARIOS

#### REUNION PUBLICA

El Departamento de Planificación y Desarrollo (PDD) de la ciudad de Barnstable llevará a cabo una reunión pública el 27 de marzo de 2019 a las 3:00 pm en el Departamento de Planificación y Desarrollo. Sala de conferencias, Ayuntamiento, 367 Main Street, 3er piso, Hyannis, MA 02601. Esta ubicación es accesible y si necesita adaptaciones razonables, comuníquese con la oficina al 508-862-4678 antes del 19 de marzo de 2019.

El propósito de la reunión es obtener los comentarios y opiniones de los ciudadanos, organismos públicos, organizaciones comunitarias y otras partes interesadas en Barnstable sobre el Plan de Acción anual de CDBG para el año 2019 que comienza el 1 de julio de 2019 y finaliza el 30 de junio de 2020. El plan de acción sirve como documento de planificación para el programa de subvención en bloque de desarrollo comunitario (CDBG), que está financiado por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD).

La información obtenida de la reunión se considerará en la preparación del Plan de Acción Anual Borrador 2019. Cualquier persona que no pueda asistir a la reunión puede enviar comentarios por escrito a la información de contacto del Departamento de Planificación y Desarrollo a continuación.

HUD no ha anunciado la asignación de fondos al momento de este aviso; por lo tanto, la estimación para el año del programa 2019 se basa en la adjudicación del año pasado de \$ 287,173. Los proyectos que benefician a los residentes de ingresos bajos y moderados al proporcionar viviendas asequibles, oportunidades económicas, servicios, mejoras públicas y actividades de revitalización de vecindarios de Hyannis en el centro pueden ser elegibles para financiamiento en 2019. No más del 20% de la asignación real financiará actividades de planificación y administrativas ; No más del 15% financiará actividades de servicio público.

#### DISPONIBILIDAD DE DOCUMENTOS

El Proyecto de Plan de Acción para el año del programa 2019 estará disponible el 3 de abril de 2019 en el sitio web de la Ciudad: [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG) y en el Departamento de Planificación y Desarrollo, 367 Main Street, 3rd Floor, Hyannis, MA 02601.

El plan sirve como el documento de planificación y estratégico para el Programa CDBG de la Ciudad, que está financiado por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD). El financiamiento estimado para este año del programa es de \$ 287,000 más cualquier remanente.

#### PERÍODO DE COMENTARIOS PÚBLICOS

La Ciudad está solicitando la opinión pública sobre el borrador del Plan de Acción, que describe las prioridades de financiamiento para el próximo año del programa. Los niveles de financiamiento son estimados y están sujetos a cambios. Los comentarios por escrito se aceptarán hasta el 3 de mayo de 2019 y se incluirán en el plan final presentado a HUD alrededor del 15 de mayo de 2019.

**INFORMACIÓN DE CONTACTO:** envíe sus comentarios por escrito a ATTN CDBG, Departamento de Planificación y Desarrollo, 367 Main Street, 3er piso, Hyannis, MA 02601 o por correo electrónico a [kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) con "Comentarios de CDBG" en el campo sujeto Teléfono: 508-862-4678 (TDD # 508-790-9801) con cualquier pregunta sobre el programa.



## Community Development Block Grant Program (CDBG)

# CITIZEN PARTICIPATION PLAN

Prepared by:	Town of Barnstable Planning & Development Department 367 Main Street, 3 <sup>rd</sup> Floor Hyannis, MA 02601
Contact Person:	Kathleen Girouard Phone: 508-862-4678 TDD#: 508-790-9801 Email: <a href="mailto:kathleen.girouard@town.barnstable.ma.us">kathleen.girouard@town.barnstable.ma.us</a>

Table of Contents

INTRODUCTION:..... 51

    Definitions and Abbreviations: ..... 51

POLICIES AND PROCEDURES ..... 52

    Developing Consolidated Plans:..... 52

    Encouragement of citizen participation: ..... 53

    Substantial Amendments:..... 54

    Evaluating the Implementation of Consolidated Plans: ..... 55

    Documents and Records Available to the Public and Access to Records: ..... 55

    Technical Assistance: ..... 55

    Complaints: ..... 56

    Adoption of the Citizen Participation Plan: ..... 56

## INTRODUCTION:

The Town of Barnstable is an entitlement recipient of Community Development Block Grant funds (CDBG) under Title 1 of the Housing and Community Development Act of 1974 (as amended). The Town of Barnstable's Citizen Participation Plan (CPP) was prepared in accordance with section 104(a) 3 of the Housing and Community Development Act of 1974 and has been amended as required for the Consolidated Plan in accordance with CFR Part 91, Section 105 and incorporating 24 CFR Part 5 Affirmative Furthering Fair Housing in accordance with HUD memo released 3/14/2016. The purpose of the CPP is to outline the procedures for citizen's participation in the development and implementation of the Town of Barnstable's Five-Year Consolidated Plans, Annual Plans, substantial amendments to five-year or annual plans, the Assessment of Fair Housing (AFH), and Consolidated Annual Performance Reports (CAPER). The Town of Barnstable is a member of the Barnstable County HOME Consortium, which prepares and submits one single AFH to the U.S. Department of Housing and Urban Development (HUD).

The community involvement process has three main objectives:

1. To help determine the housing, community, and economic development needs of our community.
2. To assess how well the Town is meeting these needs.
3. To help determine priorities.

The Town of Barnstable will make reasonable efforts to encourage all citizens, including low and moderate income persons, persons living in slum and blighted areas, minorities, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies, and in conjunction with public housing authorities, residents of public and assisted housing developments to participate in the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town of Barnstable.

## Definitions and Abbreviations:

Five Year Consolidated Plan (aka Consolidated Plan or ConPlan): Identifies housing and community development priority needs within the jurisdiction of the Town of Barnstable. It also identifies the funding and activities required to address priority needs over a five-year period.

Annual Action Plan/One-Year Action Plan (AP): Identifies the housing and community development funding and activities that the Town of Barnstable anticipates being available during each of the program years covered by the Five-Year Consolidated Plan. The Annual Plan also serves as the consolidated application for the CDBG federal entitlement program.

Consolidated Annual Performance Evaluation Report (CAPER): Provides the public with the means to gauge the progress of each activity listed in an Annual Action Plan. This document is prepared at the end of each program year covered by a Five-Year Consolidated Plan.

Assessment of Fair Housing (AFH): As of 3/2016, Replaces the Analysis of Impediments to Fair Housing Choice (AI). Assessment is done by the Barnstable County HOME program as the lead entity for the Consortium in which the Town of Barnstable is a participating jurisdiction. Purpose of the AFH is to identify fair housing issues and related contributing factors, and result in prioritizing and setting of goals for the upcoming planning period. The County submits one AFH to HUD to cover the jurisdictions that make up the consortium.

United States Department of Housing and Urban Development – HUD

Town of Barnstable Planning and Development Department - PDD

## POLICIES AND PROCEDURES

The Town of Barnstable will provide the opportunity for the public to participate in the following planning evolutions:

1. Developing Consolidated Plans (includes the Five Year Consolidated Plan and One Year Annual Action Plan)
2. Substantially amending consolidated plans
3. Evaluating the Town of Barnstable's performance in implementing consolidated plans, development of the Consolidated Annual Performance Evaluation Report (CAPER).

By providing the opportunity to comment on the above activities, the Town encourages participation by all citizens, including those who live in neighborhoods where CDBG funds are proposed to be used, those who are of a minority population group, those who may not speak English, and those who have disabilities.

### Developing Consolidated Plans:

#### Policies:

**The Town of Barnstable is including the following minimum requirements per 24 CFR 91.105 in the development of the Consolidated Plan.**

*The Citizen participation Plan requires that prior to adopting the Consolidated Plan, the Town of Barnstable will make available to citizens, public agencies, and other interested parties the amount of assistance the jurisdiction expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the amount that will benefit low-moderate income persons.*

**The following specific information will be made available on an annual basis:**

1. The amount of assistance the Town of Barnstable expects to receive,
2. The range of activities that may be undertaken with such funds, and
3. The amount of funds proposed to be used for activities and the estimated benefit to low and moderate income persons.
4. The amount of assistance may be estimated if HUD has not announced the formula allocation at the time of publication. Should the actual allocation exceed the amount estimated the activity budgets for program administration shall be increased to 20% of the actual allocation amount, public service activities may be increased up to 15% of the actual amount received. Other eligible activities may also be increased to match funds available. If the actual falls short of the estimates the program administration and public service budgets will be reduced so as not to exceed 20% and 15% respectively. Other activities will be reduced to match the actual amount received.

*The plan will also identify the Town of Barnstable's plans to minimize displacement and what type of assistance will be made available to those persons displaced.*

**Anti – Displacement:** The Town's general practice is not to undertake any proposed activities that involve displacement or relocation. If a project is approved that results in displacement, the Town of Barnstable, in compliance with Uniform Relocation Act under the Federal Regulations, will work with a qualified relocation advisory agency to give relocation assistance to the occupants to be replaced.

## **Procedures:**

- **Public Hearings/Meeting:** The Town of Barnstable will schedule a public hearing to obtain the views of citizens, public agencies, and other interested parties on housing and community needs and the development of consolidated plans.
- Public meeting notices are posted with the Town Clerk's office and comply with Massachusetts public meeting law requirements.
- **Document Availability:** In addition to public meetings the Town will ensure copies of draft plans are available for public review in the Planning and Development Department, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601, and on the Town website [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG).
- **Public Comment Period:** According to 24 CFR 91.105, all citizens, public agencies and other interested parties have 30 days to submit comments on the consolidated plan and annual action plans. Comments should be submitted in writing to Attn: CDBG, Planning and Development Department, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601.
- **Consultation Meetings:** During the development of the Five-Year Consolidated Plan, the Town of Barnstable consults with local service providers (public and private) to obtain their opinion on the housing and community development needs of "special needs" households in Barnstable. These households include: 1) elderly/frail elderly; 2) persons with HIV/AIDS; 3) substance abusers; 4) persons with developmental disabilities; 5) persons with mental disabilities; 6) persons with physical disabilities; and 7) the homeless. The consultations may include scheduled meetings, phone interviews, invites to public meetings, written communications, and surveys as deemed appropriate.
- **Surveys:** At times, the Town of Barnstable may utilize surveys to collect additional input from residents or agencies providing services in the community that benefit our citizens.

## **Encouragement of citizen participation:**

**Press Releases:** The Town will issue press releases to notify the public of Public Meetings, Document Availability, Public Comment Periods, Substantial Amendments and Notices of Fund Availability. Press releases are distributed to local community agencies and press including but not limited to the following:

Cape Cod Chamber of Commerce	Channel 18
Hyannis Area Chamber of Commerce	Barnstable Television & Web
Hyannis Main Street Business Improvement District	E Cape Commerce
Cape Cod Times & Cape Cod Online	Quantum Communications
Barnstable Patriot	WGBH
Cape Cod Broadcasting	Rede A Brasileira de Radio

These organizations help to further distribution by including the CDBG notifications in their own newsletters and websites while local television and radio announcements help to reach populations who may not have access to the internet or email. (The list subject to change and managed by the Town's Communications Officer)

**Town Website:** Notices and draft documents are also posted on the Town website at [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG). Notices may be included on the Town's social media accounts such as FaceBook and Twitter.

**Direct Email:** The Town maintains an email distribution list of agencies serving low and moderate income persons, residents requesting CDBG information, and other interested parties. The list is used to distribute notification of CDBG activity including but not limited to the following: Meeting Notices, Fund Availability Notices, Document Availability Notices, and Public Comment Periods.

Anyone wishing to receive email notifications can email:

[kathleen.girouard@town.barnstable.ma.us](mailto:kathleen.girouard@town.barnstable.ma.us) with "Add to CDBG List" in the subject field or by calling 508-862-4678. Participants shall provide the email address they wish to receive such notices at and their name(s). If affiliated with an agency please provide the agency name, title, and phone number.

Participants can be removed from the email distribution list by emailing the same address with "Remove from CDBG List" in the subject field or calling the phone number listed above. Again, please provide the email address and name you wish to remove the list. Participants may also submit email address updates if they want to change the email address that receives such notices.

## **Substantial Amendments:**

Due to changes in local needs during program years, amendments and/or revisions to the Consolidated Plan and/or Action Plan may be necessary. Some changes may be substantial enough that they significantly alter the priorities of the Action Plan and ultimately the Five-year Consolidated Plan.

**Policies:** As referenced in CFR 24, Part 91.505, the Town will officially amend its approved consolidated plan whenever it decides to pursue any of the following:

- a. To make a change in priorities or change the method of distribution of funds;
- b. To carry out an activity that does not address the goals described in the action plan; or
- c. To change the purpose, scope, location, or beneficiaries of an activity.

**Substantial Amendment Criteria:** The criteria for substantial change is defined as a fiscal change that is greater than twenty-five (25%) of the total annual CDBG entitlement.

## **Procedures:**

- The Town of Barnstable will provide timely notifications of any substantial amendments to the Five Year Consolidated Plan and Annual Action Plans by publishing the announcement at least 30 days prior to adopting any changes. Notices will be issued as a Press Release, emailed to distribution list and posted on the Town website at [www.townofbarnstable.us/CDBG](http://www.townofbarnstable.us/CDBG).
- Comments shall be submitted in writing to the Planning and Development Department Attn: CDBG, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601.
- Notification of the substantial amendment and summary of comments received will be submitted to the Department of Housing and Urban Development (HUD) at the end of the program year. Further, the Town will attach a summary of any comments that were not accepted and provide a written justification for not using them.
- The Barnstable County HOME Consortium will provide notifications of any substantial amendments to the Assessment of Fair Housing (AFH). The public will have 30 days to submit written comments on the amendment from the date the public is notified.

## **Evaluating the Implementation of Consolidated Plans:**

### **Policies:**

The Town will provide citizens, public agencies, and other interested parties with reasonable notice and an opportunity to comment on performance reports also known as Consolidated Annual Performance Evaluation Report or CAPER.

### **Procedures:**

- **Public Hearing/Meetings:** The Town of Barnstable will hold a public hearing to obtain the views of citizens, public agencies, and other interested parties on the CAPER.
- Public meeting notices are posted with the Town Clerk's office and comply with Massachusetts public meeting law requirements.
- Comments shall be submitted in writing to the Planning and Development Department, Attn: CDBG, 367 Main Street, 3<sup>rd</sup> Hyannis, MA 02601.
- Comments will be considered and summarized for the final submission to HUD.

## **Documents and Records Available to the Public and Access to Records:**

All adopted consolidated plans, annual action plans, substantial amendments, and performance reports will be made available to the public. Information and records relating to the Town's consolidated plan and its use of CDBG funds during the preceding five (5) years shall also be made available to the public.

Requests for documents should be made to the PDD during regular office hours. The Town of Barnstable will make every reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted neighborhoods and/or CDBG project areas. The Town will also make every reasonable effort to provide translation services for those needing it upon request. The PDD office is accessible.

**In no case shall the Town of Barnstable disclose any information concerning the financial status of any program participant(s)** which may be required to document program eligibility or benefit. Furthermore, the Town of Barnstable shall not disclose any information which may, in the opinion of the Town Manager, be deemed of a confidential nature.

## **Technical Assistance:**

The Town's Planning and Development Department shall provide technical assistance upon request, to all low, very low and poverty income individuals and/or organizations serving low income neighborhoods or persons. The assistance is for the purpose of developing proposals to request funding under its CDBG program and activities. Town staff will also provide technical assistance to grant recipients to ensure compliance with federal rules and regulations. Please contact the Planning and Development Department, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601, or call 508-862-4678.

## **Complaints:**

Complaints related to the consolidated plan, amendments, and performance reports should be made to the Planning and Development Department, 367 Main Street, 3<sup>rd</sup> Floor, Hyannis, MA 02601. The Town will respond to all comments and complaints regarding any phase of the Barnstable Consolidated Plan, or any activities implemented under the plan, in writing within 15 working days of receipt of them, where feasible. Responses will be substantive, where appropriate. When complaints remain unsatisfied, the staff will bring the complaint to the Town Manager for review and resolution.

## **Adoption of the Citizen Participation Plan:**

**Policies:** The Citizen Participation Plan will be adopted as amended following the 30 day public comment period, consideration of comments received, and submission to HUD.

**Procedures:** The Town of Barnstable will follow the citizen participation plan as outlined in this document or as amended.

Notification of document availability and public comment period published on March 30, 2018 in the Barnstable Patriot, Press Release issued April 5, 2018, and emailed directly to CDBG distribution list.

Draft available for public review April 5, 2018, written comments will be accepted through May 7, 2018.

**Amended:** March 21, 2018, *cover only 3/22/2019*

**Adopted:** July 1, 2018

**Any comments or questions about this plan can be directed to:**

**Planning and Development Department**

**367 Main Street, 3rd Floor**

**Hyannis, MA 02601**

**Phone: (508) 862-4678**

**Fax: (508) 862-4782**

**Email: [kathleen.qirouard@town.barnstable.ma.us](mailto:kathleen.qirouard@town.barnstable.ma.us)**

**Office Hours: Monday through Friday 8:30am to 4:30pm**

## **Grantee SF-424's and Certification(s)**

*To be added when actual allocation is known*