

**TOWN OF BARNSTABLE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ONE-YEAR CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR PROGRAM YEAR  
2020  
DRAFT RELEASED FOR PUBLIC COMMENT  
July 26, 2021**

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan.<sup>1</sup>**

*This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.*

This report covers the period starting July 1, 2020, through June 30, 2021, the first year of the 2020-2025 Five Year Consolidated Plan. Priority needs identified for each year of the Consolidated Plan and subsequent Annual Action Plans (2021, 2022, 2023, 2024, 2025) included creating or preserving affordable housing, economic opportunities, public facility improvements, public services (public facility, infrastructure, and other public improvements), and urgent need.

Priorities identified to meet a national objective fall into three categories: Decent Housing, Suitable Living Environments, and Economic Opportunities and one of three outcomes: Availability/Accessibility, Affordability, and Sustainability. Funds were provided for projects delivering the following outcomes in the substantial amendment of the 2019 Annual Action Plan:

- **Affordable Housing:** Projects that create or preserve affordable housing units, provide direct financial assistance to eligible homebuyers, remove blight, support homeowner rehabilitation, and other eligible housing activities for low and moderate-income persons.
- **Economic Opportunities:** Activities that create or retain jobs/economic opportunities for LMI persons; provide direct and indirect technical assistance to business owners; assist small businesses to establish, stabilize or expand their micro-enterprise (especially following COVID-19); assist business owners with façade improvement; and other eligible economic development activities.
- **Creating Suitable Living Environments:**
  - **Public Facility, Infrastructure, and other Public Improvements:** Improvements to public facilities, infrastructure, or other public improvements that benefit LMI or special needs populations; i.e., expanding access to public buildings and helping LMI households participate in the recent sewer connection program.
  - **Public Services, capped at 15 percent of entitlement and prior year program income:** Activities that provide services to LMI population and special needs population with or without a housing benefit. May prioritize activities to recover from the spread of infectious diseases such as the coronavirus disease (COVID-19).
  - **Other priorities include** childcare and daycare services, food security for vulnerable populations, the continuation of the youth scholarship program, expanding public safety services in the NRSA, improving services for the ESL population, and programs targeted to the most vulnerable populations.
- **Neighborhood Revitalization Strategy Area (NRSA)/Target Area:** Eligible activities that stabilize the neighborhood, including but not limited to activities that create or retain affordable housing, jobs, or economic opportunities, public facilities, infrastructure, and other improvements and services for low income and special needs populations.

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<sup>1</sup> 91.520(a)

- Response to Support Infectious Disease or Other Urgent Needs: Expectations to use CDBG funds to address needs that arose as a direct result of COVID-19 are expected. Although most activities undertaken are expected to meet the objectives above, the Town is adding urgent needs as a high priority out of an abundance of caution. HUD limits the amount of funding for activities that address urgent needs, slums and blight, or historic preservation to an amount calculated by subtracting 20 percent from the award and multiplying that balance by 70 percent, which must be used for activities that benefit low- and moderate-income persons. The balance between 20 percent less than the award and the 70 percent figure can be used to address urgent needs, slums, and blight or historic preservation activities.
- Planning and Administration: up to 20 percent of the entitlement amount and current year program income will be used for planning and administration activities.
- Urgent Needs, Slum and Blight, and Historic Preservation: activities are collectively capped at 30 percent of the award for a 1-, 3- or 5-year period as certified by the Town.
- 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.

#### Results during PY20:

- Remote Learning Center program provided a safe, controlled environment for 16 young students remote learning while schools had limited in-class time due to the State of Emergency declared by the governor on March 10, 2020, to stop the spread of COVID-19.
- Expand the Community Service Officer (CSO) program to that reported 307 interactions, with 173 serving homeless or previously homeless individuals. The total number of persons with new access to a service through the program was 1,029. The total number of homeless/previously homeless individuals assisted was 762. The CSO's work closing with the Community Impact Unit (CIU) and are unarmed civilians to observe criminal activity, suspicious behavior, safety hazards and identify the needs of homeless and at-risk individuals. The service area is the Downtown Hyannis NRSA.
- The COVID-19 Emergency Child Care Services program serviced 197 children of first responders and essential workers while daycare and schools were closed by the Governor's State of Emergency to help stop the spread of the COVID-19.
- The COVID 19 Grab&Go Nutrition Program for Older Adults provided food security to older adults at high risk of contracting COVID 19. Meals were provided as a drive-up service in the parking lot of the Barnstable Adult Community Center. Older residents stayed in their cars while staff handed them meals in bags to minimize contact/maintain social distancing. There were 3,392 breakfasts, and 5,113 lunches served. There were 270 residents over 62 years of age provided meals to go.
- Sewer Connection Loan Program did not receive any applications

#### Prior Year Projects Completed:

- Youth Scholarship Program that provided financial assistance for 37 youths to participate in various programs. The program began in 2019 and was completed in 2020.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives.<sup>2</sup>**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Decent Housing	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5	0	0.00%	0	0	0.00%
Decent Housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	5	1	20.00%	1	1	100.00%
Decent Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0	0.00%	0	0	0.00%
Decent Housing	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0	0.00%	0	0	0.00%
Decent Housing	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0	0.00%	0	0	0.00%
Economic Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	25	0	0.00%	5	0	0.00%

<sup>2</sup> 91.520(g)

Economic Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	25	0	0.00%	5	0	0.00%
Suitable Living Environment	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20	0	0.00%	0	0	0.00%
Suitable Living Environment	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	8	0	0.00%	0	0	0.00%
Suitable Living Environment	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	20	2174	10,870.00%	20	2174	10,870.00%
Suitable Living Environment	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	10	0	0.00%	10	0	0.00%
Suitable Living Environment	Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0.00%	0	0	0.00%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

CDBG funds addressed the highest priorities identified in the Consolidated Plan: affordable housing, economic opportunities, creating suitable living environments (public facility, infrastructure, and public improvements, public services, and "other" priorities for vulnerable populations), response to support infectious disease or other urgent needs, and urgent needs, slum and blight, and historic preservation. The majority of the funds between July 1, 2020, and June 30, 2021, were allocated for public service activities and public services that respond to the COVID-19 pandemic. Public service expenditures included \$81,396.48 for PY20 and \$78,405.82 for CV-Public Services. A summary of CV-Public Services (Accomplishments Not Associated With a Strategic Plan Goal) is in the chart below. The prior year services activity completed in 2020 assisted 28 total youths - 11 extremely low-income, 12 low-income, and 5 moderate-income. The Town is working with one public services subrecipient to reallocate their funding to a motel program for homeless individuals impacted by COVID-19. Affordable housing activities included \$36,000 for a one-unit rehabilitation for the Barnstable Housing Authority. Funds committed for economic activities through the microenterprise loan program were \$184,000, but only \$4,459 was spent during PY19. No further funds could be spent during PY20 due to difficulty of administration and subrecipient inability to meet reporting requirements. The Town is working on a remediation plan with HUD and the subrecipient to modify the program and reallocate funds to another microenterprise program in PY21. Other priorities identified as a high need but were unable to be funded due to lack of applications include public facilities, infrastructure improvements, and public service activities. The Town complies with the following expenditure requirements:

- Public service expenditures were less than 15% of the yearly allocation, and the waived cap requirement for CV-Public Services
- Planning and administrative costs were less than 20% of yearly allocation both in obligation and for each origin year starting in 2020

<b>Accomplishments Not Associated With a Strategic Plan Goal</b>					
<b>Project Name</b>	<b>Activity Name</b>	<b>CARES Act</b>	<b>Goal Outcome Indicator</b>	<b>Outcome Unit of Measure</b>	<b>Outcome Actual - Program Year</b>
CV-Public Services	COVID 19 Basic Needs Program	CV	Homeless Person Overnight Shelter	Persons Assisted	0

			Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0
			Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	102
	COVID 19 Emergency Child Care Services	CV	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	259
	COVID 19 Grab&Go Nutrition Program for Older Adults	CV	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	270

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).<sup>3</sup>

	CDBG
White	371
Black or African American	31
Asian	4
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>409</b>
Hispanic	23
Not Hispanic	386

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

Demographic information is collected for HUD reporting purposes only. American Community Survey (ACS) 2019 estimates confirm that 89.7 percent of the total population is White, 5.8 percent is African American, .4 percent is American Indian and Alaska Native, .9 percent is Asian, .1 percent is Native Hawaiian and other Pacific Islander, 1.3 percent is some other race, and 1.8 percent is two or more races. Almost 6 percent (5.9 percent) of the population is Hispanic or Latino. These figures indicate increases in diversity compared to the last CAPER. The highest concentration of minority and low-income populations in Town is in Downtown. Therefore, the Town has created the Downtown Hyannis NRSA where assistance is directed (Block Groups 125.02 - 2,3,4; 126.02 - 2,3,4; and 153 - 2,3). The NRSA remains more diverse than the population as a whole, largely because housing and public service activities are concentrated in this area. These programs included providing improved living opportunities, new and expanded services for the homeless, and programs for LMI children.

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<sup>3</sup> 91.520(a)



## CR-15 - Resources and Investments<sup>4</sup>

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	319,095.51	108,229.74

Table 3 - Resources Made Available

### Narrative

The Town's resources included the 2020 entitlement amount of \$286,092 and program income in the amount of \$33,003.51 earned during the year. The micro-enterprise loan program did not spend the \$179,540.89 outstanding funds committed. The Town is working on a remediation plan with HUD and the subrecipient to modify the program and reallocate the funds to another microenterprise program in PY21. The outstanding funds for planning and administration are being reprogrammed and may trigger a substantial amendment to the Annual Action Plan. Lastly, the Town is working with one public services subrecipient to reallocate their funding to a motel program for homeless individuals impacted by COVID-19.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown Hyannis NRSA	48	48	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

All funds are distributed within the Town of Barnstable boundaries as required. HUD approved the Downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA) in mid-April 2016. About 50% of the amount available was spent in the NRSA (an update was made in July 1, 2020, reflected in the next CAPER). The NRSA is located in the Downtown Hyannis area and includes Main Street, North Street, South Street, from about the west end rotary to the Yarmouth line and goes up Barnstable Road. Map of the area and a detailed description is available in the Consolidated Plan on the Town website: [www.townofbarnstable.us/cdbg](http://www.townofbarnstable.us/cdbg). Actual NRSA expenditures were in line with estimates and provided direct assistance to homebuyers, the homeless, LMI youth, and other vulnerable populations. The Youth Scholarship program is a public service provided through the Hyannis Youth and Community Center, located in the NRSA. Financial assistance was given to eligible families to participate in various youth programs, many of which were offered within the NRSA. Projects outside the NRSA included housing rehab and the remote learning program.

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<sup>4</sup> 91.520(a)

## Leveraging

**Explain how federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Matching requirements for programs are included in the Notices of Fund Availability and notices of program documentation. A summary of the matching requirements for 2020 programs is below.

- Rental rehab projects are leveraged with other funds against the costs of developing the property that offers affordable housing for persons with incomes less than 60% AMI.
- Typically housing projects are limited to \$25,000 - \$50,000 per unit. The Homebuyer Assistance Program (PY19) was an exception made based on the gap between high housing costs and the income limits for eligible participants
- Micro-Enterprise Loan Program is currently capped at \$50,000 and limits activities
- Public service agencies are encouraged to leverage other funding sources since the amount available for these activities is limited to 15% of the yearly allocation. Please note the cap was waived for CV-Public Services. Still, agencies were encouraged to leverage additional funds and prove this in the progress reports (during the monitoring process).

Other resources that address affordable housing and community development goals include FY 2021 CPA set-asides for Community Housing and Historic Preservation. On June 30, 2021, a total of \$1,249,641 was set aside for Community Housing and \$2,984,429 for Historic Preservation. Community Housing expenditures included:

- \$1,500,000 from Community Housing and \$1,000,000 Undesignated, total \$2,500,000 to the Barnstable Affordable Housing Trust. The Affordable Trust has requested another \$2,500,000 (\$1,061,332 from the Housing reserve and \$1,438,668 from the FY22 budget reserve) for funding their action plan. The Trust has awarded funds for the following projects:
  - \$300,000 to Housing Assistance Corporation for a temporary emergency rental assistance program.
  - A loan to the Cape and Islands Veterans Outreach Center for \$90,000 in to support the creation of 5 single room occupancy (SRO) units for homeless veterans to be located at 1341 Route 134, Dennis, MA.
  - \$1.4 Million dollars to Standard Holdings, LLC from CPA Funds held by the Trust to create ten (10) affordable rental units, which units will be affordable in perpetuity to households earning 50% or below the area median income (AMI).
- CPA funds are used to create and preserve affordable housing units. In FY21, the CPA awarded \$300,000 to CapeBuilt Development for the creation of two community housing units (2021-003), and in FY20 the CPA awarded \$400,000 to Mid Point Apartments for the creation of four affordable units.

## CR-20 - Affordable Housing<sup>5</sup>

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	48	1
Number of special-needs households to be provided affordable housing units	0	0
<b>Total</b>	48	1

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	20	0
Number of households supported through the production of new units	28	0
Number of households supported through the rehab of existing units	0	1
Number of households supported through the acquisition of existing units	0	0
<b>Total</b>		1

Table 6 – Number of Households Supported

### Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Town continues to align accomplishments with the Consolidated Plan's goals and pursue activities that further those goals. The one-year goals were entered using information from the 2020 Barnstable County HOME Consortium AAP. Please note the Town of Barnstable's HOME Accomplishments report produced no data, and the actual figures were manually entered based on activities completed through PY20.

### Discuss how these outcomes will impact future annual action plans.

Continuation of the Homebuyer Assistance program is currently being contemplated by the Affordable Housing Growth and Development Trust Fund. The Trust Board and staff are also looking into participating in the ONE Mortgage program through the Massachusetts Housing Partnership. CDBG

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<sup>5</sup> 91.520(b)

funds are being discussed as leverage. As the Town continues to recover from the COVID-19 pandemic, changes may be made to address needs. All programs and projects will be monitored to identify progress and challenges towards completion. Public notice will be provided for any substantial changes to expected outcomes.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity, where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	133	1
Low-income	21	0
Moderate-income	278	0
<b>Total</b>	<b>432</b>	<b>1</b>

**Table 7 – Number of Households Served**

**Narrative Information**

HOME activities are reported by the Barnstable County HOME Consortium administered by Barnstable County Human Services.

Throughout PY20, CDBG funds provided rehabilitation assistance for a one-unit property owned by the Barnstable Housing Authority. The Town is actively seeking to work on similar projects in greater quantity for those considered LMI throughout PY21.

## **CR-25 - Homeless and Other Special Needs<sup>6</sup>**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Homeless outreach continues to be a priority for the Town of Barnstable. The Barnstable Police department established a Community Impact Unit (CIU) with dedicated community service officers to patrol downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA) in 2015 that continued in PY20. Ongoing initiatives include coordination with other agencies and groups serving homeless populations through but not limited to the following:

- Weekly meetings with the Street Outreach Team to identify and provide services to the most vulnerable homeless persons. The Outreach Team includes CIU, Aids Support Group of Cape Cod, Housing Assistance Corporation, Vinfen, Cape Cod Healthcare, and Duffy Health Org.
- Monthly meetings with the Regional Barnstable Crisis Intervention Team to identify and provide services to those individuals in our community suffering mental illness, substance abuse, and/or both; the CCIT includes Barnstable CIU, Yarmouth PD, Sandwich PD, Barnstable District Court Presiding Justice, Probation, Hyannis Fire Dept, Vinfen, DMH, Cape Cod Healthcare Behavioral Health Unit, Bay Cove Emergency Services, NAMI of CC & Islands, Duffy Health, Aids Support Group, HAC, etc.;
- Monthly meetings with the Town Manager and Chief of Police to update on homelessness issues. CDBG funds were awarded to expand the program in 2020, and the program will be considered when applications are submitted going forward.

In addition to the CIU efforts, the Town's Planning and Development Department (PDD) continues to consult with the Cape and Islands Regional Network to Address Homelessness and other agencies serving homeless populations to assess the needs of homeless persons for the CDBG program. The Planning and Development Department also forwards notices of public meetings, comment periods, and the availability of funds to the Network and contributing agencies to encourage them to participate in the program.

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

The Town of Barnstable relies on the Regional Network to Address Homelessness, the Barnstable County Department of Human Services, and agencies with the expertise in addressing these needs. Agencies are notified of funding opportunities and invited to meetings to help identify needs and strategies to address them.

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<sup>6</sup> 91.220(d, e); 91.320(d, e); 91.520(c)

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

Homelessness continues to be a priority for the CDBG program, and applications for assistance will be considered throughout PY21. The Town relies on the Regional Network to Address Homelessness and agencies with the expertise to provide services and assistance to homeless persons. The Town of Barnstable has several agencies that provide assistance, many operating in downtown Hyannis. For example, Duffy Health Care (a recipient of PY20 funding) provides healthcare services and referrals; Housing Assistance Corporation (HAC) offers homelessness outreach and prevention services and operates Angel House in Hyannis; Catholic Services oversees the NOAH Shelter (St. Joseph's Homeless Shelter). CHAMP Homes and Homeless Not Helpless also provide housing opportunities for homeless persons. The Community Impact Unit (CIU) coordinates with these organizations to reach the most vulnerable population.

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

Several agencies in the Town and the target area facilitate access to housing and shortening the period for those experiencing homelessness. Housing Assistance Corporation provides financial assistance, including Rent and Mortgage Assistance, RAFT (Residential Assistance for Families in Transition), ERAP (Emergency Rental Assistance Program), and ERMA (Emergency Rental and Mortgage Assistance). Homeless not Helpless, CHAMP Homes and other local opportunities are available to assist those transitioning from homelessness into stable, independent living conditions.

## **CR-30 - Public Housing<sup>7</sup>**

### **Actions taken to address the needs of public housing.**

The Barnstable Housing Authority (BHA) manages public housing units for the Town of Barnstable. They are annually notified and consulted to identify public housing needs addressed with CDBG funds during the program year. CDBG funds were awarded in 2020 to rehab a BHA housing unit for an LMI family. The project was completed in March 2021, the before close of the program year. In addition to providing financial assistance to the BHA for programs, the Town provides assistance to conduct environmental reviews for their Capital Fund Improvements when possible. CDBG funding has also provided direct assistance to move public housing tenants in the past through the Homebuyer Assistance Program. The Town of Barnstable will continue to notify and work closely with the BHA on various programming in PY21 and future program years.

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

Notifications of document availability, public meeting, and public comment period and Notices of Funding Availability (NOFA) are sent annually to the BHA to participate and post for residents. The Town has and continues to use CDBG funds to make affordable homeownership and rental opportunities possible and available for BHA tenants. Previous programs such as the BHA Soft Second Mortgage, 705 Self Sufficiency programs, and the Homebuyer Assistance Program successfully moved public housing tenants into homeownership.

### **Actions taken to provide assistance to troubled PHAs.**

The BHA is not designated as troubled. If their status changes, the Town will work with them to improve.

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<sup>7</sup> 91.220(h); 91.320(j)

## CR-35 - Other Actions<sup>8</sup>

**Actions taken 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.<sup>9</sup>**

Adopted policies to encourage affordable housing include:

- The Accessory Affordable Apartment ordinance provides single-family homeowners the opportunity to create an affordable accessory unit for households at or below 80% of the area median income (AMI). This program had been funded through the CDBG program in the past to rehab existing units and currently uses Community Preservation Act (CPA) funds to assist homeowners in creating new accessory apartments.
- The Town passed an Accessory Dwelling Unit ordinance in 2021 to increase dwelling units available for year-round rental opportunities (12 month minimum lease term).
- The Town's Inclusionary Zoning ordinance requires 10% of residential housing production units to be affordable to households at or below 80% of AMI.
- CPA funds are used to create and preserve affordable housing units. In FY21, the CPA awarded \$300,000 to CapeBuilt Development for the creation of two community housing units (2021-003), and in FY20 the CPA awarded \$400,000 to Mid Point Apartments for the creation of four affordable units.
- The Town is proposing reformed zoning in the Downtown Growth Incentive Zone in Hyannis to allow for multi-family by right and other housing opportunities within a walkable urban setting.
- The Town has an Affordable Housing Trust to administer the provisions of Section 55C of Chapter 44 of the General Laws. The Trust was awarded \$2,500,000 in 2021 from the Community Preservation Act, committing \$1,794,569 to local affordable housing initiatives. The Trust accepts applications for predevelopment assistance and affordable housing preservation on a rolling basis.
- The Town has an approved Housing Development Incentive Plan, which allows the Town to award Tax Increment Exemption Agreements to residential housing projects within a designated area.
- Barnstable's Local Comprehensive Plan and Housing Production Plan contain proactive goals and strategies to meet the state-mandated 10% threshold for affordability. The state requires a Housing Production Plan to accomplish this.

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<sup>8</sup> 91.220(j)-(k); 91.320(i)-(j)

<sup>9</sup> 91.220 (j); 91.320 (i)



### **Actions taken to address obstacles to meeting underserved needs.<sup>10</sup>**

Serving extremely low and very low-income populations remains a challenge due to the discrepancy between the funding need and the amount available. Funds will continue to be provided to the Barnstable Housing Authority (BHA) to assist at-risk adults and LMI populations and Housing Assistance Corporation to serve elderly/LMI/vulnerable tenants. The Notice of Funding Availability is sent to organizations that work with and support those experiencing the greatest need, particularly in the target area. The Town works with the HOME program to provide alternative funding where applicable. The CPC continues to commit funds for affordable housing units. Lastly, the Town encourages and prioritizes partnerships with organizations that leverage additional funding to achieve their goals and have the greatest impact.

### **Actions taken to reduce lead-based paint hazards.<sup>11</sup>**

Projects involving acquisition, construction, rehab, or demolition are evaluated for lead paint hazards and adhere to Lead Paint Safety Rule. All proposed activities are reviewed to determine lead-safe applicability. Properties built before 1978 are reviewed to determine whether lead hazards are present and the potential impact of the proposed activities. Program guidelines and written agreements with recipients require proper notification and the use of certified inspectors and contractors to ensure lead hazards are appropriately screened for, contained, and properly disposed of.

One project was subject to a lead inspection – 190 Fawcett Lane. The project was built before 1978, and the Barnstable Housing Authority provided a signed Letter of Initial Lead Inspection Compliance and completed a Lead-Safe Housing Rule Applicability Form before the project began in PY20. The Town continues to evaluate programs to ensure compliance with regulations.

### **Actions taken to reduce the number of poverty-level families.<sup>12</sup>**

Poverty-level families are eligible and encouraged to participate in CDBG-funded programs, and the Town collaborates with organizations that actively work to reduce the number of poverty-level families. In PY20, housing and public service activities assisted extremely low-income families, similar to 125% of the poverty level. The two limits differ by household size – the poverty level is slightly lower for households of 3 or less and slightly higher than 30% AMI (extremely low income) for larger families.

CDBG tracks eligibility by 30%, 50%, and 80% of the area median income (AMI) as required by HUD. Non-CDBG funds are also used to assist families at 125% of the poverty level. In PY20, a housing rehab project benefitted one extremely low-income household (190 Fawcett Lane). Public service activities served 135 extremely low-income persons and households in total. Successful programs such as the Youth Program Scholarship program continued throughout PY20 to bridge the poverty and low-income gap. Programs such as these will be prioritized in the application process, particularly those that assist

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<sup>10</sup> 91.220(k); 91.320(j)

<sup>11</sup> 91.220(k); 91.320(j)

<sup>12</sup> 91.220(k); 91.320(j)

poverty-level families in overcoming the challenges posed by the COVID-19 pandemic.

**Actions taken to develop institutional structure.<sup>13</sup>**

The CDBG program is administered through the Planning and Development Department (PDD). All plans and projects require review and approval from both the Planning and Development Director and the Town Manager. The Town Manager is the designated signer for the CDBG program.

Planning and Development Department staff participate in trainings to remain current with regulations and procedures. The Planning and Development Department continues to solicit local area non-profits and other agencies with a high degree of expertise in providing housing and community services for LMI persons.

The Town participates in a coordinated effort with Barnstable County and the Town of Yarmouth (Entitlement Grantee) when submitting Five-Year Consolidated Plans and Annual Action Plans as one under the Barnstable County HOME Consortium.

**Actions taken to enhance coordination between public and private housing and social service agencies.<sup>14</sup>**

The Planning and Development Department conducts outreach to local/regional public and private housing and social services agencies each program year to encourage participation in the CDBG program. These organizations receive a Notice of Funding Availability (NOFA), notices of public hearing, and are on the CDBG distribution list. Staff interact with these organizations during the monitoring process and discuss best practices going forward/optimizing the process.

Outreach efforts have successfully attracted a variety of agencies to hearings and other forms of public meetings that serve LMI and special needs populations (non-homeless and homeless). These housing and social service agencies also participate in efforts related to the Consolidated Plan and Annual Action Plans, including but not limited to surveys, providing written comments and data, and participating in focus groups. The Town will continue to ensure there is increased participation from residents, agencies, and local providers. Added effort will be made to reach LMI and special needs residents, including ESL, disabled, elderly/frail elderly, and those with restricted access to technology.

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<sup>13</sup> 91.220(k); 91.320(j)

<sup>14</sup> 91.220(k); 91.320(j)

**Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice.<sup>15</sup>**

The Town continues to implement the following to overcome any impediments to Fair Housing Choice:

- The Town's Inclusionary Zoning Bylaw requires a 10% affordable housing contribution for new development over ten units. The ordinance continues to create mixed-income development opportunities and furthers housing choice for LMI households.
- The Accessory Affordable Apartment Ordinance allows for the development of affordable accessory units with income and rent restrictions throughout Town.
- The Town pursues proactive zoning that furthers fair housing and access to fair housing, i.e., the Hyannis Zoning Project in downtown Hyannis (NRSA) allows for greater residential development, reduces costly restrictive zoning, and limits the diversity of housing choice. The Town recently put forward reformed zoning in the Downtown Growth Incentive Zone in Hyannis to allow for multi-family by right and other affordable housing opportunities. The zoning is undergoing a public comment period.
- CDBG program information is translated into Spanish and Portuguese. Information is posted online, where it can be translated into over 130 languages. Interested parties can notify the Planning and Development Department in advance to arrange translators for scheduled meetings.
- In-person CDBG meetings are only held in venues that meet ADA accessibility requirements. Interested parties can notify the Planning and Development Department in advance to arrange additional accessibility accommodations for scheduled meetings.
- Permitted affordable housing projects are required to have an approved Affirmative Fair Housing Marketing Plan and Tenant Selection Plan
- The Town is a member of the regional Human Rights Commission who promotes equal opportunity, prevents discrimination, investigates and mediates complaints, and provides human rights information.
- The Town continues to prioritize local resources to increase and improve affordable, fair housing opportunities. The Town also continues to pursue additional opportunities/funding to proactively plan for affordable housing, i.e., its Housing Production Plan (HPP). The Local Comprehensive Plan and HPP contain goals and strategies to meet the state's affordability threshold while enforcing fair housing practices and tenant selection.
- Town Council has prioritized looking at municipally owned land for uses including affordable housing. Additionally, the Affordable Housing Growth and Development Trust Fund Board is conducting predevelopment review of a parcels on Phinney's Lane for a potential request for proposals for affordable housing.
- CPA and Affordable Housing Trust funds are used to create and preserve affordable housing units that enforce fair housing standards

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<sup>15</sup> 91.520(a)

## **CR-40 - Monitoring<sup>16</sup>**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

CDBG recipients must submit quarterly progress reports for July – September; October – December; January – March; and April – July, along with year-end (close out) reports. The Town's Planning & Development Department monitors for compliance with regulations and continues efforts to ensure timely expenditure of funds. Monitoring activities include on-site and office reviews. The expenditure requirement was not met in the 2020 program year. The Town hired a consulting team to ensure the timely expenditure of funds for the remaining balance in PY20, and throughout PY21.

Rental housing activities are monitored yearly to ensure affordability terms are being met. Most projects are secured with mortgages, promissory notes, and/or deed restrictions to ensure long-term compliance.

Minority and Women Business outreach requirements are included in CDBG agreements and the Town's Minority and Women Business Plan is available on the Town website: [https://www.townofbarnstable.us/Departments/purchasing/Resources\\_and\\_Links/Minority-and-Woman-Owned-Business-Plan.pdf?tm=10/8/2020%209:48:34%20AM](https://www.townofbarnstable.us/Departments/purchasing/Resources_and_Links/Minority-and-Woman-Owned-Business-Plan.pdf?tm=10/8/2020%209:48:34%20AM). Reporting is done on HUD form 2516 annually for the period ending on September 30 as required.

Section 3 compliance is included in written agreements and encouraged when compliance is not triggered. Unfortunately, there are no businesses listed on the Section 3 Business Registry for Barnstable Town, MA, MSA metropolitan area, or the neighboring Counties. Eligible businesses are encouraged to register with HUD at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>. There are Section 3 businesses listed in Massachusetts outside Barnstable, Plymouth, Nantucket, and Duke Counties. The Town submits HUD Form 60002 Reports annually after year-end as required.

Public notices are posted in three languages with the ability to convert website content into 103 different languages. Announcements include the availability of interpreters upon advance request. Public notices also notify of handicap accessibility at each meeting and include that reasonable accommodations are available upon advance request.

## **Citizen Participation Plan<sup>17</sup>**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

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<sup>16</sup> 91.220 and 91.230

<sup>17</sup> 91.105(d); 91.115(d)

The following efforts were made to provide citizens with reasonable notice and an opportunity to comment on this performance report:

- Press release to announce the notice of document availability, public meeting notice, and comment period issued on 7/22/2021
- Notice of document availability, public meeting notice, and comment period posted in the Cape Cod Times
- Notice document availability, public meeting notice and comment period, and draft CAPER posted on the Planning and Development website on 7/22/2021
- Notice document availability, public meeting notice, and comment period sent to the CDBG distribution list and the Town's e-newsletter on 7/22/2021
- Paper copies of the draft CAPER were available in the Planning and Development Department
- Translated (Spanish and Portuguese) versions of the notice document availability, public meeting notice, and comment period posted on the Planning and Development website
- Public meeting held by remote participation per Governor Baker's legislation to extend certain emergency measures in place via executive orders that expired on June 15 (the State of Emergency to help stop the spread of the Coronavirus). The virtual meeting was held on zoom with a call-in option for those without computer access on 7/29/2021 at 10 am EST. There was one attendee.
- Notice posted with Town Clerks office on on 7/22/2021
- Written comments accepted via email through 9/10/2021

**CR-45<sup>18</sup>**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

Applications may be collectively evaluated to ensure a balance between projects that can move forward quickly and programs. Funds may be reallocated to other activities if projects don't show adequate progress towards completion by December 2021. Timely expenditure of funds and quarterly progress reporting is a requirement to receive CDBG funding.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A

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<sup>18</sup> CDBG 91.520(c)