

**Town of Yarmouth**  
**Community Development Block Grant**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
**Program Year 2019**  
**Draft**  
**October 26, 2020**

**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.

Town of Yarmouth has completed its CDBG for Program Year 2019, which ran from July 1, 2019 to June 30, 2020 and was funded by U.S. HUD with a Community Development Block Grant of \$136,257. The program received Program Income of \$17,838 and carried over \$144,260 from previous years. This brought the total amount of funds available to \$298,355.

Also in 2019 the Town was awarded \$75,880 of CDBG-CV funds by HUD as authorized by the CARES Act of 2020.

The program expended \$127,065 on CDBG Funds on Public Services, Affordable Housing and Program Administration and . All timeliness goals were met, as was the Administrative Cap (20% of the grant) and the Public Service Cap (15% of the grant). The Program Year accomplishments were made in the categories of Public Service and Affordable Housing. The program spent \$4,119 of CDBG-CV Public Services and Program Administration. The program spent extension time establishing the CV Program and expects significant expenditures in PY2020.

Public Services:

- Meals on Wheels provided to over 1,200 meals to 300 Yarmouth Residents
- Septic Pumping funds assisted 22 people in 10 income-eligible households pump their septic system; 3 of these households are elderly households, and 4 of these households have a female head of household.
- The Yarmouth Food Pantry served over 80 income-eligible households with food.

#### Affordable Housing:

- Rehabilitation assistance was provided to 4 low- to moderate-income Yarmouth homeowners to repair their failed septic system. Three of these projects were complete in PY2019 and one has continued into PY2020.
- Acquisition and rehabilitation funds were provided to create 1 affordable rental unit to serve a low- to moderate-income household.
- Rehabilitation funds were provided to repair a failed septic system of an affordable housing duplex serving low- to moderate-income households.

#### Economic Opportunities

- Plans were developed to offer financial assistance to small business to retain and create low- to moderate-income jobs.

All activities funded met at least one of the following national objectives:

- Activities that benefit low/moderate income persons within the community;
- Activities that work to prevent/eliminate the occurrence of slums and blight;
- Activities that are considered urgent because existing conditions pose a serious and immediate threat to the health or welfare of the community.

All activities funded met at least one of the following local objective identified in Yarmouth CDGB PY2019 Action Plan:

- Affordable Housing
- Public Service
- Economic Opportunities

In general, the Town is pleased with the results of 2019 Program Year, as over 350 Yarmouth residents benefitted from the CDBG Program. The Town is also reports here that the economic opportunities program expanded significantly. These new services and program are in direct response to the COVID-19 state of emergency, and will most like be supported in out-months as the Town of Yarmouth acts to prepare for, prevent, and present a response to the spread of COVID-19.

The program met the copious requirements of this federal program, including eligibility requirements, environmental reviews, reporting requirements, and spending caps. Regarding spending caps, the Town used only 14% of the PY2019 CDBG Entitlement for Program Administration, far below the 20% cap, and only 12% of the PY2019 CDBG Entitlement, under the associated spending of 15% for public services. Likewise, for the PY2019 the CDBG-CV Program spent less than 1% on Program Administration and 1% on Public Services.

**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: \$	Rental units constructed	Household Housing Unit	8	0	0.00%			
DECENT HOUSING	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	10	92	920.00%	1	2	200.00%
DECENT HOUSING	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	2	0	0.00%			
DECENT HOUSING	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	26	19	73.7%	5	3	60.00%
DECENT HOUSING	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	3	4	133.33%			

DECENT HOUSING	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				
DECENT HOUSING	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
DECENT HOUSING	Affordable Housing	CDBG: \$	Other	Other	0	0		1	1	100.00%
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0		2	0	0.00%
EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	0	0		1	0	0.00%

EXPAND ECONOMIC OPPORTUNITIES	Non-Housing Community Development	CDBG: \$	Other	Other	5	1	20.00%			
SUITABLE LIVING ENVIRONMENT	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	0	0.00%			
SUITABLE LIVING ENVIRONMENT	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1375	1684	122.00%	280	300	107.00%
SUITABLE LIVING ENVIRONMENT	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	45	45	100%	8	10	120.00%
SUITABLE LIVING ENVIRONMENT	Non-Housing Community Development	CDBG: \$	Other	Other	0	0				

**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.**

The program expended funds within the parameters of the PY2019 Action Plan and 2015-2019 Five-Year Consolidated Plan, addressing the

priorities of public services and affordable housing. The program also conducted planning and program development to address the priority of economic development. These funds accomplished activities which met or exceeded the expected strategic planned targets. There was considerable work completed in program administration and planning of the CDBG-CV funds, including a substantial amendment to the PY2019 Action Plan to prepare for, prevent and present a response to the spread of COVID-19., which is the purpose of the CV funds.

In years 1 -5 of Yarmouth 5-Year Consolidated Plan for the CDBG Program, the actual number of persons assisted with Public Services other than Low/Moderate Income Housing Benefit exceeding the strategic expected target. The most successful Public Service activities are the Meals on Wheels/Elder Nutrition Program and the Septic Pumping Program, both which typically exceed planned targets. The Child Care program varies in accomplishments year-to-year with sub-recipient capacity. For example, Cape Cod Child Development closed in 2019 and as a result no application for Child Care assistance was submitted for consideration by the Yarmouth CDBG Program.

Regarding the Affordable Housing Activities, the actual number of Rental Units Rehabilitated far exceed the target goal. There were also more one more Direct Financial Assistance to Homebuyers activity completed than planned. However, there were fewer Rental units constructed (2 completed of the 8 planned, or 25%), Homeowner Housing Added (none completed of the 2 planned), and Homeowner Housing Rehabilitated created (16 units completed of 26 units planned, or 61%).

There was also fewer economic opportunities accomplished than planned, and has been identified as a place for expansion within the CDBG Program in out-years. This is now especially acute with the COVID-19 crisis, and concentrated efforts has been starting PY2019 to offer Special Business Assistance and Job Retention/Job Creation Program with heightened outreach to local small businesses with legal advertisements, press releases, and out reach through the Yarmouth Chamber of Commerce. This activity will continue into PY2020 with even more outreach including direct mailing and other direct contacts to essential businesses, such as childcare facilities.

## 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
White	315
Black or African American	2
Asian	1
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	2
<b>Total</b>	<b>322</b>
Hispanic	0
Not Hispanic	322

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

### Narrative

The total number of the families assisted in the PY2019 CDBG Program year was 322. The total number of families assisted in PY2019 with CDBG-CV was 80.

Over 2% of the total beneficiaries for the PY2019 Program were part of a minority household. This is significantly lower than the Barnstable County's percent minority of 10% and indicates the need for minority outreach in out-years. In Yarmouth, most minority beneficiary families receiving services do so through Public Service, indicating this out-reach effort has the potential for success in the Public Service program. However, In out-year, the all program will continue to fairly and affirmatively market; including affordable housing and economic opportunities. The purpose of the outreach is to ensure minority persons and households have access to affordable housing opportunities.

All new affordable housing created with CDBG funds draw from an affirmatively marketed fair housing lottery or wait list. The new rental unit assisted in PY2019 at 9 Circuit Road North will draw tenants from the Cape Cod Ready Renters Wait-List, an affirmatively marketed fair housing lottery and waitlist program which currently has \_\_\_% percent minority households.

## 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	public - federal	291,257	131,185

Table 3 - Resources Made Available

### Narrative

The PY2019 CDBG program ran from July 1, 2019 to June 30, 2020 and was funded with a Community Development Block Grant of \$136,257 plus Program Income of \$17,838 and a prior year carry over of \$144,260 from previous Block Grants. The total amount available was \$291,257 and the amount expended was \$131,184. All timeliness goals extended due to the impacts of the new coronavirus COVID-19, but were met by June 30, 2020, the end of the Program Year. The Administrative Cap and the Public Service Cap were met.

The PY2019 CDBG-CV Program ran from May 22, 2020, the date which US HUD signed the Grant Agreement, and June 30, 2020 with an award of \$75,880. The Town expended \$619.40 in Program Administration to establish the program and \$3,500 on Public Services responding to the spread of COVID-19 with the food security program through the Yarmouth Food Pantry.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The Town of Yarmouth did not spend any CDBG Funds in Target Areas in PY2019. PY2019 activities were available town-wide. The Town has three areas, South Yarmouth, West Yarmouth and Yarmouth Port. These areas roughly match the census tracts 118 (Yarmouth Port), 120 (South Yarmouth) and 121 (West Yarmouth). Public services were accomplished in all three parts of Town through the Meals on Wheels and Septic Pumping Program. Affordable Housing Activities were accomplished in all three parts of Town through the Septic Repair Program. Rental Repairs occurred in South Yarmouth and Yarmouth Port.



## 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.**

Town, state, federal and private funds were leveraged by these program including affordable housing acquisition, affordable rental rehabilitation, septic repair, child care, and elder nutrition. This includes over \$160,000 in Program Administration (Town Salary); \$400,000 of other Federal, State and Local resources for Elder Nutrition (Elder Services/Meals on Wheels). The total leveraged amount is \$560,000.

The Town of Yarmouth has a strong history of using town-owned land for the creation of affordable housing. For example, three affordable housing neighborhoods, German Hills, Shetucket Pines and Simpkins Residences, were all built on town-owned land or property. This resulted in 42 affordable homeownership units and 57 affordable rental units. There are also several scattered sites used for one or two unit developments on land donated by the Town. Most recently, in 2014 the Town of Yarmouth disposed of a 1.22 acre lot on West Yarmouth Road to a non-profit builder of affordable housing, Our First Home, Inc. which constructed two (2) new affordable homes. The Town will continue to look at land it controls for use for community development and affordable housing. For example, the Yarmouth Affordable Housing Trust is currently investigating the feasibility of using Town-owned land on West Great Western Road for affordable housing. The Town also complements the CDGB Program with initiatives such as the Affordable Housing Program, Board of Health Human Services grants, the Yarmouth Age-Friendly Sharing Housing initiative, and the Community Preservation Program.

## 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	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

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	1	0
Number of households supported through Rehab of Existing Units	6	5
Number of households supported through Acquisition of Existing Units	0	1
<b>Total</b>	<b>7</b>	<b>6</b>

Table 6 – Number of Households Supported

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

In Program Year 2019 actual production number was six (6) units, one unit shy of the one-year goal of seven (7). This was due to No new unit fell under the category of Production of New Units, however one unit did fall under the category of Acquisition of Existing Units. results for the Rehabilitation of Existing Units exceed the planned number of four (4) as there were two multi-family rental properties benefitting from the CDBG Program in addition to the projected homeownership septic rehabilitations. No requests for funding for the acquisition of existing units was presented; however,

the program has seen this need in the past, and anticipates the need in out-years. The Town consistently supports and develops community partners who work independently or in direct cooperation with the Town to meet our identified goals in Economic Opportunities, Affordable Housing, Elder Nutrition, Child Care, Health Services, and High Quality Living Environment. In 2019, when opportunities arose to address these needs, the CDGB Program was prepared to assist, expand and address. This readiness led to higher than expected production numbers. For example, in response to the spread of COVID-19 the Town was quick to act to provide CDBG-CV funds to the established Yarmouth Food Pantry address expanded need for food security in Yarmouth. In out-years we hope to keep this model in place, and expand to address the need for Economic Opportunities and Development in Yarmouth.

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

While progress is being made, the identified needs remain present in Yarmouth, such as housing cost burdens, elder nutrition, child care costs and economic opportunities. In out-years we hope to keep the readiness program described above in place for Affordable Housing, Elder Nutrition, Child Care and High Quality Living Environment, as well as expand this model to apply to programs addresses the need for more Economic Opportunities and Development in Yarmouth. While no acquisition requests were made in Program Year 2019, it is anticipated that this need will continue to arise, and will most likely be budgeted in the CDBG Program in out-years.

New needs created by the spread of the new coronavirus COVID-19 such as public health, food security, alcohol and drug abuse, domestic violence, and job security are being assessed and addressed in PY2020.

**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	4	0
Low-income	1	0
Moderate-income	1	0
<b>Total</b>	<b>6</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

In PY2019 one (1) moderate-income household, one (1) low-income household and four (4) extremely low-income households benefitted from the CDBG Affordable Housing Program. This range shows that income limited households as well as working families benefit from this program.

## **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**

The Town participates in the Continuum of Care (CoC) for Barnstable County, and as part of that structure is involved with homeless prevention activities, meeting regularly with the Regional Network to Prevent Homelessness. The Town is a member on the review committee for the CoC's Coordinated Entry System (CES). The Town also participates in regional Housing Institutes and round tables, providing networking opportunities for client placements and peer-to-peer support of agencies in their desire to assist the homeless. The Town continues to encourage residents at risk of homelessness to utilize services provided by local housing and public service providers. The Town works closely with the Council of Churches Hands of Hope Outreach Center, the Regional Network to Address Homelessness and other local and regional human service providers to prevent homelessness in Yarmouth. Currently the Town provides funds to the Hands of Hope Outreach Center to reduce and address homelessness through rental assistance, and is assisting with the development of more housing services for Yarmouth residents, such as Sharing Housing, where over housed older adults are matched with roommates. Yarmouth CDBG funds are also available on an as-needed basis to rehabilitate affordable units, which are leased to homeless families transitioning into permanent housing. Other community partners include the Mass Department of Transitional Assistance, Housing Assistance Corporation, Cape Cod Healthcare, Catholic Charities, and the Duffy Health Care.

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

While formal homeless facilities are not available in Yarmouth, and are most readily available in Hyannis, a village of the Town of Barnstable, the issue of homelessness remains as individuals and households continue to utilize a number of Yarmouth motels as housing in the absence of anywhere else to go. The Town of Yarmouth will continue to work with the Harwich Ecumenical Council for Housing and the Council of Churches to support units and programs assisting services or shelter to homeless individuals and families. The Town has also started a partnership with the Veterans Center of Cape Cod and Islands regarding the placement of a 5-bedroom group home in Yarmouth for individual veterans who are homeless or at high risk of homelessness.

**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 of Yarmouth relies on Elder Services, Mass Department of Transitional Assistance, Housing Assistance Corporation, Duffy Health Care, Catholic Charities, and other local public service providers to assist with these specialized services. The Town continues to encourage residents at risk of homelessness to utilize service provided by local housing and public service providers, and provides information on how to gain access to assistance to residents. The Town works closely with the Council of Churches Hands of Hope Outreach Center to prevent homelessness in Yarmouth, and participates with the Regional Network to Address Homelessness.

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

The Town of Yarmouth offers both technical and financial assistance to low/moderate income households transitioning to permanent housing. The Town provides local Community Preservation funds to the Cape Cod Council of Churches Hands of Hope Outreach Center for the provision of financial assistance to low/moderate income households towards the first and last rental payment often required by landlords. The Town also offers information regarding current affordable housing opportunities and real estate listings. Lastly, the Town refers households to programs that can provide subsidies for food, fuel and health care. These subsidies can help free up household income for housing costs.

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

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

The public housing in Yarmouth is managed by the Yarmouth Housing Authority, which owns and maintains 40 units of senior and disabled housing located at Long Pond Plaza in South Yarmouth. The Authority also administers 248 Section 8 Mobile Voucher. The Town solicits the Authority for comments on its CDBG Program, and encourages its residents to do likewise. The Authority is also given the opportunity to apply for CDBG funds. Previous applications for funding have been rated highly advantageous to the Town. In 2016, the Housing Authority renewed its request for CDBG funds for the rehabilitation of the building's exterior paint. The exterior painting work was procured in PY2016 and completed in PY2017. Rehabilitation is a priority for the existing units at Long Pond Plaza, one that may be continually addressed by the CDBG Program. Other needs, such as rental assistance for Section 8 Mobile Voucher holders, are provided through the Hands of Hope Outreach Center Rental Assistance Program funded by the Yarmouth Community Preservation Program. The Town also assists the Section 8 voucher holders with directions on how to locate and apply for rental housing, and by creating new affordable rental opportunities with program like the Town's Ready Renters wait list (a affirmatively marketed fair wait list generated by lottery) and direct subsidies from the Town for the acquisition or construction of new affordable rental units.

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

Notice of affordable homeownership opportunities are provided to the property managers of the affordable rental complexes located in Yarmouth, such as Long Pond Plaza, John Simpkins School and Swan Pond Village. Local affordable rental complexes are responsible to hold Board and/or resident meetings independent of Town efforts. Information on Affordable Housing Opportunities are available at Town Hall and on the Town's website.

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

There are no troubled PHAs in Yarmouth, MA

## **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)**

In Program Year 2019 the Town continued to address any negative effects of public policy that may serve as a barrier to affordable housing. The Yarmouth Department of Community Development works closely with the Planning Board, the Community Housing Committee, and the Affordable Housing Trust to create zoning bylaws that encourage the development of affordable housing, while maintaining and improving the local character of Yarmouth. These bylaws include the Accessory Apartment Bylaw, the Motel Bylaw, the Village Center Overlay Districts Bylaw, and the Affordable Housing Bylaw. Department staff meet with local property owners, business owners, and residents upon request regarding the potential and benefits of these bylaws.

The Director of Community Development is a Department Head and as such meets weekly with the Town Administrator and other Department Heads. Through these meetings, the Director is aware of new or proposed policies, zoning, or fee schedules, and may comment on how they affect affordable housing. Furthermore, on an annual basis, the Board of Selectmen sets policy goals, which is forwarded to the Director and staff for review and comment. It should be noted that the increase in affordable housing stock has been a priority goal of the Selectmen for the last 7 years. Housing is also a primary goal of the Age-Friendly Yarmouth initiative spear headed by the Town's Division of Senior Services with support from other Town departments including the Department of Community Development's Affordable Housing Program.

The Department worked closely with several developers in 2019 to bring new affordable units on-line as listed below:

- The Town continues to administer the Motel Redevelopment Program, which funds the development of new affordable rental units produced through the redevelopment of aging and blighted motels on Route 28 in South and West Yarmouth. In 2019, the redevelopment of the former Cavalier Motel into affordable housing was complete when the new development named Yarmouth Commons opened. Located at 881 Route 28, South Yarmouth, Yarmouth Commons is an affordable housing rental development with 69 high quality, low income housing tax-credit apartments, a playground, a community center and an on-site wastewater treatment facility. Over 600 households applied for these 69 units through lottery, and currently there is a waitlist of over 400 households.
- Also through the Motel Redevelopment program the Town continued to support the redevelopment of the Yarmouth Gardens Motor Lodge located at 497 Rt 28 in West Yarmouth into 40 units of affordable rental housing. Again the development consists of low-income housing tax credit apartments, a playground, a community room, and an on-site wastewater treatment

facility. The Motel Redevelopment Program is considered an economic improvement of the Route 28 economic corridor with affordable housing.

The Town also sponsored a successful Affordable Housing Buy Down programs and converted three (3) existing homes to deed-restricted affordable homes serving larger, moderate-income households.

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

The primary obstacle to meeting the needs of the underserved is limited funding, which in turn impacts staff capacity. The Town maintains and promotes partnerships with local human services providers, such as with Duffy Health Care, Independence House, local food pantries and the Council of Churches, SMOG Home Modification Loan Program, and their Hands of Hope Outreach Center to address the underserved. The Town also promotes the development of funding streams for these efforts, taking advantage of programs benefiting Yarmouth residents such as CDBG and the Massachusetts Community Preservation Act Program.

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

In carrying out CDBG Activities, the Town of Yarmouth makes every effort to address Lead Based Paint (LBP) hazards in accordance with Federal laws and regulations with the goal of increasing access to housing without LBP hazards. The Town of Yarmouth complies with the Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance as set forth by 24 CFR part 35. LBP hazards are considered during the environmental review of each activity funded by CDBG. Properties built before 1978 which are acquired with CDBG Funds are tested for the presence of LBP. If a property built before 1978 is rehabilitated with CDBG funds, and paint will be disturbed during this rehabilitation, the property is likewise tested for the presence of LBP. If a LBP hazard is detected, actions are taken to remove the hazard through remediation or stabilization. Remediation is preferred. The removal and stabilization of LBP hazards is also an eligible use of the Town's CDBG Rehabilitation and Emergency Repair Program. The Town will continue to enforce federal lead-based paint regulations for all activities.

In PY2019 there was a real property purchased at 9 Circuit Road North which was build in 1972. This home will be inspected and tested for lead based hazards in lead paint.

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

Households at or below the poverty-level are eligible for CDBG funded programs, including public services and affordable housing. The Town provides information to residents on the benefits of the CDBG Program, as well as other resources, such as food pantries, food stamps, WIC, rental subsidies, health care subsidies and programs, fuel assistance and other resources that can help improve their household budget. Human service assistance is offered to Yarmouth residents through Hands of Hope Outreach Center and other programs of the Council of Churches, Duffy Healthcare Services, Housing



Assistance Corporation, Harwich Ecumenical Council for Housing, local food pantries and churches. These agencies are very active.

With the spread of the new coronavirus COVID-19 into Yarmouth and Barnstable County, the need for food security increased dramatically and CDBG-CV Funds were quickly allotted and awarded to the Yarmouth Food Pantry and the Yarmouth Senior Center Food Program.

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

The Town of Yarmouth maintained a suitable staff capacity for its CDBG Program. Staff was supported with office space at Yarmouth Town Hall, training opportunities, and a supportive management structure. For special and urgent activities, such as activities preventing or responding to the spread of the new coronavirus COVID-19, additional staff members have supported the CDBG-CV program, including the Director of Community Development, the Economic Development Coordinator, the Director of Health and the Assistance Director of Health.

The Town of Yarmouth Health Department staff assists the program with housing inspections and management of the technical aspects of the Septic Repair program. It is possible that in out-years, actual hours worked by the Health Department staff will be reimbursed by the CDBG Program.

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

The Town of Yarmouth actively promoted the availability of CDBG funding, and other Town funding, for housing and human services to local private and public organizations. These agencies are encouraged to fully engage in the CDBG Program by participating in the development of strategic plans, and when eligible, by applying for funds. The Town participates regionally with these agencies through the Cape and Islands Network to Address Homelessness and the Cape Cod Commission, the region's planning commission.

The Cape Cod Health Care now offers targeted case management services to vulnerable Medicaid patients leaving the local hospitals. The Town's CDBG Program keeps the housing case manager of this program informed by email of any new housing opportunities in the Yarmouth area.

Due to the state of emergency caused by the spread of the new coronavirus COVID-19 the Town's CDBG Program has reached out directly to human service providers to gauge the impacts of COVID-19 and identify any new or increased needs. This information will be considered as the CDBG-CV activities are programmed in Yarmouth in out-years.

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

The Barnstable County HOME Consortium 2010 Fair Housing Plan Including Analysis of Impediments identifies several issues surrounding fair housing opportunities, including:

- Housing discrimination exists in the County
- Disabled people are stigmatized by some housing providers
- Minority applicants are denied home financing at a greater rate than white applicants
- Linguistic barriers are prevalent in the affordable and assisted housing delivery system
- Hearing barriers present an impediment for the disabled
- Decision making boards for land use regulation and tax policy do not reflect the diversity in towns' populations

Through its Block Grant, the Town of Yarmouth reduced barriers to fair housing by engaging several techniques to ensure that equal access is given to:

- Written description of the Elder Nutrition and Affordable Housing Programs in Spanish and Brazilian Portuguese are readily available at Town Hall
- The Department of Community Development displays the US Census Language Identification Flashcard
- Fair Housing pamphlets in English and Spanish are on display in the Department of Community Development
- Translational services and special accommodations are available upon request
- Residents housing difficulties are referred to Legal Services, Housing Assistance Corporation and/or Hand of Hope Outreach Center, in efforts to prevent homelessness, evictions and/or foreclosure. Massachusetts Commission against Discrimination is also a resource.

With Town Hall being closed in 2020 in an effort to prevent the spread of the COVID-19 this information will be placed online on the Town's webpage.

## **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**

The Department of Community Development shall monitor all funded activities for compliance with CDBG Program Requirements as required by 24 CFR Part 85 and 24 CFR 570.501–503. Sub recipients shall be monitored upon completion of their first year, and at least once every three years afterwards. A monitoring visit may be required sooner if any problems or concerns become apparent during the course of the grant year for any sub grantee. Monitoring Process shall include a Notification Letter, Entrance Conference, Documentation and Data Acquisition, Exit Conference and a Monitoring Letter.

The Department of Community Development is responsible for ensuring that all CDBG related activities undertaken by the Town comply with HUD regulations. This is accomplished by the following:

- Reviewing and understanding the laws and regulations established by HUD and by attending periodic training courses on new rules and procedures for the CDBG program;
- Review all proposed projects for compliance with program priorities and conformance with Consolidated Plan goals and objectives;
- Develop and execute sub recipient agreements that clearly outline the scope of services, national objectives, and compliance with HUD laws and regulations;
- Issue sub recipient reports to obtain information about the on-going projects and activities, and to ensure that they are meeting their national and local objectives;
- Perform periodic site visits to document progress and to ensure that all HUD laws and regulations are being adhered to; and

Establish a permanent record of all projects and activities with corresponding documents and photographs to document that projects were completed

## **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.**

Beginning in early October 2020 the public was notified of CAPER public hearing and document availability through the newspaper, Town Clerk, Town's website, local public access cable television, and through direct email to local public and private organizations. The legal notice was published in the newspaper on October 15, 2020. The draft CAPER was made available for comment period starting on October 26, 2020. The Town held a public hearing on the PY2019 CAPER on November 5, 2020 by virtual online webinar on the Zoom Platform. The public comment period on the draft CAPER ended on November 13, 2020. Through this advertisement and additional outreach, Yarmouth residents were encouraged to participate in drafting and commenting on the CAPER.

The following comments were received:

These comments were addressed:

### **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.**

The PY2019 Annual Action Plan was amended to program activities to prepare for, prevent and provide a response to the spread of the new coronavirus COVID-19. On March 27, 2020 the CARES Act of 2020 was signed into law providing funds to address to the economic fallout caused by the COVID-19 pandemic in the United States. CDBG entitlement communities received CDBG-CV funds authorized by the CARES Act through US HUD. The Town of Yarmouth was awarded \$75, 880 of CDBG-CV to fund activities to prepare for, prevent and provide a response to the spread of the new coronavirus COVID-19.

It is anticipated these program will continue into PY2020 and PY2021, and change the CDBG Program to have a stronger emphasis on Public Services, Special Business Assistance, Low/Moderate Income Job Retention and Job Creation.

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

No

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

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