

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

Consolidated Annual Performance Evaluation Report (CAPER)

PROGRAM YEAR 2017 (July 1, 2017 – June 30, 2018)

### DRAFT

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### **CR-05 - Goals and Outcomes**

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

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, 2017 through June 30, 2018 which is the third year of our Five Year Consolidated Plan, also referred to as the ConPlan. Priorities identified this year included creating or preserving affordable housing units, economic opportunities, public facility improvements, and public services.

### Funds were provided for projects delivering the following outcomes:

- Create or preserve affordable housing units
- Direct financial assistance to home buyers
- Assistance to businesses in the downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA)
- Public facility, infrastructure improvements
- Public services with or without a housing benefit

#### **Results:**

- Homebuyer Assistance Program responded to 78 inquiries and received 10 applications. 6 households met preliminary requirements and were given notice to proceed. 17 properties reviewed for eligibility. One purchase and sales agreement executed before year end and closed on 7/31/2018. The first homebuyers were public housing tenants which opened up a rental unit for another eligible family. The 2017 project extended into 2018 to accommodate the closing and plan to continue the program in 2018.
- Career House project rehabbed a multi-unit rental property to preserve 8 units.
- MV House rehabbed a multi-unit rental to preserve 5 units. Rehab complete and project extended to 2018 to complete the tenant selection process.
- Sewer Connection Loan Program did not receive any applications
- Micro-Enterprise Loan Program assisted 1 eligible micro-enterprise business in the NRSA
- Senior Center Generator project approved and environmental review completed. Project delayed and expected to complete in 2018.
- Housing Counseling provided to 21 Barnstable residents
- Senior Services provided to 669 seniors
- Youth Program Scholarships awarded to 17 families

### Prior Year projects completed during the 2017 program year:

- BHA Soft Second Mortgage Program provided direct assistance to public housing tenants to
  purchase their first home. Funded in 2016 and completed in October 2017. Creating affordable
  homeownership as well as freeing affordable rental unit for another family.
- Commercial Façade Improvement Program assisted 1 property with 10 businesses in NRSA

### 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. 91.520(g)

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 for Low/Moderate Income Housing Benefit	Households Assisted	0	1		1	1	100.00%
Decent Housing	Affordable Housing	CDBG:	Rental units rehabilitated	Household Housing Unit	6	8	133.33%	13	8	61.54%
Decent Housing	Affordable Housing	CDBG:	Homeowner Housing Added	Household Housing Unit	4	0	0.00%	0	0	
Decent Housing	Affordable Housing	CDBG:	Homeowner Housing Rehabilitated	Household Housing Unit	4	0	0.00%	0	0	
Decent Housing	Affordable Housing	CDBG:	Direct Financial Assistance to Homebuyers	Households Assisted	4	2	50.00%	2	2	100.00%
Decent Housing	Affordable Housing	CDBG:	Housing for Homeless added	Household Housing Unit	0	0		0	0	

Decent Housing	Affordable Housing	CDBG:	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Expand Economic Opportunities	Non-Housing Community Development	CDBG:	Facade treatment/business building rehabilitation	Business	4	11	275.00%	1	10	1,000.00%
Expand Economic Opportunities	Non-Housing Community Development	CDBG:	Jobs created/retained	Jobs	4	11	275.00%			
Expand Economic Opportunities	Non-Housing Community Development	CDBG:	Businesses assisted	Businesses Assisted	4	11	275.00%	3	2	66.67%
Suitable Living Environment	Non-Housing Community Development	CDBG:	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2	0	0.00%	400	0	0.00%
Suitable Living Environment	Non-Housing Community Development	CDBG:	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	2	1	50.00%			
Suitable Living Environment	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	730		20	730	3,650.00%

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 were used to address the highest priorities identified in the Consolidated Plan (ConPlan): Affordable housing, Economic Opportunities, Public facility, Infrastructure improvements, and public service activities.

The majority of the funds were used for the 2 highest needs identified in the ConPlan. About \$348,000 was allocated for housing projects and \$184,000 for economic activities.

Housing activities included direct assistance to homebuyers and funds to rehab multi-unit rental properties. An additional \$30,000 funded in a previous year provided buy down assistance to public housing tenants to purchase their first home.

Funding in the amount of \$184,000 was allocated for the Micro-Enterprise Loan Program and one business was assisted during the program year. The remaining funds will be rolled into the 2018 program year to continue the program. Another \$26,769 was spent on the Façade Improvement Program to complete a 2016 project.

Other priorities identified as a high need include Public facility, infrastructure improvements and public service activities. Funds in the amount of \$40,000 were allocated for public facility improvements for a Senior Center Generator. The project was approved and environmental review was completed but project was delayed and being carried over to the 2018 program year. Some projects fall under multiple goals, such as the 2 rental rehab projects which fall under housing rehab and public facility with a housing benefit.

Public Service activities including housing counseling, senior services, and youth program scholarships. Allocated about \$35,000 but the housing counseling program was cancelled by the recipient due to a corporate restructuring and spent less than \$2,000 of the \$20,000 awarded. Total expenditures just over \$16,000 and well under the 15% cap allowed by HUD and benefited about 730 residents.

Another priority is complying with HUD's timeliness standard that requires the majority of CDBG funds to be spent and disbursed before May 1 each year. An unexpended balance of 1.5 or less than the amount of the current entitlement award is acceptable anything over is not. Compliance with this standard was met with a 1.27 ratio on May 1, 2018.

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

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HTF
White	628	0
Black or African American	85	0
Asian	11	0
American Indian or American Native	15	0
Native Hawaiian or Other Pacific Islander	0	0
Total	739	0
Hispanic	12	0
Not Hispanic	727	0

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

### **Narrative**

Note to HUD: Other Multi-Racial category does not download to the word document even though screens are completed in IDIS for individual projects. The number reported as American Indian above is actually the number of persons reporting as multi-racial.

Demographic information is collected for HUD reporting purposes only. According to the American Community Survey 2012-2016 the total population for the Barnstable Town City is 90.1% white, 4% Black/African American, .8% Asian, 1.9% Multi-Racial, while the population that is Hispanic or Latino by Race is 3.5%. The percentages served are consistent but slightly more diverse than the population as a whole which is due mostly to the public service activities offered this year. These programs offered meals on wheels, community lunches and other services to seniors; scholarships to eligible families for their children to participate in various youth programs; and housing counseling services.

### CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	545,908	294,053
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### **Narrative**

Resources available included carryover CDBG funds from previous years in the amount of \$259,312 and \$3,254.81 in carryover program income plus \$283,342 for a total of \$545,908.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Downtown Hyannis			
NRSA		60	See below

Table 4 – Identify the geographic distribution and location of investments

#### **Narrative**

All funds are distributed within the Town of Barnstable boundaries as required. The Downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA) was approved by HUD mid-April 2016 and a large amount of funds were committed to the area that contains the lowest income levels in the Town.

Planned investments in the downtown Hyannis NRSA included a housing rehab project and economic development projects, micro-enterprise loan and façade improvement programs. Actual investments included 2 housing rehab projects, one complete one underway and expected to finish early 2018. The Homebuyer Assistance program is not limited to the NRSA but the first purchase was by NRSA tenants who bought their first home in the NRSA.

One business assisted under the micro-enterprise loan program and one carryover façade improvement completed during the year.

The new Youth Scholarship program public service was 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. Thirty (30%) percent of the families served this year also live in the NRSA.

The percentages indicated in the above chart we calculated using the planned budget and the actual expenditures. Although not all the planned projects completed during the program year, the unplanned projects in the NRSA brought the expenditures in line with the projection.

### 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 program documentation. A Summary of the matching requirements for 2017 programs provided below.

- Homebuyer Assistance Program is currently capped at \$75,000 with a maximum purchase price of \$325,000. Homebuyers are required to put down a minimum investment of 1.5% of purchase price.
- With the exception of the Homebuyer Assistance program above, assistance for affordable housing projects is typically limited to \$25,000 \$50,000 per unit.
- Funding in support of housing development is a small fraction of the costs because new housing
  construction is not eligible under the CDBG program. CDBG funds for these projects are typically
  leveraged with multiple funding sources including but not limited to Barnstable County HOME,
  Community Preservation Act and private funds.
- Commercial Façade Improvement program provided up to half of eligible costs up to a maximum of \$2,500 for signs/awnings and \$25,000 for façade improvements ensuring a dollar to dollar match of private to federal funds.
- Sewer Connection Loan program offers assistance for the physical connection from the home to the sewer pipe on the street with a maximum loan amount of \$8,000. Home owners are required to pay the betterment costs which were about \$7,000 per single family property plus the water bills monthly.
- 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.
- The Youth Scholarship Program was leveraged by private and a revolving scholarship account. Scholarships provide a 50% discount on most programs and up to \$200 for the Summer Leisure Program. The revolving account provides assistance to poverty level families and CDBG is used to bridge the gap between poverty and low income to ensure that no child is left behind.
- Other resources that address affordable housing and community development goals include Community Preservation Act (CPA) funds and the Town of Barnstable Lombard Fund.
- CPA funds available \$405,000 each for affordable housing and historic preservation plus carryover funds. Expenditures during the 2017 program year included an additional \$23,161 infrastructure for 536 River Road project; \$16,810 for historic preservation of Dottridge Homestead.
- The Lombard Trust provides assistance to low income residents. During the 2017 program year (FY18) funds in the amount of \$124,570 were spent to assist:
- 45 families with rent payments
- 10 families to pay utility bills
- 1 family received assistance for auto repair and payment
- \$36,000 was awarded for homeless programs and \$26,728 for youth programs

### CR-20 - Affordable Housing 91.520(b)

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	5	0
Number of Non-Homeless households to be		
provided affordable housing units	10	10
Number of Special-Needs households to be		
provided affordable housing units	0	0
Total	15	10

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through		
Rental Assistance	0	0
Number of households supported through		
The Production of New Units	0	0
Number of households supported through		
Rehab of Existing Units	13	8
Number of households supported through		
Acquisition of Existing Units	2	2
Total	15	10

Table 6 - Number of Households Supported

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

Expected to rehab 2 properties that combined had 13 rental units. Rehab completed on one property with 8 units, 7 of which are occupied. Rehab work is complete on the 2nd property containing 5 units and tenant selection process underway. Extended project and expect completion early in 2018.

Planned to assist 2 households through the Homebuyer Assistance Program. Received 10 applications, 6 of which met the preliminary requirements and given notice to proceed. Conducted environmental reviews for 17 potential properties. One purchase and sales agreement executed and closed July 31, 2018. Project extended to accommodate the purchase. The remaining funds will be carried forward and expect to continue program in 2018. One prior year BHA Soft Second Mortgage program completed this year and is reflect in the total above.

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

Plans to continue the Homebuyer Assistance program, Micro-Enterprise Loan program, Youth Scholarship program, and Senior Center Generator project into the 2018 program year. Also continuing assistance to the Barnstable Housing Authority to preserve affordable housing units. All programs and projects will be monitored to identify progress and challenges towards completion. Adjustments may be made if needed and public notice will be provided if there are any substantial changes.

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.

Number of Households Served	CDBG Actual	HOME Actual	HTF Actual
Extremely Low-income	7	0	0
Low-income	12	0	
Moderate-income	10	0	
Total	29	0	

Table 7 – Number of Households Served

#### Narrative Information

Note to HUD: This section does not download to the word document when completed in IDIS.

The first purchase for the homebuyer assistance program closed on July 31, 2018. Although technically didn't complete in the 2017 program year since after June 30th, added the household in the total above because it is a completed 2017 project.

The MV House project is expected to house 5 residents which will most likely be extremely low income but will report actual income when documentation is received.

### CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

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

During the 2015 program year the Town formed a committee that brought together Town officials and community groups to address homelessness issues. One of the initiatives of the committee was to focus on outreach and at their request two (2) outreach coordinator positions were established, one at Duffy Health Care and one at Housing Assistance Corporation.

The Barnstable Police department established a Community Impact Unit (CIU) with dedicated community service officers to patrol downtown Hyannis Neighborhood Revitalization Strategy Area (NRSA). Barnstable Police Chief Paul MacDonald reported complaints from business owners and residents were down while proactive calls from community service officers are up showing an improvement in the area already.

Efforts have not gone unnoticed as indicated in the article of the Barnstable Patriot July 29, 2016 and perceptions that the atmosphere in Hyannis and the NRSA has improved.

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

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

We rely on the Network and agencies with the expertise in addressing these needs but as mentioned above there is a better coordinated effort between the Town and the agencies providing those services. Agencies are notified of fund opportunities and invited to meetings to help identify needs and strategies to address them.

As mentioned in the leveraging section above, the Lombard Fund also provided assistance to Homeless not Hopeless, Bridge to Hope and Cape Cod Council of Churches to address needs of homeless persons.

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

The Town relies on the network and agencies with the expertise to provide adequate services and assistance to homeless persons. We are fortunate to have several agencies providing a variety of assistance in the Town of Barnstable. Duffy Health Care provides healthcare services and referrals; Housing Assistance Corporation has the Project Prevention Program; Catholic Services oversees the NOAH (Homeless) Shelter. CHAMP Homes and Homeless Not Helpless provide housing opportunities for homeless persons. There are several agencies helping to serve these populations right in downtown Hyannis.

CDBG funds were awarded for housing counseling services in the 2017 program year. Program was successful until the Subrecipient reorganized and did away with the program. Homelessness continues to be a priority and future requests will be considered.

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

As indicated above, several agencies coordinate to facilitate access to housing and shortening the period of time people experience homelessness. Project Prevention, program administered by Housing Assistance Corp, provides financial assistance to move homeless persons into housing units. Homeless not Helpless, CHAMP Homes, and other opportunities are available to transition to independent living.

### CR-30 - Public Housing 91.220(h); 91.320(j)

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

The Barnstable Housing Authority (BHA) manages public housing for the Town of Barnstable. They are consulted each year to help us identify public housing needs that may be addressed during the program year. CDBG funds were awarded again to continue rehabbing affordable rental housing. The rehab activities funded last year and this year were completed and benefited 8 persons.

Funds were also provided for a BHA Soft Second Mortgage program last year that was successful providing direct homebuyer assistance to move public housing tenants into their first home during the 2017 program year.

BHA does the intake and eligibility documentation for the programs and maintain ownership of rental properties.

In addition to providing financial assistance to the housing authority the Town provides assistance to conduct environmental reviews for their Capital Fund Improvements when possible.

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

Notifications of public meetings, surveys, and fund availability are sent to BHA to post for public housing residents. The Town has also used CDBG funds to help make homeownership affordable for public housing tenants. Thirty thousand dollars was provided to help another household in 2017. Funds were provided through the BHA Soft Second Mortgage program and help buy down the price of a home to bridge the gap between what is affordable and what is available in the housing market.

Public housing tenants were the first to receive assistance from the newly created Hyannis Homebuyer Assistance program to buy their first home. As mentioned above, the closing was July 31, 2018. The apartment they had been renting is now available for other residents.

### Actions taken to provide assistance to troubled PHAs

The BHA is not designated as troubled but in the event the status changes, the Town will work with BHA to improve.

### CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

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. 91.220 (j); 91.320 (i)

- Adopted policies to encourage affordable housing such as the Accessory Affordable Apartment and Inclusionary Zoning ordinances.
- The Accessory ordinance provides single family homeowners the opportunity to create an
  accessory unit that is affordable to 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 creating
  new accessory apartments.
- The Inclusionary Zoning ordinance requires 10% of residential housing production units be affordable to households at or below 80% of AMI. This year 3 affordable rental units for households at 65% of median income were permitted through this bylaw.
- CPA funds are used to create and preserve affordable housing units.
- The Town has a municipal affordable housing trust. Although these funds are limited, the Trust did award funding assistance to a 4 unit affordable homeownership project.
- The Town has an approved Housing Development Incentive Plan which will allow the Town to award Tax Increment Exemption Agreements to residential housing projects within a designated area.

### Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

It is often difficult to serve the extremely low and very low income populations because the funding need is far greater than the amount available.

The projects in support of the development of new affordable housing units funded in 2016 are expected to serve households at or below 65% of the area median income rather than the typical 80% requirement. The accomplishments are expected to be realized in 2018.

The rental acquisition project funded in 2015 and occupied in 2016 was limited to households less than 65% AMI.

Funds provided to BHA to rehab public housing units benefit extremely low and low income residents. The same is expected of M.V. House when completed by Housing Assistance Corporation.

### Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Projects involving acquisition, construction, rehab, or demolition are evaluated for lead paint hazards and adhere to Lead Paint Safety Rule. All proposed activities that involve properties built before 1978 are reviewed to determine whether lead hazards are present and the 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.

During the 2017 program year two projects were subject to 24 CFR Part 35 Subpart K: The property under agreement for the Homebuyer Assistance Program was built in 1973 and subject to lead requirements. Received a Certification of Maintained Compliance by Prior Environmental Services dated 6/11/2018. The Soft Second Mortgage program, funded in 2016 and completed in 2017, purchased a property built in 1983 and exempt from lead paint requirements.

Two projects were subject to 24 CFR Part 35 Subpart J for rehabilitation activities. The Career House Rehab project was built before 1978 and the Barnstable Housing Authority provided a signed Lead Safe Housing Applicability Rule form claiming an exemption under 24 CFR 35.115 for housing units exclusively for elderly or persons with disabilities with the provision that children less than 6 years of age will not reside in the unit.

Housing Assistance Corporation (HAC) has verified lead compliance via email and we are waiting for documentation. The MV House project was built in 1933 and subject to subpart J. Rehab activities are complete and the tenant selection process is underway. Project was extended to 2018. Funds will not be provided if lead compliance is not documented. *This section will be updated when documentation arrives*.

The Town continues to evaluate programs to ensure compliance with regulations.

### Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Households at or below poverty level are eligible to participate in CDBG funded programs. As mentioned above many of the public service programs funded throughout the years help to serve this population.

The Youth Program Scholarship program funded with CDBG funds this year and continuing into 2018 uses non-CDBG funds to assist families at 125% poverty level and uses CDBG to bridge the gap between poverty and low income. The 125% poverty level is slightly lower than the 30% AMI (extremely low income) for households with 1 to 3 persons but higher than the 30% AMI level for larger families. Nineteen (19) families with extremely low income were provided assistance through the CDBG scholarship program.

The Senior Services project benefited 248 extremely low income persons during the 2017 program year.

Support of new housing development expected to complete in 2018 will benefit homebuyers with a household income at or below 65% of the area median income.

### Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The CDBG program is now administered through the Planning and Development Department (PDD) which was formerly known as the Growth Management Department (GMD). All plans and projects require review and approval from the Town Manager who is the designated signer for the CDBG program. PDD staff participates in trainings to remain current with changing regulations and procedures. PDD continues to solicit local area non-profits and other agencies with expertise providing housing and community services for low and moderate income persons to carry out programs and services. A more coordinated effort with the Barnstable County and Town of Yarmouth is anticipated now that submissions of the Consolidated Plans and Annual Action Plans are submitted together as one under the Barnstable County HOME Consortium.

### Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Town's PDD reaches out to public and private housing and social services agencies throughout the year to encourage participation in the CDBG program. Outreach efforts have been successful in attracting a variety agencies to focus groups and public meetings that serve low and moderate income persons and special needs populations. We hope to continue to see increased participation from residents and agencies.

### Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Town implemented strategies:

- Inclusionary Zoning bylaw that requires 10% affordable housing contribution for new development over 10 units or 10 acres thereby creating mixed income development and furthering housing choice for lower income households..
- Accessory Affordable Apartment bylaw allowing for the development of accessory units throughout the Town and requiring income and rent restrictions.
- The Housing Production Plan, approved 11/19/2016, recommends zoning strategies that will allow for greater density residential development in village centers thereby reducing restrictive zoning that drives up cost and limits diversity of housing choice.
- CDBG program information is translated into Spanish and Portuguese and posted online where
  they can be translated to over 130 languages. Interested parties can notify the Planning and
  Development Dept. in advance to arrange translators for scheduled meetings.
- All affordable housing projects that are permitting by the Town are required to have an approved Affirmative Fair Housing and Tenant Selection Plan.
- Member of the regional Human Rights Commission, whose mission is to promote equal opportunity, prevent discrimination, investigate and mediate complaints and provide human rights information.
- The Town continues to prioritize use of local resources to improve affordable housing opportunities.

### **CR-40 - Monitoring 91.220 and 91.230**

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

Note to HUD: This section does not download to word document when completed in IDIS,

CDBG recipients are required to submit quarterly progress reports for July – September; October – December; January – March; and April – July, along with year-end 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.

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.

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.

### Citizen Participation Plan 91.105(d); 91.115(d)

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

As indicated in the Citizen Participation Plan (CPP) the Town of Barnstable encourages residents and other interested parties to participate in the CDBG process by attending public meetings and submitting comments if unable to attend.

The Town issues press releases to notify residents and other interested parties of upcoming meetings, fund availability, and how to submit comments. These ensure a multi-media approach of notifications including local newspapers, newsletters, Town website posting, physical posting in Town Hall and other public buildings, social media networks such as Facebook and Twitter, and local cable television. Messages are often picked up by agencies that reprint the notice in their newsletters including but not limited to Barnstable County Human Services, Hyannis Chamber of Commerce, and Hyannis Main Street Business Improvement District.

The official Meeting Notice was posted in the Town Clerk's office on **August 3, 2018** which includes posting in Town Buildings and the Town Clerk's website.

The notice of Public Meeting, Availability of the Draft Consolidated Annual Performance Evaluation Report (CAPER), and Public Commit Period was submitted as a press release on **August 7, 2018.** 

The notices were released in English, Spanish, and Portuguese and the Town website can be translated to 103 different languages.

In addition to the press release, notices are:

Posted on Town's Facebook and Twitter accounts

- Sent to seven (7) public libraries, the Barnstable Housing Authority, Barnstable Senior Center, and the Hyannis Youth and Community Center
- Emailed to distribution list of residents, agencies, and persons requesting updates on the CDBG program

Residents are encouraged to provide comments in public meetings or in writing if they can't make the meetings or prefer to submit comments through the office. Residents are given a minimum of 15 days to comment on the CAPER before it is submitted to HUD for approval.

The Draft CAPER will be available **August 16, 2018**, the Public Meeting on **August 22, 2017**, and comments will be accepted through **September 7, 2018**. Any comments received will be included in the final submission to HUD with a response. In recent years we included acceptance of email submissions to make it even easier for residents to participate in the process.

Summary of comments received during the public meeting and written comments will be included as an attachment of this report.

### CR-45 - CDBG 91.520(c)

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.

As mentioned above applications considered may be evaluated collectively 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 2018.

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

### CR-56 - HTF 91.520(h)

Describe the extent to which the grantee complied with its approved HTF allocation plan and the requirements of 24 CFR part 93.

Per HUD this section is not applicable

Tenure Type	0 – 30%	0% of 30+ to	% of the	Total	Units	Total
	AMI	poverty line	higher of	Occupied	Completed,	Completed
		(when	30+ AMI or	Units	Not	Units
		poverty line	poverty line		Occupied	
		is higher	to 50% AMI			
		than 30%				
		AMI)				
Rental	0	0	0	0	0	0
Homebuyer	0	0	0	0	0	0

Table 15 - CR-56 HTF Units in HTF activities completed during the period

## Attachment Citizen\_Participation



# Community Development Block Grant (CDBG)

Residents and agencies serving low and moderate income residents and special needs populations are encouraged to participate in the CDBG

program by attending public meetings or submitting comments.

Citizen Participation

#### Citizen Participation

To encourage public participation notices of document availability, public meeting and comment period was distributed as listed below and attached hereto.

Date	Method of Distribution		
August 3, 2018	Public meeting notice posted with Town Clerk's Office		
August 7, 2018	Press Release – document availability, public meeting 8 comment period issued		
	Notice posted on Town Website in English, Portuguese & Spanish		
	Notice posted on CapeCodToday.com		
	Notice emailed directly to CDBG distribution list		
August 13, 2018	Notice posted on Town's Facebook and Twitter pages		
	Barnstable Today segment on the CDBG program recorded for posting on Channel 18 and online		
August 16, 2018	Draft CAPER posted on the Town website		
	Reminder notice emailed to CDBG distribution list		
August 22, 2018, 2pm	Anyone that cannot attend the public meeting can submit comments by 2pm to have them read in at the meeting		
August 22, 2018, 3pm	Public Meeting to obtain comments on the Draft CAPER		
September 7, 2018	Written Comments due		

(clock in stamp) 1/25/25/25/25

(TIMESTAMPIALLIS COPIES IN TOWN CLERK'S OFFICE - LIFAVE ONE TO FILE FOR OUR RECORDS CONE TO POST IN TOWN HALL - KEEF ONE COPY FOR YOUR RECORDS.

### 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 & DEVELOPMENT DEPARTMENT-COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

DATE OF MEETING: August 22, 2018

TIME: 3:00 PM

PLACE: PLANNING & DEVELOPMENT DEPT. CONFERENCE ROOM.

3rd FLOOR

#### TOPICS TO BE DISCUSSED:

**Meeting purpose:** The purpose of the meeting is to obtain comments on the draft Consolidated Annual Performance Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) program for the period July 1, 2017 – June 30, 2018. The Town received \$283,342 in federal funds from the U.S. Department of Housing and Urban Development (HUD) to address the goals and objectives of the Town of Barnstable Consolidated Plan. The CAPER outlines the accomplishments of the Town's CDBG program and is available for review and comments before the Town submits to HUD for approval.

**Documents available:** The draft CAPER will be available <u>August 16, 2018</u> on the town website: <u>www.townofbarnstable.us/CDBG</u> or in the Pranning & Development Department at the address below.

**Comment Periods:** Comments received during the meeting will be summarized in the final submission to HUD. Anyone unable to attend the meeting can have their comments read into the meeting by submitting them in writing by **2pm on August 22, 2018.** Written comments on the draft CAPER received by **September 7, 2018** will be included in the final submission to HUD.

Contact Information: Please submit comments to: Kathleen Girouard, Planning & Development Dept. 367 Main Street. 3<sup>th</sup> Floor, Hyannis, MA 02601 or by email: <a href="mailto:kathleen.girouard@town.barnstable.ma.us">kathleen.girouard@town.barnstable.ma.us</a> (please put "CDBG Comments" in the subject line).

The meeting location is handicap accessible. Anyone requiring reasonable accommodations including translation services please contact Kathleen at 508-862-4678 TDD# 508-790-9801 in advance.

PERSONS INTERESTED ARE ADVISED THAT, IN THE EVENT ANY MATTER TAKEN UP AT THE MEETING REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING, WITHOUT FURTHER NOTICE.

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 is 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 forms; and shall contain the catellities and place of such meeting and a listing or topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filled 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



### Town of Barnstable

### Planning & Development Department COMMUNITY DEVELOPMENT



CONTACT: Kathleen Girouard 508-862-4678



FOR IMMEDIATE RELEASE August 7, 2018

TOWN OF BARNSTABLE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

The Town has completed the 2017 program year for the Community Development Block Grant program and is preparing Consolidated Annual Performance Evaluation Report (CAPER) for the period July 1, 2017 – June 30, 2018. The Town was awarded \$283,342 in federal funds from the U.S. Department of Housing and Urban Development (HUD) to address the goals and objectives of the Town of Barnstable Consolidated Plan for 2015 – 2019. The CAPER is a year-end report that outlines the accomplishments of the Town's CDBG program and is available review and comments

NOTICE OF DOCUMENT AVAILABILITY, PUBLIC MEETING AND COMMENT PERIOD

### DOCUMENT AVAILABILITY

The Draft CAPER will be available for review as of <a href="Thursday">Thursday</a>, <a href="August 16">August 16</a>, <a href="2018">2018</a> on the Town website: <a href="http://www.townofbarnstable.us/CDBG">http://www.townofbarnstable.us/CDBG</a> or in the Planning & Development Dept. (PDD), 367 Main Street, 3rd Floor, Hyannis, MA 02601 between the hours of 8:30am and 4:30pm Monday through Friday. This location is handicap accessible.

#### PUBLIC MEETING

The public is invited to attend a meeting to review the Draft CAPER on <u>Wednesday, August 22, 2018 at 3:00 pm</u> in the Planning and Development Dept. (PDD) Conference Room, 367 Main Street, 3rd Floor, Hyannis, MA 02601. This location is handicap accessible and reasonable accommodations available upon advance request.

Comments received in the meeting will be summarized in the final submission to HUD. Anyone unable to attend the meeting may submit written comments to the PDD office at the address below.

### PUBLIC COMMENT PERIOD

Written comments received by the Planning & Development Dept. on or before <u>September 7, 2018</u> will be included in the final submission to HUD. Please submit written comments to:

ATTN: CDBG Planning & Development Dept. 367 Main Street, 3rd Floor Hyannis, MA 02601

before the Town submits to HUD for approval.

Or by email: <a href="mailto:kathleen.girouard@town.barnstable.ma.us">kathleen.girouard@town.barnstable.ma.us</a> with "CDBG Comments" in the subject line.

CONTACT INFORMATION: Kathleen Girouard, Planning & Development Dept., 367 Main Street, 3rd Floor, Hyannis, MA 02601. Phone: 508-862-4678, TDD#508-790-9801.

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200 Main Street, Hyannis, MA 02601 (o) 508-862-4786 (f) 508-862-4784 367 Main Street, Hyannis, MA 02601 (o) 508-862-4678 (f) 508-862-4782 Page 1 of 1



### Town of Barnstable

### Planning & Development Department COMMUNITY DEVELOPMENT

www.town.barnstable.ma.us/planninganddevelopment



Elizabeth Jenkins Director

PARA LIBERAÇÃO IMEDIATA

7 de agosto de 2018

CONTATO: Kathleen Girouard 508-862-4678

### CIDADE DE BARNSTABLE PROGRAMA DE SUBSÍDIO COMUNITÁRIO PARA O BLOCO DE DESENVOLVIMENTO (CDBG)

AVISO DE DISPONIBILIDADE DO DOCUMENTO, REUNIÃO PÚBLICA E PERÍODO DE COMENTÁRIOS

O Município completou o ano do programa 2017 para o programa Community Development Block Grant e está preparando o Relatório Anual de Avaliação de Desempenho Consolidado (CAPER) para o período de 1º de julho de 2017 a 30 de junho de 2018. O Município recebeu US \$ 283.342 em fundos federais dos EUA Departamento de Habitação e Desenvolvimento Urbano (HUD) para abordar as metas e objetivos do Plano Consolidado da Cidade de Barnstable para 2015 - 2019. O CAPER é um relatório de fim de ano que descreve as realizações do programa CDBG da cidade e está disponível revisão e comentários antes que a cidade se submeta ao HUD para aprovação.

#### DISPONIBILIDADE DO DOCUMENTO

O projeto CAPER estará disponível para revisão a partir de quinta-feira, 16 de agosto de 2018, no site da cidade: http://www.townofbarnstable.us/CDBG ou no Departamento de Planejamento e Desenvolvimento (PDD), 367 Main Street, 3º andar, Hyannis, MA 02601 entre as 8:30 e as 16:30 de segunda a sexta-feira. Esta localização é handicap acessível.

#### REUNIÃO PÚBLICA

O público é convidado a participar de uma reunião para revisar a versão preliminar do CAPER na quarta-feira, 22 de agosto de 2018 às 15:00 na Sala de Conferências do Departamento de Planejamento e Desenvolvimento (PDD), 367 Main Street, 3rd Floor, Hyannis, MA 02601. Esta localização é handicap acessível e acomodações razoáveis disponíveis mediante solicitação prévia.

Os comentários recebidos na reunião serão resumidos na submissão final ao HUD. Qualquer pessoa que não puder comparecer à reunião poderá enviar comentários por escrito ao escritório do PDD no endereço abaixo.

### PERÍODO DE COMENTÁRIOS PÚBLICOS

Os comentários escritos recebidos pelo Departamento de Planejamento e Desenvolvimento até 7 de setembro de 2018 serão incluídos na submissão final ao HUD. Por favor, envie comentários por escrito para:

ATENÇÃO: CDBG

Departamento de Planejamento e Desenvolvimento

367 Main Street, 3º andar

Hyannis, MA 02601

Ou por email: kathleen.girouard@town.barnstable.ma.us com "CDBG Comments" na linha de assunto.

INFORMAÇÕES DE CONTATO: Kathleen Girouard, Planning & Development Dept., 367 Main Street, 3º andar, Hyannis, MA 02601. Telefone: 508-862-4678, TDD # 508-790-9801.

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200 Main Street, Hyannis, MA 02601 (o) 508-862-4786 (f) 508-862-4784 367 Main Street, Hyannis, MA 02601 (o) 508-862-4678 (f) 508-862-4782 Page 1 of 1

Portuguese



### Town of Barnstable

### Planning & Development Department COMMUNITY DEVELOPMENT

www.town.barnstable.ma.us/planninganddevelopment



Elizabeth Jenkins Director

PARA SU PUBLICACIÓN INMEDIATA

7 de agosto de 2018

CONTACTO: Kathleen Girouard 508-862-4678

#### PUEBLO DE BARNSTABLE

PROGRAMA DE SUBVENCIÓN DEL BLOQUE DE DESARROLLO COMUNITARIO (CDBG) AVISO DE DISPONIBILIDAD DE DOCUMENTOS, REUNIÓN PÚBLICA Y PERÍODO DE COMENTARIOS

The Town ha completado el año del programa 2017 para el programa de Subsidios Globales de Desarrollo Comunitario y está preparando el Informe Anual Consolidado de Evaluación del Desempeño (CAPER) para el período del 1 de julio de 2017 al 30 de junio de 2018. El Pueblo recibió \$ 283,342 en fondos federales de los EE. UU. Departamento de Vivienda y Desarrollo Urbano (HUD) para abordar las metas y objetivos del Plan Consolidado del Pueblo de Barnstable para 2015 - 2019. El CAPER es un informe de fin de año que describe los logros del programa CDBG del Pueblo y está disponible revisión y comentarios antes de que el pueblo se someta a HUD para su aprobación.

#### **DISPONIBILIDAD DEL DOCUMENTO**

El Draft CAPER estará disponible para su revisión a partir del jueves 16 de agosto de 2018 en el sitio web del pueblo: http://www.townofbarnstable.us/CDBG o en el Departamento de Planificación y Desarrollo (PDD), 367 Main Street, 3rd Floor., Hyannis, MA 02601 entre las 8:30 a.m. y las 4:30 p.m., de lunes a viernes. Esta ubicación es accesible para discapacitados.

#### REUNION PUBLICA

Se invita al público a asistir a una reunión para revisar el borrador de CAPER el miércoles 22 de agosto de 2018 a las 3:00 p.m. en la sala de conferencias del Departamento de Planificación y Desarrollo (PDD), 367 Main Street, 3rd Floor, Hyannis, MA 02601. Esta ubicación es accesible para discapacitados y hay adaptaciones razonables disponibles previa solicitud.

Los comentarios recibidos en la reunión se resumirán en la presentación final a HUD. Cualquier persona que no pueda asistir a la reunión puede enviar sus comentarios por escrito a la oficina de PDD a la dirección que se encuentra a continuación.

### PERÍODO DE COMENTARIOS PÚBLICOS

Los comentarios escritos recibidos por el Departamento de Planificación y Desarrollo en o antes del 7 de septiembre de 2018 se incluirán en la presentación final a HUD. Por favor 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: kathleen.girouard@town.barnstable.ma.us con

"Comentarios de CDBG" en el asunto.

INFORMACIÓN DE CONTACTO: Kathleen Girouard, Departamento de Planificación y Desarrollo, 367 Main Street, 3er piso, Hyannis, MA 02601. Teléfono: 508-862-4678, TDD # 508-790-9801.

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200 Main Street, Hyannis, MA 02601 (a) 508-862-4786 (f) 508-862-4784 367 Main Street, Hyannis, MA 02601 (a) 508-862-4678 (f) 508-862-4782 Page 1 of 1

Spanish

### Barnstable Community Development Block Grant Document Availability

Info on public meeting and comment period...

ARTICLE | PUBLIC NOTICES | AUGUST 7, 2018 08:12 AM | BY CAPECODTODAY STAFF



TOWN OF BARNSTABLE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

NOTICE OF DOCUMENT AVAILABILITY, PUBLIC MEETING AND COMMENT PERIOD

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ATTN: CDBG

Planning & Development Dept.

367 Main Street, 3rd Floor

https://www.capecodtoday.com/article/2018/08/07/241461-Barnstable-Community-Develop... 8/7/2018

### Barnstable Community Development Block Grant Document Availability | CapeCodToda... Page 2 of 2

Hyannis, MA 02601

Or by email: kathleen.girouard@town.barnstable.ma.us with "CDBG Comments" in the subject line.

CONTACT INFORMATION: Kathleen Girouard, Planning & Development Dept., 367

Main Street, 3rd Floor, Hyannis, MA 02601. Phone: 508-962-4678, TDD#508-790-9801.

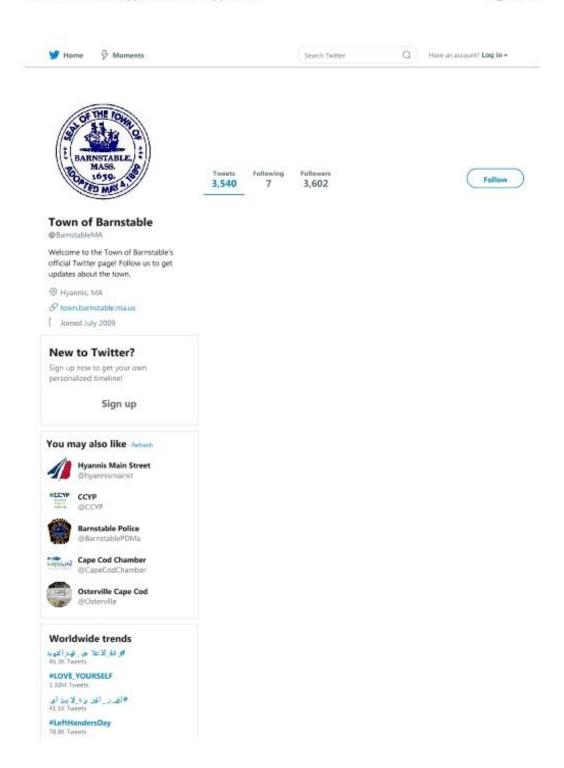
https://www.capecodtoday.com/article/2018/08/07/241461-Barnstable-Community-Develop... 8/7/2018

### TOWN OF BARNSTABLE COMMUNITY DEVELOPMENT ... - Town of Barnstable | ... Page 1 of 1

	Registrante	¿Chvistasse tu querras?
	Town of Barnstable 6 de abril de 2017 - TOWN OF BARNSTABLE	Español - Emplish (US) - Portugués (Brasil) - Français (France) - Deutsch
ACTION PLAN AN DOCUMENT AVAI The Town of Berns program year (July Pertopotion Plan, the Town website:	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM 2017 ACTION PLAN AND CITIZENS PARTICIPATION PLAN DOCUMENT AVAILABILITY The Town of Barmsable is preparing the One Year Action Plan for CDBG program year (July 1, 2017 – June 30, 2018) and has updated the Citizens Participation Plan. Drafts of the plans will be available on Acril 12, 2017 on the Town website: www.downofbarmsable.us/CDBG and in the Growth Management Office, 387 Main Street, 3rd Floor, Hyannis, MA 02001.	Privacidad - Condiciones - Publicidad - Opciones de anuncias - Cookies - Más Facilitado D 2018
	These plans serve as the planning and strategic documents for the Town's CDBG Program, which is funded by the U.S. Department of Housing and Urban Development (HUD). Estimated funcing for this program year is \$274,347, plus any carrydyon.	
	PUBLIC COMMENT PERIOD  The Town is seeking public input on the draft Action Plan, which outlines funding procities for the upcoming program year. Funding levels are estimated and subject to change. Comments on these documents may be submitted in writing to: Kathleen Grouard, Growth Management Department, 367 Main Street, 3rd Floor, Hyannis, MA 00601 or by email kathleen grouprdgoown barnistable majus with "CDBG Comments" in the subject line. Comments will be accepted through May 12, 2017 and included in the final plans submitted to HUD.	
	CONTACT INFORMATION: Kathleen Grouard, Growth Management Dept., 367 Main Street, Hyannis, MA 02601. Phone: 508-862-4702, TDD#508-790- 8601, kathleen girouard@itzwin bein stable intalus with questions about the CDBG program	

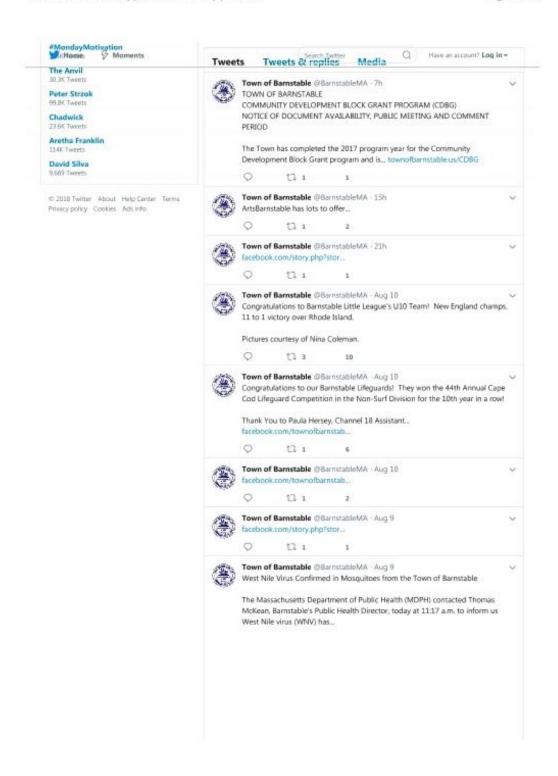
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8/13/2018



https://twitter.com/BarnstableMA

8/13/2018



https://twitter.com/BarnstableMA

8/13/2018