



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

May 24, 2018

New Bedford City Council President Linda Morad and
Honorable Members of the City Council
City of New Bedford
New Bedford, Massachusetts 02740

Dear Council President Morad and Honorable Members:

Attached please find a copy of the ***Final Fiscal Year 2018 Department of Planning, Housing and Community Development Action Plan***, which sets forth activities to be funded through the Community Development Block Grant (CDBG) Program, the Home Investment Partnership (HOME) Program, and the Emergency Solutions Grant (ESG) Program for the period **July 1, 2018, through June 30, 2019**.

I am requesting that you approve and authorize the submission of the ***Fiscal Year 2018 Action Plan*** to the U.S. Department of Housing and Urban Development (HUD).

No substantive changes have been made to the Fiscal Year 2018 Draft Action Plan which was made available to the public for review on April 6, 2018, for the mandatory 30-Day Public Comment Review Period which expired on May 7, 2018. If you have any questions regarding the contents of the plan, please do not hesitate to contact Patrick J. Sullivan, Director of the Department of Planning, Housing and Community Development (DPHCD) at (508) 979-1505.

Thank you for your consideration of this matter.

Respectfully,


Jonathan F. Mitchell, Mayor

Attachment

CITY OF NEW BEDFORD
IN CITY COUNCIL

**RESOLUTION OF THE NEW BEDFORD CITY COUNCIL
AUTHORIZING THE MAYOR TO APPLY FOR
FEDERAL FINANCIAL ASSISTANCE FROM
THE UNITED STATES OF AMERICA**

WHEREAS, The City of New Bedford desires to continue its participation in Community Development Block Grant (CDBG) activities under the Housing and Community Development Act of 1974, as amended, the Emergency Solutions Grant (ESG) activities under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), as amended, and Home Investment Partnership (HOME) activities under Title II of the Cranston Gonzalez National Affordable Housing of 1990, as amended, and;

WHEREAS, the Housing and Community Development, McKinney-Vento and National Affordable Housing Acts, as amended, and the regulations promulgated thereunder, require a Resolution of the local Governing Body authorizing the Mayor to apply for and execute the federal entitlement grant as a condition of eligibility for Federal financial assistance; and

WHEREAS, the Mayor of the City of New Bedford must be authorized to submit information to the United States Department of Housing and Urban Development for Federal financial assistance under said Acts;

NOW THEREFORE, BE IT RESOLVED, by the New Bedford City Council, as follows:

SECTION 1. The Mayor of the City of New Bedford is authorized to do all things necessary, and to execute any and all documents required for the timely application for Federal financial assistance under these Acts, as amended, and to provide any and all necessary documents which are required for the acceptance and use of CDBG, ESG and HOME funds.

SECTION 2. The Mayor of the City of New Bedford, as Chief Executive Officer, is authorized and designated as an official representative for the City of New Bedford to act in all matters arising in connection with the application for funds, and in providing the United States of America or any of its subdivisions with any additional information as may be required.

SECTION 3. The Mayor of the City of New Bedford is authorized to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969, insofar as the provisions of that Act apply to Community Development Block Grants administered by the City of New Bedford, and receipt of Federal financial assistance from the United States of America under the Housing and Community Development Act, as amended, and the City of New Bedford hereby accepts the jurisdiction of the Federal Courts for the purpose of enforcement of the Mayor's responsibilities as such a responsible Federal Official under the provisions of the National Environmental Policy Act of 1969.

IN CITY COUNCIL, May 24, 2018



Action Plan FY2018

CITY OF NEW BEDFORD

Jonathan F. Mitchell, Mayor



Department of Planning, Housing & Community Development

Patrick J. Sullivan, Director



CITY OF NEW BEDFORD FISCAL YEAR 2018 ACTION PLAN

Table of Contents

EXECUTIVE SUMMARY	3
AP-05 Executive Summary 24 CFR 91.200(c), 91.220(b)	
THE PROCESS	10
PR-05 Lead & Responsible Agencies – 91.200(b)	
AP-10 Consultation – 91.100, 91.200(B), 91.215(I)	
AP-12 Participation – 91.105, 91.200(c)	
EXPECTED RESOURCES	35
AP-15 Expected Resources – 91.220(c)(1.2)	
ANNUAL GOALS AND OBJECTIVES	43
AP-20 Annual Goals and Objectives	
PROJECTS	48
AP-35 Projects – 91.220(D)	
AP-38 Project Summary	
AP-50 Geographic Distribution	
AFFORDABLE HOUSING	60
AP-55 Affordable Housing – 91.220(G)	
AP-60 Public Housing -- 91.220(H)	
AP-65 Homeless and Other Special Needs Activities – 91.220(I)	
AP-75 Barriers to Affordable Housing – 91.220(J)	
AP-85 Other Actions – 91.220(K)	
PROGRAM SPECIFIC REQUIREMENTS	71
AP-90 Program Specific Requirements – 91.220(I)(1,2,4)	
APPENDICES	75
Appendix I	Citizens Participation Process and Comments
Appendix II	Grantee Unique Forms
Appendix III	HUD Forms

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of New Bedford is an Entitlement Community that receives funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local solutions to address housing and community development needs. The funds include the Community Development Block Grant (CDBG), the HOME Investment Partnership program (HOME), and the Emergency Solutions Grant (ESG).

The primary objective of the CDBG program is to develop viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. HOME funds are dedicated to preserving and creating affordable housing. ESG supports outreach and shelters for homeless persons, as well as programs that prevent or rapidly re-house individuals and families experiencing homelessness.

The City of New Bedford is pleased to present an Executive Summary of its Annual Action Plan for Fiscal Year 2018 running from July 1, 2018 through June 30, 2019. This Action Plan serves several functions:

1. Utilizing data and community input, it prioritizes housing and community development needs, delineates a one-year strategy for addressing those needs, and establishes performance measures by which progress can be assessed in response to the City of New Bedford's Consolidated Plan 2015-2019.
2. It describes recommendations for specific projects and services to address housing, community development, emergency shelter, and homeless needs which were identified through public meetings, needs assessments, coalition meetings, consultations with community groups (e.g. neighborhood associations, linguistic minority organizations, etc.), and proposals solicited through both public meetings and the Request for Proposals (RFP) process.
3. It outlines activities that will be funded utilizing Federal Block Grants from the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership (HOME) Program.

The city's Action Plan has been prepared in accordance with guidance provided by the U.S. Department of Housing and Urban Development.

2. Summarize the objectives and outcomes identified in the Plan

The 2018 Action Plan includes the goals and objectives outlined below, all targeting community needs related to affordable housing, economic development and employment, and strengthening neighborhoods.

Priority	Objectives
1	Increase the inventory of safe, Affordable Housing
2	Improve the condition of Housing through Rehabilitation
3	Increase rate of homeownership through the provision of Homebuyer Assistance
4	Expand Economic Development opportunities through business assistance
5	Provide essential Public Services
6	Improve availability and access to Public Facilities and Parks
7	Improve Public Infrastructure
8	Increase the quality of life through Neighborhood Stabilization efforts
9	Decrease the incidence of Homelessness
10	Planning and Administration

Funding Disbursement. The 2018 Action Plan represents a single application for federal funding that incorporates three (3) HUD formula programs, for a total allocation of \$3,745,801 in FY2018 funds. The three (3) HUD programs are as follows:

- Community Development Block Grant (CDBG) at \$2,630,602
- Emergency Solutions Grant (ESG) at \$218,352
- HOME Investment Partnership, at \$896,847

3. Evaluation of past performance

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

The City of New Bedford has demonstrated tremendous progress in meeting the goals and objectives identified in the 2015-2019 Consolidated Plan and the most recently completed its Year Three Action Plan. The city's successful efforts focused on activities that have positively impacted the quality of life for low and moderate income residents. These efforts have included increasing the amount of decent, safe and affordable housing; expanding homeownership opportunities; promoting neighborhood-based business revitalization efforts; investment in public infrastructure, facilities, and parks; and providing essential public services.

An inclusive public process, community input, careful planning and a significant commitment of financial resources enabled the city to achieve strong performance across all programs and objectives despite funding constraints from HUD grants.

The City of New Bedford remains confident that its demonstrated high level of performance will be replicated during the period covered by this Action Plan.

4. Summary of Citizen Participation Process and consultation process

The City's Department of Planning, Housing and Community Development (DPHCD) Division, developed the 2018 Action Plan and the 2015-2019 Consolidated Plan with consultation from a diverse group of individuals and organizations. In order to ensure maximum participation from citizens of New Bedford, the Action Plan process included public meetings, technical assistance workshops and distribution of

information in multiple-language formats in a variety of media formats. In addition to these traditional notices, the DPHCD also sent out written and electronic notices to a diverse cross-section of neighborhood leaders, private interests, citizens and community stakeholders. The DPHCD then conducted two (2) public meetings in January of 2018 at the Carney Academy and the Department of Planning, Housing and Community Development. Over fifty five, (55) community leaders, residents and representatives of local non-profits attended the public meetings, focus groups and forums. Attached in Appendix I is the FY18 Action Plan Calendar/Citizen Participation Process, Public Meeting Notices, Public Meeting Minutes, and Letters of Support / Comment.

A draft of the 2018 *Action Plan* was available for public review from April 6, 2018 through May 7, 2018 in the city libraries, City Hall and the Office of Planning, Housing & Community Development. A notice of the draft Action Plan's availability was published in the *Standard Times* on April 6, 2018 and posted on the City of New Bedford website.

All meeting locations were accessible to persons with disabilities and all meeting notices included information about how to request accommodation such as a translator or signing assistance and were translated in Spanish and Portuguese.

5. Summary of public comments

The Draft Annual Action Plan was available for review and public comment between April 6 and May 7, 2018. All comments received during that time are included in the Final Action Plan.

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

All comments were accepted.

7. Summary

The following activities listed in the Final Action Plan have been proposed to receive Consolidated Plan program funds during the 2018-2019 program year. Maps illustrating the locations of Consolidated Plan-funded programs will be included here for the Final Action Plan. More details about projects tentatively selected for funding are included in section AP-35 of this document.

Contingency Provision: The City of New Bedford has not received its exact entitlement allocations prior to the publication of the Draft FY18 Action Plan and therefore a contingency provision is required. The funding levels incorporated in the Draft FY18 Annual Action Plan and released for public comment are based on the funding allocations awarded in FY17. Any increase or decrease in funding allocation amounts will be applied proportionally to either reduce or increase funding to the CDBG, ESG and/or HOME Programs by the same percentage as depicted in the final allocation amounts released by HUD.

During FY2018, the City of New Bedford will make significant progress in implementing its Housing and Community Development goals and priorities as set forth in its Consolidated Plan 2015-2019 and 2018 Action Plan. Many of these activities stand out as having the potential for positively impacting the quality of life for the city's low and moderate income residents. All of these activities have come to fruition as the result of an active public process, community input, careful planning and a significant commitment of financial resources. The three entitlement programs are described as follows:

A. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) created the Community Development Block Grant (CDBG) Program. Re-authorized in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act, local communities are encouraged to use the resources of the CDBG Program to develop flexible, locally designed community development strategies to address the program's primary objective, that being the **"...development of viable urban communities, by providing decent housing and suitable living environments and expanding economic development opportunities principally for persons of low and moderate income."**

B. EMERGENCY SOLUTIONS GRANT PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) enacted into law in May 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act and creates the Emergency Solutions Grant (ESG) Program. ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).

C. HOME INVESTMENT PARTNERSHIP PROGRAM

The HOME Program was created to develop safe, decent and affordable housing through a variety of mechanisms including, home rehabilitation, assistance to first time homebuyers, affordable rental housing development, and assistance to community housing development organizations.

The City of New Bedford remains confident that its high level of performance in the past years can be maintained as it continues exploring innovative opportunities to improve the quality of life for its low and moderate-income citizenry.

See funding allocation charts on the following page.

In addition to the actual allocations, the following amounts reflect prior year reprogrammed funding that will be included in FY2018 budgets for: CDBG \$377,057, ESG \$54,537 and HOME \$735,159 (which is from projects initially committed with Entitlement funds but subsequently funded with Program Income).

The following pie charts also incorporate existing and anticipated program income for FY2018 from the following:

CDBG

Revolving Loan Fund 1

Loan repayments from CDBG Funded Housing Loans

Current Balance - \$200,000 Anticipated Program Income for FY18- \$50,000

Revolving Loan Fund 2

Loan Repayments from CDBG Funded Economic Development Loans

Current Balance - \$25,000 Anticipated Program Income for FY18 - \$50,000

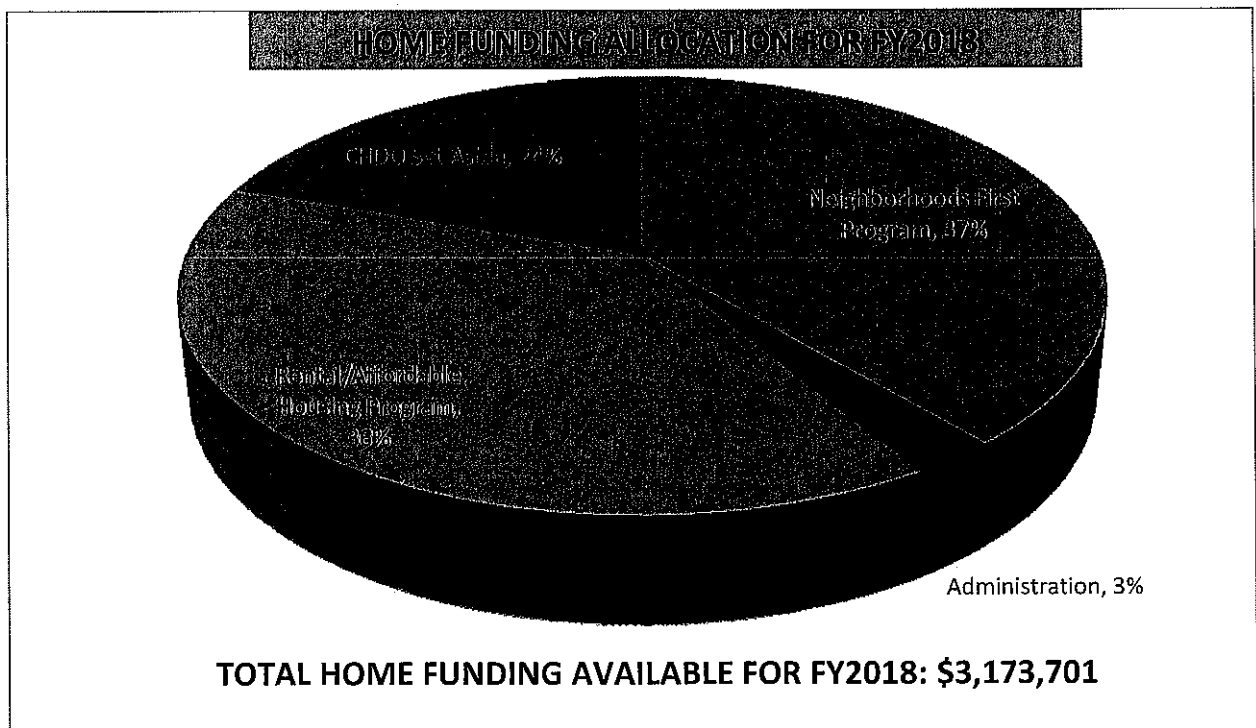
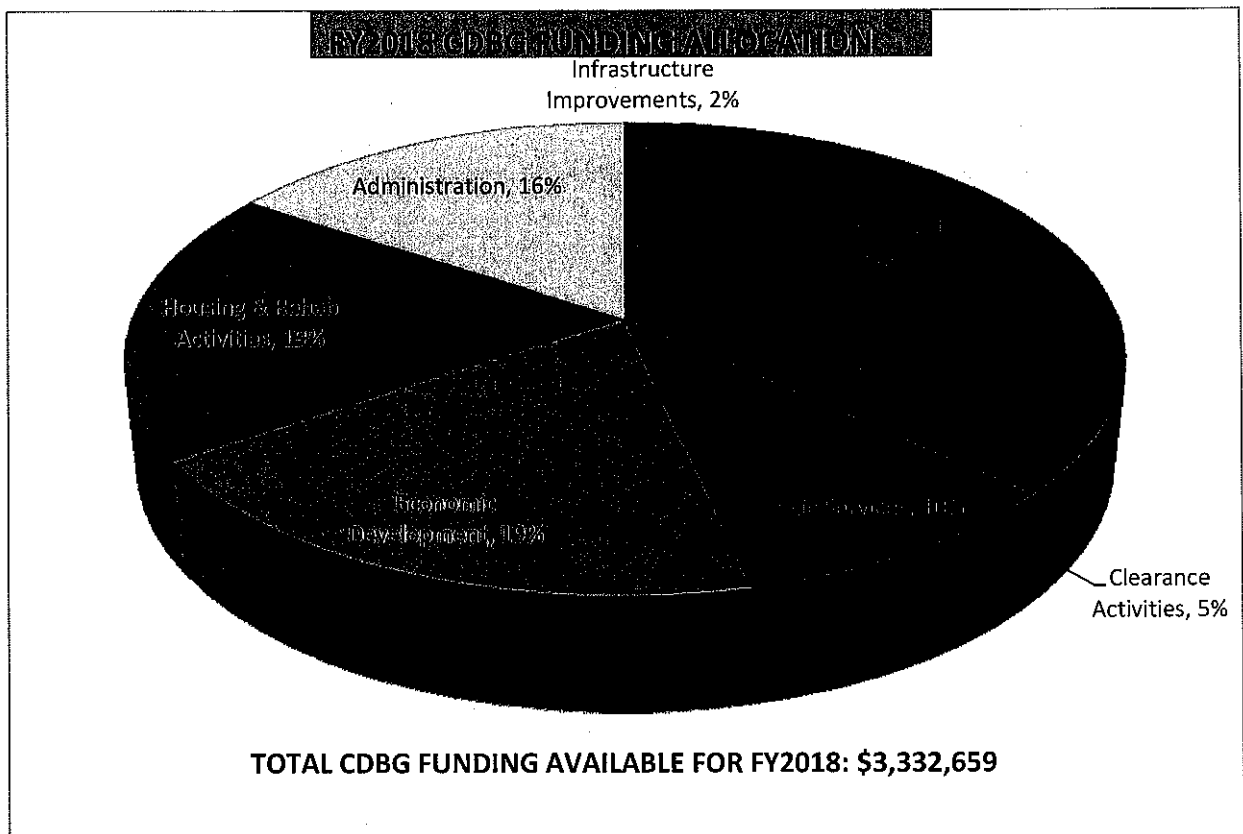
*In the event anticipated CDBG program income is not received, the Housing & Rehabilitation budget will be reduced.

HOME

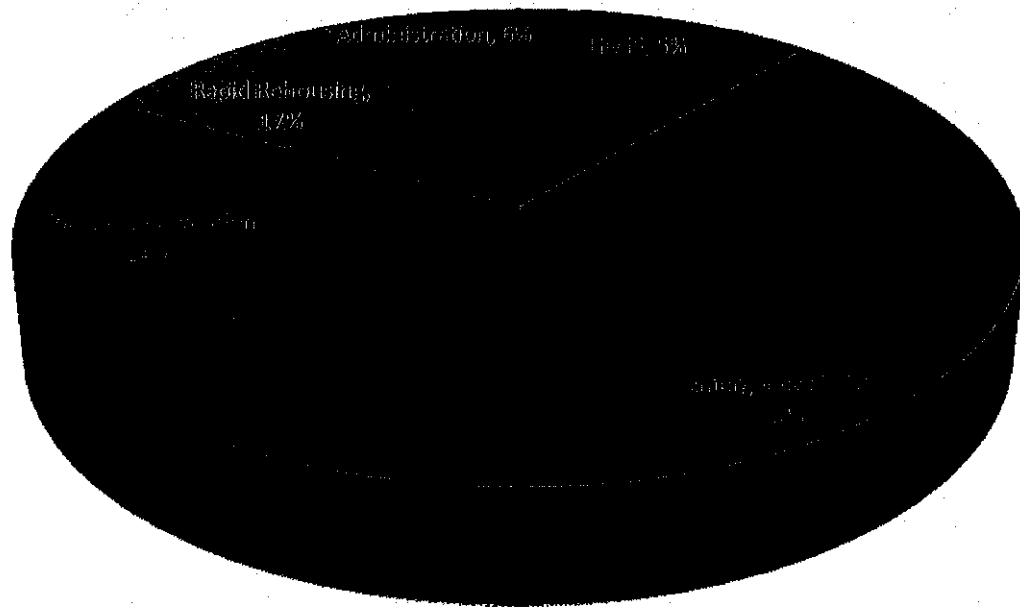
Loan repayments from the HOME Funded Housing Loans

Current Balance - \$1,441,695 Anticipated Program Income for FY18 - \$100,000

*In the event anticipated HOME program income is not received, the Rental/Affordable Housing budget will be reduced.



ESG FUNDING ALLOCATION FOR FY2018



TOTAL ESG FUNDING AVAILABLE FOR 2018: \$272,889

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

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	NEW BEDFORD	
CDBG Administrator	NEW BEDFORD	Department of Planning, Housing and Community Development
HOME Administrator	NEW BEDFORD	Department of Planning, Housing and Community Development
ESG Administrator	NEW BEDFORD	Department of Planning, Housing and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The Department of Planning, Housing and Community Development (DPHCD) is the City Department charged with the administration of the federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds. DPHCD prepares all plans and reports, provides financial oversight, and monitors program compliance.

The Department of Planning, Housing and Community Development directly operates numerous direct assistance housing programs funded by CDBG and HOME.

The City of New Bedford is also the primary lead organization for the New Bedford Continuum of Care (CoC) and assists with CoC meeting agendas, priority plans, and subcommittee activities. Other city departments and quasi-governmental entities, such as the Human Services Department, Department of Parks, Recreation and Beaches, New Bedford Economic Development Council, and others help administer the funding and/or implement specific programs or projects identified in the 2018 Action Plan.

DPHCD uses subrecipient organizations, identified through an RFP process, to implement programs and projects identified in the Action Plan. These subrecipients are instrumental in the successful fulfillment of Consolidated Plan priorities and goals. DPHCD also issues RFPs for non-profit and for-profit developers to undertake residential and commercial development projects using program financing to address the needs and priorities identified in the Consolidated Plan.

Consolidated Plan Public Contact Information

Questions concerning the Consolidated Plan may be directed to:

Patrick J. Sullivan, Director
Department of Planning, Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740
Phone: 508-979-1500
Email: patrick.sullivan@newbedford-ma.gov

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

1. Introduction

The City of New Bedford, through its Department of Planning, Housing and Community Development (DPHCD), undertook extensive consultations with relevant agencies, organizations, and community-based groups to obtain input on priority needs, recommended strategies, and investment opportunities. The consultations were conducted through a variety of methods including one-on-one interviews, workshops, focus groups and meetings with existing networks.

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

The Department of Planning, Housing and Community Development, which is responsible for the development of the Consolidated Plan, Annual Action and Consolidated Annual Performance and Evaluation Report (CAPER), also coordinates many of the housing, planning, and homelessness initiatives within the city. The DPHCD leads the city's planning efforts, including neighborhood-based planning efforts, and acts as the lead for the Continuum of Care. The DPHCD also chairs a housing coalition of non-profits, developers, bankers, and realtors to identify and address New Bedford housing needs. Finally, the DPHCD maintains continued collaboration with the Human Services and Recreation Departments that oversee the city's youth programs, family issues, and senior programs. These ongoing collaborative initiatives are examples of ways that the city works to enhance coordination between and among key stakeholders.

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

The city administratively supports the highly functioning Homeless Service Provider Network (HSPN) that constitutes the Continuum of Care (CoC) and represents all the key agencies and organizations providing housing, homeless, and prevention services in New Bedford. The HSPN represents more than seventy (70) participants including, private agencies, relevant city departments, the New Bedford Housing Authority, and state agencies with responsibility for affordable housing production and homeless services. The HSPN meets monthly with an agenda that is developed by its Executive Committee. The monthly meetings are conducted as strategic planning and training sessions for the entire CoC.

The HSPN, with the city, coordinates the CoC Initiatives such as the Point-in-Time count; the prioritization of programs and new initiatives such as the State's co-housing shelter program; and operation of programs funded with CoC programs. The DPHCD is also the lead for the Homeless Management Information System (HMIS) system for the CoC.

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

The Action Plan was developed in consultation with the Homeless Service Provider Network (HSPN) and is consistent with the goals and priorities of the Continuum of Care (CoC). The city requires their Emergency Solutions Grant (ESG) subrecipients to participate in the local CoC (through the HSPN) and its community planning process to make sure collaboration and planning take place at the local level. This is based on HUD's mandate to coordinate with CoCs and to prevent duplication, waste, and assure sub-grantees that can best provide eligible services are identified and funded.

Within the CoC application, the city, in coordination with the HSPN members, establishes individual program outcomes and ESG written standards. Through ongoing program reports and city monitoring efforts, the performance standards and program outcomes are evaluated by an established Application Review Committee. HMIS data is evaluated at the program level to ensure adequate utilization of the system.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities.

See list of agencies, groups and organization who participated in the process on the following pages.

Table 1 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	COASTLINE ELDERLY SERVICES
	Agency/Group/Organization Type	<p>Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Health Agency Continuum of Care</p>
	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The organization participated in the city's public participation meetings and provided input at the meeting to describe its program services and needs in the community. The organization is also represented at the monthly Continuum of Care meetings through the city's Homeless Service Provider Network.</p>

2	Agency/Group/Organization	SE MASS VETERANS HOUSING PROGRAM
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless Services - Veterans
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The organization participated in the city's public participation meetings and provided input at the meeting to describe its program services and needs in the community. The organization is also represented at the monthly Continuum of Care meetings through the city's Homeless Service Provider Network.
3	Agency/Group/Organization	FIRST CITIZENS FEDERAL CREDIT UNION
	Agency/Group/Organization Type	Business Leaders Continuum of Care Private Sector Banking / Financing

	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment</p> <p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>Homelessness Needs - Unaccompanied youth</p> <p>Homelessness Strategy</p> <p>Economic Development</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The financial institution was consulted as part of the Homeless Service Provider Network and the organization's President serves on the HSPN executive committee. Challenges identified by the institution's representative included: lack of adequate state and federal resources available to communities to address homeless and at-risk populations. The representative identified the existing coordination and cooperation of providers as a key strength of the HSPN. The anticipated outcome is increased efforts to maximize private sector involvement.</p>
4	Agency/Group/Organization	PACE
	Agency/Group/Organization Type	<p>Services - Housing</p> <p>Services-Children</p> <p>Services-Victims of Domestic Violence</p> <p>Services-homeless</p>
	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Unaccompanied youth</p> <p>Homelessness Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The agency was consulted as part of the city's Homeless Service Provider Network (HSPN) and the agency Executive Director serves on the HSPN executive committee. DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The anticipated outcome is continued prioritization of homeless funding with emphasis on the shelter system.
5	Agency/Group/Organization	GREATER NEW BEDFORD ASSOCIATION OF REALTORS
	Agency/Group/Organization Type	Housing Private Sector Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Housing Market
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consults with the Association of Realtors throughout the year and a staff member serves on the Association of Realtors Programs Committee and participates in monthly meetings to discuss growing trends in the housing market, foreclosure prevention, and financial literacy. The anticipated outcome is continued prioritization and funding for homebuyer programs.
6	Agency/Group/Organization	BOYS & GIRLS CLUB OF NEW BEDFORD
	Agency/Group/Organization Type	Services-Children Services-Health Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Non-Housing Community Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The organization participated in the city's public participation meetings and provided input at the meeting to describe its program services and needs in the community. The anticipated outcome is continued focus on youth programming and healthy family initiatives.
7	Agency/Group/Organization	YOUTHBUILD OF NEW BEDFORD
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Non Profit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Housing, Job Training, Education
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	YouthBuild is organized under the city's certified Community Action Agency, PACE. The city has designated PACE as a CHDO and has financed some affordable housing projects developed through the YouthBuild program utilizing HOME funding. Ongoing consultation serves to identify potential housing redevelopment projects in key neighborhoods that results in revitalization through a structured and comprehensive educational and vocational training program. The anticipated outcome is a commitment to identify redevelopment opportunities.
8	Agency/Group/Organization	THE RESOURCE INC. FOR COMMUNITY AND ECONOMIC DEVELOPMENT
	Agency/Group/Organization Type	Housing Non-Profit Developer

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Resource Inc. (TRI) is a non-profit housing developer. The DPHCD funds a number of affordable housing developments by this entity focusing on homeownership. Lack of down payment and a significant affordability gap poses continued challenges to homeownership. The anticipated outcome is continued commitment to sustainable homeownership.
9	Agency/Group/Organization	CATHOLIC SOCIAL SERVICES OF FALL RIVER, INC.
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The agency was consulted as part of the city's Homeless Service Provider Network. The agency is the largest provider of permanent supportive housing programs in New Bedford and within Bristol County. Also, the agency is the lead in implementing a coordinated access system within the Continuum of Care.
10	Agency/Group/Organization	DENNISON MEMORIAL COMMUNITY CENTER
	Agency/Group/Organization Type	Services-Children Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The anticipated outcome is greater coordination of existing programs and continued focus on educational components to youth service programs.
11	Agency/Group/Organization	CITY OF NEW BEDFORD -- DEPARTMENT OF PUBLIC INFRASTRUCTURE
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Economic Development Public Infrastructure, Housing Community Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department of Public Infrastructure (DPI) was consulted as part of a broad interdepartmental consultation to determine priority needs and projects of streets, sidewalks, public infrastructure, and public parks. DPI Staff identified specific infrastructure needs within low and moderate income neighborhoods.
12	Agency/Group/Organization	DREAM OUT LOUD CENTER
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Market Analysis Economic Development Anti-poverty Strategy Non-Housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The organization participated in the city's public participation meetings and provided input at the meeting to describe its program services and needs in the community. The anticipated outcome is continued focus on youth programming and healthy family initiatives.
13	Agency/Group/Organization	SRN HIGH POINT
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health

	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy non-Housing Community Development</p> <p>The institution was consulted as part of the Homeless Service Provider Network. The agency provides scattered site permanent housing and operates a family shelter in New Bedford. Challenges identified by the agency: adequate state and federal resources available to communities to address homeless and at-risk populations. Lack of sufficient resources to address family homelessness with children. The representative also identified the existing coordination and cooperation of providers as a key strength of the HSPN. The anticipated outcome is advocacy for changes to State's sheltering policies.</p>
14	<p>Agency/Group/Organization</p>	<p>NEW BEDFORD ECONOMIC DEVELOPMENT COUNCIL</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Employment Business and Civic Leaders Private Sector Banking / Financing</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis Economic Development Non-Housing Community development</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	During a one-on-one consultation, the NBEDC representative identified the following needs: lack of resources for job readiness training, continued challenges retraining a workforce that is transitioning from manufacturing sectors. Attracting new business sectors in renewable energies has been a primary focus. Increased efforts to bring a larger residential component to the downtown to attract a more prominent retail sector. Support institutional investment in that improves downtown's vibrancy and productivity, and economic diversity. The anticipated outcome is continued support for economic development initiatives.
15	Agency/Group/Organization	MASSHOUSING
	Agency/Group/Organization Type	Other government - State Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MassHousing is part of the Fall River / New Bedford Housing Partnership and has partnered with the city to create the Buy New Bedford Program, a unique and diverse mortgage program targeted to first time homebuyers. The anticipated outcome is expanded outreach, promotion, and education of first time homebuyer programs.
16	Agency/Group/Organization	CITY OF NEW BEDFORD – DEPARTMENT OF RECREATION & BEACHES
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Other government - Local Grantee Department

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Non-Housing Community Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department was consulted as part of a broad inter-departmental consultation to determine needs within the city's Parks and Recreation. The anticipated outcome is the prioritization of park improvements and recreational programming.
17	Agency/Group/Organization	CITY OF NEW BEDFORD - DEPARTMENT PUBLIC FACILITIES & FLEET
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Public Facilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department of Public Facilities was consulted as part of a broad interdepartmental consultation to determine priority needs and projects. The city has crafted a Capital Improvement Plan, which will be implemented with a combination of public and private funds. CDBG is anticipated to be a resource for implementation within eligible areas. The anticipated outcome is the prioritization of public works projects.
18	Agency/Group/Organization	NEW BEDFORD HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The New Bedford Housing Authority was consulted during the year. The DPHCD and the NBHA engage during the year and consult on projects and initiatives. The NBHA provided input on its ongoing programs and outstanding needs. The anticipated outcome is the use of information to determine opportunities to coordinate resources and efforts.</p>
19	Agency/Group/Organization	YOUTH OPPORTUNITIES UNLIMITED, INC.
	Agency/Group/Organization Type	<p>Services-Children</p> <p>Services-Persons with Disabilities</p> <p>Services-Health</p> <p>Services-Education</p>
	What section of the Plan was addressed by Consultation?	<p>Homelessness Needs - Unaccompanied youth</p> <p>Non-Homeless Special Needs</p> <p>Non-Housing Community Development</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>DPHCD consulted with this agency continuously throughout the year. The DPHCD funded this organization and provided ongoing technical assistance and helped the organization achieve its goals and objectives and improve coordination of services with other organizations. The organization participated in the city's public participation meetings and provided input at the meeting to describe its program services and needs in the community. The anticipated outcome is continued focus on youth programming and healthy family initiatives.</p>

20	Agency/Group/Organization	UNITED WAY OF GREATER NEW BEDFORD
	Agency/Group/Organization Type	<p>Services-Children</p> <p>Services-Elderly Persons</p> <p>Services-Persons with Disabilities</p> <p>Services-homeless</p> <p>Services-Health</p> <p>Services-Education</p> <p>Services-Employment</p>
	What section of the Plan was addressed by Consultation?	<p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>Homelessness Needs - Unaccompanied youth</p> <p>Non-Homeless Special Needs</p> <p>Economic Development</p> <p>Anti-poverty Strategy</p> <p>Non-Housing Community Development</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The agency was consulted during the year as part of the city's Homeless Service Provider Network and through the Federal Reserve Working Cities Challenge. The agency identified the need to implement a more targeted approach to public investments in order to realize outcomes.</p>
21	Agency/Group/Organization	GREATER NEW BEDFORD HEALTH CENTER
	Agency/Group/Organization Type	<p>Services-Persons with Disabilities</p> <p>Services-Health</p> <p>Health Agency</p>
	What section of the Plan was addressed by Consultation?	<p>Non-Homeless Special Needs</p> <p>Economic Development</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The agency was consulted as part of the city's Homeless Service Provider Network. The agency is a large provider of community health services to low and moderate income residents. A representative stated that New Bedford struggles with a high incidence of behavioral health issues, a proactive approach to this issue will include a Prevention Wellness Trust Funding application to support the use of Community Health Workers in community settings to improve health outcomes.</p>
22	Agency/Group/Organization	BRISTOL COMMUNITY COLLEGE
	Agency/Group/Organization Type	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Education & Employment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Community College was consulted as part of an ongoing member of the downtown initiative, the Transformative Development District. BCC is planning an expansion in the downtown business district and is seeking to support city to attract institutional investment that improves downtown's vibrancy, productivity, and economic diversity. The anticipated outcome is a coordinated approach to comprehensive downtown revitalization.
23	Agency/Group/Organization	UMASS DARTMOUTH
	Agency/Group/Organization Type	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Anti-poverty Strategy Education & Employment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The university was consulted as part of an ongoing member of the downtown initiative, the Transformative Development District. UMass has a large presence in the downtown and is planning a large scale expansion of the College of Marine Science and Technology on the city's southern peninsula. The anticipated outcome is the colleges continued participation in revitalization efforts.
24	Agency/Group/Organization	FALL RIVER – NEW BEDFORD HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The city co-chairs the Fall River / New Bedford Housing Partnership. The group initially formed to address and prevent mortgage foreclosures and has expanded to provide educational seminars on credit management and continue focus on homebuyer education. The anticipated outcome is continued focus on pre-and post-counseling and sustainable homeownership programs.

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

A broad range of agencies and organizations were proactively consulted during the development of the Annual Action Plan. In keeping with HUD's Best Practices, the City of New Bedford consulted with housing developers, service providers, civic and business Leaders, and units of adjacent Governments.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of New Bedford	The Annual Action Plan was developed in consultation with the city's Homeless Service Provider Network (HSPN) and is consistent with the goals and priorities of the Continuum of Care priorities. The HSPN membership consists of non-profit organizations, the business community, faith-based organizations, local government, public and assisted housing providers, private and governmental health, mental health, and service agencies. HSPN members are expected to continue to be active participants in the development of future plans and reports.
New Bedford Housing Authority Plan	New Bedford Housing Authority	The City of New Bedford and the New Bedford Housing Authority consult with one another during the preparation of each agency's Consolidated and Annual Plans to ensure goals and actions are consistent with one another. Both the City of New Bedford and the NBHA strive to improve the quality of housing stock of New Bedford households and ensure services are available to meet the needs of low- and moderate-income residents.
Capital Improvement Plan	City of New Bedford	In 2014, the city developed a new Long-Range Capital Improvement Program (CIP). The plan includes a \$42 million commitment from FY 2014 - FY 2018 that provides the basis for capital asset preservation projects, for public safety buildings, the school department and public facilities. The plan will identify both ongoing capital needs and strategic opportunities for CIP investment over the long term.

Table 2 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

The City of New Bedford undertakes a comprehensive process for civic engagement and public participation in accordance with its Citizen Participation Plan. Through direct consultation and public meetings, the city ensured that the plan met the needs and concerns of its low to moderate income residents specifically in the areas of affordable housing, suitable living environments and economic development. In addition to resident input through public meetings, the city reached out to social service organizations, housing providers, and other governmental and public entities to provide input into the identification and prioritization of needs. As part of the Action Plan process, the city held two (2) public meetings in January 2018 to solicit input from New Bedford residents and community based organizations. Over fifty, (50) community leaders, residents and representatives of local non-profits attended the public meetings, focus groups and forums and provided critical input on community needs.

The draft Action Plan was made available by hard copies at the DPHCD office, City Hall, at various library locations throughout the city and on the City of New Bedford website. Any public comments received during the public hearings, public meetings, and during the public comment period are included in the plan. Lastly, the city publishes, in English, Spanish and Portuguese, notices regarding the public hearings, public meetings and public comment period in the official newspaper for the city. The city will consider all comments received during the Action Plan process.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	Public Hearing #1 Tuesday, January 9, 2018 at 6:00 PM Carney Academy. Provide overview of the Consolidated Plan, solicited input on community needs and priorities. Approximately twenty-five (25) people attended.	A power point was presented reviewing the City of New Bedford's Five-Year Consolidated Plan and One Year Action Plan process and previous use of HUD funds. Comments included support for specific public facilities projects including: Beauregard-Pina Playground, Daycare Program and Early Education Facility Improvement projects. Continued support for ESG and CoC homelessness programs and services. Increased funding for Homeless family shelter program. Support for two existing public services programs.	All comments were accepted.	n/a

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	Public Hearing #2 Wednesday, January 10, 2018 at 6:00 PM Department of Planning, Housing & Community Development. Provide overview of the Consolidated Plan, solicited input on community needs and priorities. Approximately twenty (20) people attended.	A power point was presented reviewing the City of New Bedford's Five-Year Consolidated Plan and One Year Action Plan process and previous use of HUD funds. Comments included a Public Service subrecipient thanking DPHCD for continued TA support and funding. Additional Support for Fair Housing Activities and Education programs for all residents and Homeless Programs. Additional support and services for Homeless programs such as ESG and CoC.	All comments were accepted.	n/a

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Meeting	Non targeted/ broad community	The City will conduct a public hearing on April 26, 2018 to obtain comment on the draft Annual Action Plan.		All comments were accepted.	
4	Flyers/Postings	Minorities Non-English Speaking - Specify other language: Khmer, Portuguese, Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Internet/ Facebook	Minorities Non-English Speaking - Specify other language: Khmer, Portuguese, Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				http://www.newbedford-ma.gov/community-development/ http://www.nbhspn.com/ https://www.facebook.com/New-Bedford-Department-Of-Planning-Housing-And-Community-Development-161227017275678/?ref=hl

Table 1 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The city anticipates receipt of CDBG funds in the amount of \$2,630,602 annually. To maximize the impact of the CDBG Entitlement funds, the city expends general government funds, has aggressively and successfully secured significant grant funds, and encourages all partners and projects to leverage additional dollars.

As a HOME Investment Partnership Program Entitlement Community, the city will receive \$896,847 annual to support direct assistance to moderate income homebuyers and to subsidize the development cost of affordable housing projects.

The city will receive \$218,352 in Emergency Solution Grant funds to support emergency shelter, rapid re-housing, homeless prevention, services, street outreach and HMIS programs and services.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3			Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition, Admin and Planning, Economic Development, Housing, Public Services, Public Improvements	\$2,630,602	\$325,000	\$377,057	\$3,332,659	The City of New Bedford anticipates CDBG funds will leverage additional resources. Please see narrative following this priority table.
						\$4,807,627	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3			Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HOME	public - federal	Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental, new construction, Multifamily rental rehab, New construction, for ownership TBRA	\$896,847	\$1,541,695	\$735,159	\$3,173,701	<p>The City of New Bedford anticipates HOME funds will leverage additional resources.</p> <p>Program Income is comprised of:</p> <p>Current Balance PI - \$1,441,695</p> <p>Expected PI for FY18 - \$100,000</p> <p>No HP or IU funds are held or expected.</p> <p>Also, please see narrative following this priority table.</p>

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3			Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
ESG	public - federal	Financial Assistance, Homeless Prevention, Emergency Shelter, Rapid re-housing, Rental Assistance, Services, and Street Outreach.	\$218,352	\$0	\$54,537	\$272,889	The City of New Bedford anticipates ESG funds will leverage additional resources. Please see narrative following this priority table.
						\$291,580	

Table 1 - Expected Resources – Priority Table

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

The City of New Bedford anticipates CDBG funds will leverage additional resources. Non-entitlement funds that will be used to further the goals of the Strategic Plan may include: private foundations, organizations, and individuals. The following leveraged resources are anticipated during the Consolidated Plan period:

- **City General Funds - \$2,310,000:** The annual City budget commits resources for the priority activities including Public Parks, Facilities, and Infrastructure, and the Health Department.
- **Community Preservation Act - \$2,600,000:** City and State funded initiative for open space, historic preservation and housing.
- **State Affordable Housing Resources - \$1,750,000:** Affordable Housing Developments are likely to utilize a variety of State Housing Resources including Housing Bond funds, State Tax Credits, Historic Tax Credits and the Mass Rental Voucher program.
- **Federal Affordable Housing Resources - \$1,350,000:** Affordable Housing Developments are likely to utilize Low-Income Housing Tax Credits, Historic Tax Credits, Housing Trust Funds, and Federal Home Loan Funds.
- **YouthBuild New Bedford - \$200,000:** Department of Commerce award for Youth Build activities.
- **Philanthropy - \$850,000:** Private funding from national, state, and local funders including the United Way and Private Foundations, and private donors.
- **New Market Tax Credits:** NMTCs were created in 2000 as part of the Community Renewal Tax Relief Act to encourage revitalization efforts. The NMTC program provides tax credit incentives for equity investment.
- **Section 8 Funds:** Section 8 is administered by the New Bedford Housing Authority and provides rental subsidies.
- **Massachusetts Rental Voucher Program:** administered by the State and provides rental subsidies.
- **Massachusetts HomeBASE Program:** HomeBASE is the Commonwealth's re-housing benefit created to provide those who qualify for emergency assistance and shelter an opportunity to overcome some of the financial barriers to ending their homelessness. Funded and administered by the Department of Housing and Community Development's Division of Housing Stabilization (DHS).

Match: The ESG program matching requirements are met through non-federal resource secured by individual program providers to meet or exceed the 1:1 HUD mandated ESG match requirement. All of our ESG funded programs have committed or surpassed the dollar for dollar match contribution on their awards. The HOME statute provides for a reduction of the matching contribution for qualified communities. New Bedford in FY18, had 23.5% of families living in poverty and had an average of per capita income of \$22,056. New Bedford has met both conditions to receive a 50% match reduction. The city has met its match liability requirements through the leveraging of state and federal resources as identified on form 40107-A.

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

Publically owned land will be utilized in the furtherance of affordable housing development and to support the Mini-park and community garden program. Properties taken for back taxes may be used for housing redevelopment. Additionally, vacant city lots may be used for affordable in-fill housing or as Mini parks/ community gardens. The use of publically owned properties will address the need for safe, affordable housing and for increasing residents' access to recreational activities.

Discussion

The priorities identified within the Strategic Plan are the outcome of an extensive, comprehensive effort to identify community needs. The Strategic Plan assesses the available resources available to meet those needs. The City of New Bedford's investments will leverage public and private funds to address the economic development, affordable housing, community development, and special needs populations' needs.

Contingency Provision: The City of New Bedford has not received its exact entitlement allocations prior to the publication of the Draft FY18 Action Plan and therefore a contingency provision is required. The funding levels incorporated in the Draft FY18 Annual Action Plan and released for public comment are based on the funding allocations awarded in FY17. Any increase or decrease in funding allocation amounts will be applied proportionally to either reduce or increase funding to the CDBG, ESG and/or HOME Programs by the same percentage as depicted in the final allocation amounts released by HUD.

BUDGET: The following budget charts provide a breakdown of the CDBG, ESG and HOME programs and projects for FY18.

FY2018 CDBG FUNDING: BUDGET		FY2018 Amount Awarded
1. COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING¹ \$3,332,659		
INFRASTRUCTURE IMPROVEMENTS	PROJECT NAME	
Department of Public Infrastructure	Tree Plantings & Lamp Head Restoration	\$50,000
SUBTOTAL		\$50,000
CLEARANCE & DEMOLITION	PROJECT NAME	
Department of Inspectional Services	Clearance & Demolition	\$175,000
SUBTOTAL		\$175,000
PUBLIC FACILITIES	PROJECT NAME	
Boys & Girls Club of GTR NB	Bathroom Renovations	\$100,000
Dept. of Parks, Recreation & Beaches	Whaler's Concession Stand	\$20,000
Early Learning Child Care, Inc.	Facilities Rehabilitation	\$86,059
New Bedford Women's Center, Inc.	Handicap – Accessible Unit - DV	\$50,000
Northstar Learning Centers, Inc.	Early Childhood Program Center	\$177,000
Dept of Planning, Housing & Community Development	Congdon Lucas House	\$150,000
Dept of Planning, Housing & Community Development	Vacant Lot Program	\$50,000
Dept of Planning, Housing & Community Development	Park & Playground Improvements Project	\$290,000
Dept of Planning, Housing & Community Development	Project Management	\$85,000
SUBTOTAL		\$1,008,059
PUBLIC SERVICES	PROJECT NAME	
Art Therapy Inspirational Art for Seniors, Inc.	Art is Therapy	\$7,000
Buttonwood Park Zoo	Zoo Science	\$7,500
Coastline Elderly Services, Inc.	Community Mainstream Resources	\$9,000
Dennison Memorial Community Center	Academic Excellence Program	\$15,000
Department of Community Services	Senior Programs and Services	\$92,000
Marion Institute	Grow Education	\$5,000
New Bedford Parks, Recreation & Beaches	Kennedy Summer Day Program	\$25,000
New Bedford Parks, Recreation & Beaches	Seasonal Training and Employment Program	\$22,000
New Bedford Parks, Recreation & Beaches	Supportive Recreation	\$20,000
New Bedford Parks, Recreation & Beaches	Ground Works South Coast	\$12,500
Dream Out Load Center, Inc.	The Creative Careers Program (CCP)	\$7,000
Greater New Bedford Boys & Girls Club	Youth Outreach Transportation Project	\$7,500
Immigrants Assistance Center, Inc.	Social Services Non-English Speaking Residents	\$8,000
NB Police Department	Domestic Violence Intern Coordinator	\$25,000
New Bedford Whaling Museum	High School Apprenticeship Program	\$8,900
NeighborWorks Southern Mass	Homeownership + Financial Ed & Counseling	\$5,000
South Coastal Counties Legal Services, Inc.	Housing Law Project	\$10,000
SouthCoast Fair Housing, Inc (SCFH)	Fair Housing Counseling & Education	\$2,500
Team Builders, Inc.	The House of Music	\$7,000
United Way of Greater N.B.	Hunger Heroes – Thanksgiving Hunger Relief	\$5,000
Women's Fund	LifeWork Project	\$9,000
Youth Opportunities Unlimited	Explore Your Environment	\$5,000
YWCA Southeastern MA, Inc.	YWCA Youth Without Limits	\$5,000
SUBTOTAL		\$319,900

FY2018 CDBG FUNDING: BUDGET		FY2018 Amount Awarded
1. COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING² \$3,332,659		
HOUSING REHABILITATION	PROJECT NAME	
Dept of Planning, Housing & Community Development	Deleading Program	\$50,000
Dept of Planning, Housing & Community Development	Emergency Repair Program (Funded from RLF)	\$150,000
Dept of Planning, Housing & Community Development	Financial Assistance (Funded from RLF)	\$50,000
Dept of Planning, Housing & Community Development	Housing Accessibility	\$75,000
Dept of Planning, Housing & Community Development	Service Delivery	\$300,000
SUBTOTAL		\$625,000
ECONOMIC DEVELOPMENT	PROJECT NAME	
Dept of Planning, Housing & Community Development	Storefronts Reimbursement Program	\$50,000
New Bedford Economic Development Council	Economic Development Program	\$459,700
New Bedford Economic Development Council	E.D. Revolving Loan Fund Account (RLF)	\$125,000
SUBTOTAL		\$634,700
PLANNING AND ADMINISTRATION	PROJECT NAME	
CDBG Planning and Administration	Entitlement Management & Project Monitoring	\$520,000
SUBTOTAL		\$520,000
TOTAL CDBG ENTITLEMENT EXPENDITURES		\$3,332,659

Budget continued on following page

¹ This total reflects the FY18 CDBG entitlement [\$2,630,602], revolving loan fund accounts [325,000], and carry over funds [377,057].

FY2018 ESG FUNDING: BUDGET		FY2018 Amount Awarded
2. EMERGENCY SOLUTIONS GRANT FUNDING³		\$272,889
ESG ACTIVITIES	PROJECT NAME	
Catholic Social Services	Emergency Solutions Department	\$79,750
Catholic Social Services	Sister Rose Network	\$19,000
Catholic Social Services	Street Outreach Program (SO)	\$21,000
New Bedford Women's Center, Inc.	Battered Sexual and DV Shelter	\$21,500
PACE, Inc.	PACE Housing Services	\$32,000
Southeastern Mass Veterans Housing Program, Inc	Veterans Transition House	\$19,500
Southeast Family Services, Inc	Harbour House Family Center	\$33,500
Steppingstone, Inc.	NB Women's Therapeutic Community	\$18,000
HMIS	HMIS	\$12,263
Administration	Administration 7.5%	\$16,376
TOTAL		\$272,889
ESG CATEGORY		
Street Outreach		\$21,000
Emergency Shelter		\$111,500
Rapid Re-Housing		\$46,875
Homeless Prevention		\$64,875
HMIS		\$12,263
Administration		\$16,376
TOTAL ESG ENTITLEMENT EXPENDITURES		\$272,889

FY2018 HOME FUNDING: BUDGET		FY2018 Amount Awarded
3. HOME INVESTMENT PARTNERSHIP FUNDING⁴		\$3,173,701
HOME ACTIVITIES		
Neighborhoods First Program		\$1,184,017
Rental Housing Program		\$1,150,000
CHDO Set Aside (min. 15%)		\$750,000
Administration (10%)		\$89,684
TOTAL HOME ENTITLEMENT EXPENDITURES		\$3,173,701

² This total reflects the FY17 ESG entitlement [\$218,352] and carry over funds [\$54,537].

³ This total reflects the FY17 HOME entitlement [\$896,847], carryover [\$735,159] and program income funds [\$1,441,695].

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the Inventory of safe, Affordable Housing	2015	2019	Affordable Housing	Affordable Housing, Housing Rehabilitation	HOME: \$1,900,000	Rental units rehabilitated: 15 Household Housing Unit
2	Improve the condition of Housing- Rehabilitation	2015	2019	Affordable Housing Non-Homeless Special Needs	Housing Rehabilitation	CDBG: \$625,000	Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit
3	Homebuyer Assistance	2015	2019	Affordable Housing	Affordable Housing	HOME: \$1,184,017	Direct Financial Assistance to Homebuyers: 10 Households Assisted
4	Public Facilities and Parks	2015	2019	Non-Housing Community Development	Public Facilities and Public Park Improvements	CDBG: \$1,008,059	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
5	Improve Public Infrastructure	2015	2019	Non-Housing Community Development	Economic Development, Public Infrastructure Improvements, Neighborhood Stabilization	CDBG: \$50,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,500 Households Assisted
6	Neighborhood Stabilization	2015	2019	Non-Housing Community Development	Affordable Housing, Housing Rehabilitation, Economic Development, Neighborhood Stabilization	CDBG: \$175,000	Buildings Demolished: 3 Buildings
7	Expand Economic Development opportunities	2015	2019	Non-Housing Community Development	Economic Development, Neighborhood Stabilization	CDBG: \$634,700	Businesses assisted: 10 Businesses Assisted; 15 jobs
8	Provide essential Public Services	2015	2019	Non-Homeless Special Needs	Public Services	CDBG: \$319,900	Public service activities other than Low/Moderate Income Housing Benefit: 1,500 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
9	Homeless Services	2015	2019	Homeless	Affordable Housing, Homeless Services	ESG: \$256,513	Tenant-based rental assistance / Rapid Re-housing: 30 Households Assisted Homeless Person Overnight Shelter: 642 Persons Assisted Homelessness Prevention: 45 Persons Assisted
10	Planning and Administration	2015	2019	Planning and Administration	Affordable Housing, Housing Rehabilitation, Economic Development, Public Services, Public Facilities, and Public Park Improvements, Public Infrastructure Improvements, Homeless Services, Neighborhood Stabilization	HOME: \$89,684 ESG: \$16,376 CDBG: \$520,000	Other: 1 Other

Table 1 – Goals Summary

Goal Descriptions

1	Goal Name	Increase the Inventory of safe, Affordable Housing
	Goal Description	<p>Address the insufficient supply of decent, safe, affordable housing:</p> <ul style="list-style-type: none"> • through the provision of financing to Affordable Housing Developers to support the acquisition and rehabilitation of residential units; • support and funding to Community Housing Development Organizations to undertake affordable housing projects;
2	Goal Name	Improve the condition of Housing- Rehabilitation
	Goal Description	<p>Operation of the following programs:</p> <ul style="list-style-type: none"> • Emergency Repair Program; • Financial Assistance Program that restore and enhance the residential housing stock; reduce high energy costs; • Deleading Program; • Housing Accessibility Program; • Housing Rehabilitation;
3	Goal Name	Homebuyer Assistance
	Goal Description	Provide down-payment and closing cost assistance, as well as rehabilitation assistance or gap financing
4	Goal Name	Public Facilities and Parks
	Goal Description	Public Facility improvements including Beauregard-Pina playground replacement, Hayden-McFadden playground, Buttonwood Park Senior Center, New Bedford Women's Center and NB Port Society complex and vacant lot restoration program.
5	Goal Name	Improve Public Infrastructure
	Goal Description	Infrastructure including streetscape improvements/plantings and International Marketplace Neighborhood Improvements.
6	Goal Name	Neighborhood Stabilization
	Goal Description	Clearance, Demolition and Crime Reduction efforts

7	Goal Name	Expand Economic Development opportunities
	Goal Description	Funding to support the New Bedford Economic Development Councils Economic Development Loan Fund and technical assistance program.
8	Goal Name	Provide essential Public Services
	Goal Description	A range of public service activities to benefit low and moderate income households.
9	Goal Name	Homeless Services
	Goal Description	Provision of Prevention and Homeless Assistance programs
10	Goal Name	Planning and Administration
	Goal Description	

Table 2 – Goal Descriptions

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

The City expects to assist a total of 50 rental and ownership housing units. These affordable units proposed for the 2018 Action Plan include:

- Homebuyer assistance for 10 homebuyers;
- Home repairs for 25 low income homeowners;
- Housing accessibility improvements for 10 disabled owners and renters;
- Rapid Re-housing rental assistance to 30 homeless households;
- Homeless Prevention one-time rental assistance for 45 persons/households.

These types of housing assistance are projected to fall into the following HUD-defined income categories (based on prior experience with these programs):

- 20 extremely low-income (30% of Area Median Income);
- 20 very low-income (50% of Area Median Income);
- 15 low-income (80% of Median income);
- 0 moderate-income (95% of Median income).

AP-35 Projects – 91.220(d)

Introduction

In Year 4 of the Consolidated Plan, the city has allocated funding that addresses unmet priority need while continuing commitments to successful programs and multi-year initiatives. The HOME Rehabilitation program is a long-standing, successful effort that addresses a high need as identified in the Resident Needs Assessment—safe, affordable housing. Similarly, the economic development programs and initiatives operated by the New Bedford Economic Development Council are indicative of the city's long-standing commitment to support local business growth. Public service activity programs are successful programs operated by the city and non-profit partner agencies. Public infrastructure and projects represent a continued commitment to improving public spaces.

#	Project Name
1	PUBLIC SERVICES
2	INFRASTRUCTURE IMPROVEMENTS
3	CLEARANCE ACTIVITIES
4	PUBLIC FACILITY, PARK & PLAYGROUND IMPROVEMENTS
5	HOUSING & REHAB PROJECTS
6	ECONOMIC DEVELOPMENT
7	PLANNING & ADMINISTRATION
8	ESG ACTIVITIES
9	HOME ACTIVITIES
10	HOME ADMINISTRATION
11	RLF HOUSING PROJECTS

Table 1 – Project Information

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

The city allocated funding to address the priorities identified within the Consolidated Plan process. Reasons for allocation priorities are based on citizen input, broad goals established by the city, and demonstrated need for activities such as homeless services, economic development and neighborhood revitalization. The overwhelming priorities are the continued commitment to improving housing conditions, which account for 25% of the CDBG entitlement funding, and economic development initiatives, which account for 20% of CDBG entitlement funds.

Programs that support improvements to public infrastructure, facilities, and parks represent a significant investment in the capital needs in low and moderate income neighborhoods.

For the Consolidated Plan, the results of citizen input strongly supported homeownership and housing rehabilitation, so the city sets a priority on encouraging new homeownership and preserving existing

homeownership. The primary obstacle to meeting underserved needs is limited availability of local, state, and federal funding. Another obstacle is the continued affordability gap for renters and homeowners. Despite comparable low rent rates and real estate sales, a greater number of New Bedford residents pay a disproportionate amount of their income on housing.

Projects

AP-38 Projects Summary

Project Summary Information

Table 1 – Project Summary

1	Project Name	PUBLIC SERVICES
	Target Area	City-wide
	Goals Supported	Provide essential Public Services Homeless Services
	Needs Addressed	Public Services Homeless Services
	Funding	CDBG: \$319,900
	Description	Funding of various public service agencies which serve the needs of the youth, elderly and LMI individuals.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	1,500
	Location Description	Citywide
	Planned Activities	Planned activities include Recreation & Social activities for Elderly services (Art Therapy, Coastline Elderly, Dept of Community Services), After school youth programs (Boys & Girls Club, Dennison Memorial, Dream Out Loud Center, NB Whaling Museum, Team Builders, Youth Opportunities, YWCA, Parks, Recreation and Beaches), Housing services (South Coastal Counties Legal Services), Domestic Violence Prevention (NB Police Dept), Hunger relief (United Way) and Immigrant Services (Immigrants Assistance Center).

2	Project Name	INFRASTRUCTURE IMPROVEMENTS
	Target Area	LMI Census Tracts
	Goals Supported	Improve Public Infrastructure
	Needs Addressed	Public Infrastructure Improvements
	Funding	CDBG: \$50,000
	Description	Infrastructure improvements throughout the City of New Bedford.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	10,050 Households
	Location Description	LMI Census Tracts
3	Planned Activities	Improvements to the streets and sidewalks, Planting Trees and Lamp Heads replacement in LMI areas.
	Project Name	CLEARANCE ACTIVITIES
	Target Area	City Wide
	Goals Supported	Neighborhood Stabilization
	Needs Addressed	Neighborhood Stabilization
	Funding	CDBG: \$175,000
	Description	Demolitions to clean up spot blight areas around the City of New Bedford.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD

	Location Description	TBD
	Planned Activities	Demolition of unsafe, blighted structures.
4	Project Name	PUBLIC FACILITY & PLAYGROUND IMPROVEMENTS
	Target Area	LMI Census Tracts
	Goals Supported	Public Facilities and Parks
	Needs Addressed	Public Facilities and Public Park Improvements
	Funding	CDBG: \$1,008,059
	Description	Improvements to parks, playground, vacant lots and public facilities.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	10,000 LMI Persons
	Location Description	Various LMI locations throughout the city
	Planned Activities	Boys & Girls Club Bathroom Renovations; Whalers Concession Stand; Early Learning Childcare Center Renovations; Northstar Learning Center Land Acquisition; NB Women's Center Handicap Accessibility; Congdon Lucas Handicap Accessibility; Vacant Lot Restoration Program; and Park & Playground Improvements.
5	Project Name	HOUSING & REHAB PROJECTS
	Target Area	Citywide
	Goals Supported	Improve the condition of Housing-Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$425,000
	Description	Funding for Housing Rehab Projects administered by the DPHCD

	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	20 Households
	Location Description	Citywide
	Planned Activities	Rehab projects to assist units, tenants and homeowners with handicapped accessibility, deleading, and service delivery.
6	Project Name	ECONOMIC DEVELOPMENT
	Target Area	City Wide
	Goals Supported	Expand Economic Development opportunities
	Needs Addressed	Economic Development
	Funding	CDBG: \$634,700
	Description	Economic Development activities for business assistance and job creation/retention. Storefront Grant Program.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	10 businesses, 15 jobs (51% LMI)
	Location Description	TBD
	Planned Activities	Storefront assistance for businesses and economic development loans for the purposes of job creation/retention.
	Project Name	PLANNING & ADMINISTRATION
	Target Area	N/A
7		

8	Goals Supported	Planning & Administration;
	Needs Addressed	Affordable Housing; Housing Rehabilitation; Economic Development; Public Facilities and Public Park Improvements; Public Infrastructure Stabilization; Neighborhood Stabilization; Public Services; and Homeless Services.
	Funding	CDBG: \$520,000
	Description	Administration & planning associated with the CDBG program.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	608 Pleasant Street New Bedford, MA
	Planned Activities	Administration of programs, action plan, neighborhood planning, etc.
	Project Name	EMERGENCY SOLUTIONS GRANT
	Target Area	City Wide
	Goals Supported	Homeless Services Planning and Administration
	Needs Addressed	Homeless Services
	Funding	ESG: \$272,889

9	Description	Emergency Solutions Grant programs to assist with Shelter Operations, Rapid re-housing, Homeless Prevention, Street Outreach & Administration.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	30 LMI Households (Rapid Re-Housing) 600 LMI Persons (Shelter) 45 LMI Persons (Homeless Prevention) 10 LMI Persons (Street Outreach)
	Location Description	Citywide
	Planned Activities	Administration, Shelter Operation Support, Homeless Prevention, Rapid re-housing, and Street Outreach activities.
	Project Name	HOME ACTIVITIES
	Target Area	City Wide
	Goals Supported	Increase the Inventory of safe, Affordable Housing Improve the condition of Housing- Rehabilitation Homebuyer Assistance
	Needs Addressed	Affordable Housing Housing Rehabilitation
	Funding	HOME: \$3,084,017
	Description	HOME Funded Housing Activities
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	25 LMI Households

	Location Description	TBD
	Planned Activities	Down payment Closing Cost Assistance, Rehab Assistance, and Rental Housing Development to Benefit LMI Individuals.
10	Project Name	HOME ADMINISTRATION
	Target Area	N/A
	Goals Supported	Increase the Inventory of safe, Affordable Housing Improve the condition of Housing- Rehabilitation Homebuyer Assistance
	Needs Addressed	Affordable Housing Housing Rehabilitation
	Funding	HOME: \$89,684
	Description	Administration costs associated with the HOME Program.
	Target Date	July 1, 2018 – June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	608 Pleasant St New Bedford MA
	Planned Activities	Administration of all HOME Funded activities including First Time Home Buying Counseling.
11	Project Name	HOUSING & REHAB PROJECTS
	Target Area	City Wide
	Goals Supported	Improve the condition of Housing-Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$200,000

Description	Revolving Loan Fund Financial Assistance Loan & Emergency Repair Grants for Rehab Projects Administered by DPHCD.
Target Date	July 1, 2018 – June 30, 2019
Estimate the number and type of families that will benefit from the proposed activities	15 LMI Households
Location Description	TBD
Planned Activities	Emergency repair grants and low interest/deferred loans to assist with housing rehabilitation.

AP-50 Geographic Distribution – 91.220(f)

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

As outlined in the Five Year Consolidated Plan, the city will continue to direct federal resources, to the greatest extent possible, to areas with the greatest concentrations of low and moderate income populations. The CDBG Financial Assistance programs and the HOME First Time Homebuyer Programs are provided to applicants city-wide and not in any specifically targeted area. The basis for allocations of federal resources identified in this plan was predicated upon a comprehensive analysis, needs assessment and extensive public outreach further described in this document to identify priority categories and geographic preferences to meet the priority needs of the community. Attached in Appendix II is a map detailing the geographic areas where assistance will be directed.

Geographic Distribution

Target Area	Percentage of Funds

Table 1 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City will continue to direct federal resources, to the greatest extent possible, to areas with the greatest concentrations of low and moderate income populations. The basis for allocations of federal resources identified in this plan was predicated upon a comprehensive analysis, needs assessment and extensive public outreach further described in this document to identify priority categories and geographic preferences to meet the priority needs of the community.

Discussion

Because the primary national objectives of the Consolidated Plan programs are to benefit low-income and moderate-income residents, New Bedford's federal block grant program funds will target significant assistance to those areas found to be the most economically and physically distressed in the city. New Bedford will greatly increase the measurable and effective impact of these federal dollars by enhancing the quality of life in its most blighted neighborhoods.

The public infrastructure and public facility projects funded in this plan are located within some of the most economically challenged neighborhoods in the city. A number of census tracts that are targeted for funding have low and moderate income populations in excess of 70% of the general population. In addition, a number of public service programs are funded specifically with census tracts that also have high concentrations of low and moderate income persons.

Many of the city's housing and homeless projects are city-wide because they are targeted to meet the needs of low- and moderate-income households and persons throughout the city. The public service programs funded also provide serves throughout the geographic parameters of the city. New Bedford supports the even distribution of CDBG, HOME and ESG funded activities throughout the neighborhoods of the city that demonstrate need and where opportunities to increase the affordable housing stock exist.

HOME Investment Partnership Funds (HOME) will be utilized to rehabilitate rental housing, directly assist homebuyers, and target resources to abandoned and derelict properties.

Emergency Solution Grant and Continuum of Care funding are targeted to address homeless needs within the City of New Bedford.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City continues to promote a range of affordable housing projects. Homeownership options will be supported through the continuation of a city-wide First-time Homebuyer Down payment and Rehabilitation Assistance Program as well as redevelopment projects undertaken by non-profit and Community Housing Development Organization's (CHDO).

The City's affordable rental housing pipeline projects include at this time: the renovation and redevelopment of two projects. The first is with the local Veterans agency and will produce thirty (30) units, all of which will be affordable units and the second project is with the local YWCA and will produce eight units of affordable rental housing units. Due to the nature of these projects and complexity of financing, these projects are likely to be completed in FY 2018 and 2019.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	8
Special-Needs	30
Total	48

Table 1 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	34
The Production of New Units	10
Rehab of Existing Units	10
Acquisition of Existing Units	5
Total	59

Table 2 - One Year Goals for Affordable Housing by Support Type

Discussion

The city will continue to create affordable housing opportunities in the City of New Bedford through increased homeownership opportunities, renovation of the existing housing stock, new development while decreasing the number of households with housing cost burdens.

- The City will continue to work with PACE YouthBuild Program to create homeownership opportunities while offering education and job training to Youth Build participants.
- The City will continue to co-chair the Fall River / New Bedford Housing Partnership to provide home buyer education and financial literacy workshops, as well as foreclosure prevention programs to New Bedford residents.
- The City will continue coordinated efforts with the Attorney General Receivership Program to target blighted residential properties for redevelopment.
- The City will assist with lead paint abatement through the Lead Paint Reimbursement Program and HOME Program.

- The City will continue to administer the very successful First Time Homebuyer Program that provides Home Buyer counseling to over two hundred and thirty (230) New Bedford residents each year.
- The City will assist developers to create mixed income residential developments, including the adaptive reuse of non-residential buildings to provide rental housing opportunities.
- The City will continue to coordinate Continuum of Care programs through the Homeless Service Provider Network (HSPN) to develop more permanent housing solutions for homeless and disabled populations.

AP-60 Public Housing – 91.220(h)

Introduction

The New Bedford Housing Authority (NBHA) was established in 1938 and serves as the public housing agency for the City of New Bedford. The Authority provides housing to income qualified residents in its 1,750 federally-subsided units and 761 state-funded units. In addition, the NBHA administers both state and federal rental voucher programs that allow approximately 1,800 applicants to secure housing from private landlords. All total, the NBHA provides housing to over 4,583 elderly, disabled and family households.

Actions planned during the next year to address the needs to public housing

During the Action Plan period, the New Bedford Housing Authority has defined the following as priorities for the restoration and revitalization of public housing units and will address the following capital improvement needs:

1. Continue to merge out-dated efficiency units at Hillside Court into one-bedroom units.
2. Install additional cameras at state and federal developments to enhance security.
3. New roofs at Satellite Village, Alec Street, Brickenwood administration building, Ben Rose, Blue Meadows, Nashmont and Parkdale.
4. Replace corroded and leaking basement sewer pipes at Blue Meadows, Nashmont and Parkdale.
5. Redesign of one existing courtyard at Brickenwood to eliminate unnecessary pavement and create more green space. Also, replace drainage and sewer lines.
6. Install water shut-offs to each building at Ben Rose.
7. Finalize off-site power purchase agreements for federal developments.
8. Begin construction under the Energy Performance Contract that will replace existing boilers, hot water tanks, radiators, toilets, etc. with high efficiency models. Energy savings are used to pay for these improvements.
9. Siding and trim repairs at Brickenwood, Blue Meadows, Nashmont, Westlawn and Caroline Street.
10. Parking lot and sidewalk improvements at Hillside Court, Mt. Pleasant and South Second Street, Church Street I and Richmond Street.
11. Undertake a Section 504 Assessment of program and property accessibility throughout the Authority

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

During the Action Plan period, the New Bedford Housing Authority will address the following management and resident needs and the NBHA's Resident Service Coordinators will continue to provide case management and referrals to PHA residents:

1. Continue to work with the Resident Advisory Boards (RAB) to serve as a forum for better communication between residents and the Authority.
2. Continue to work with the New Bedford Public School Department to provide before/after school academic support and enrichment programs within the family developments.
3. Establish a non-profit housing corporation to provide affordable housing opportunities to NBHA residents and other low-income persons.
4. Initiate a state-funded program that places residents who commit to self-sufficiency through training, education or work in designated developments.
5. Encourage homeownership by establishing escrow accounts for Section 8 FSS tenants.

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

NA

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of New Bedford's Continuum of Care (CoC) was formally established in 1995 and has long served the community homeless needs through its Homeless Service Provider Network (HSPN). The HSPN is a collection of over fifty (50) agencies, individuals and organizations which advocate on behalf of homeless individuals by enlisting the cooperation of homeless providers, to improve the accessibility of existing public resources, to maintain statistical data on the homeless population, and to provide supportive services and empowerment strategies to allow these individuals to be integrated into the community through a compassionate Continuum of Care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

1. Work through the data conversion process in order to transfer from the city's "legacy" HMIS software provider to its new HMIS vendor, Caseworthy. The improved data quality customized reporting and increased ability to easily and readily access such data will significantly enhance both program performance and system performance outcomes.
2. Undertake a strategic planning effort, particularly those outlined in the New Bedford CoC's Two Year Strategic Plan to End Homelessness, to assess the efficacy of the existing shelter to housing system within the CoC, analyze existing systemic and programmatic gaps that may exist and strategically articulate the action steps needed to ensure that the city's vision for ending homelessness comes to fruition.
3. As a means of reducing and ending unsheltered homelessness in New Bedford, continue to utilize street outreach and encampment protocols undertaking a consistent and collaborative approach to effectively address the presence of encampments and other instances of unsheltered individuals/groups living throughout the city.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of New Bedford has two (2) primary year round emergency shelters for individuals; the Sister Rose House and Grace House. The Sister Rose House is an emergency shelter in the city's south end providing twenty-five (25) beds for individual males experiencing homelessness and is located next door to Grace House providing nine (9) beds for individual females experiencing homelessness. These shelters also provide job training efforts in culinary arts with a complete commercial grade kitchen. Supplementing the year round individual shelters is an emergency overflow shelter that is activated on a weather-dependent, as-needed basis from November 1 – April 30th.

In addition to these individual shelters, the city has two (2) family shelters made available through the Commonwealth's Emergency Assistance (EA) program. Massachusetts is a right to shelter state where all families seeking shelter services access them thru the MA. Department of Housing and Community Development (DHCD). One such EA shelter, Harbour House operated through Southeast Family Services is a congregate family shelter providing forty-six (46) beds. A scattered site EA shelter operated by Catholic Social Services additionally provides housing accommodating roughly sixty (60) family beds in multiple city locations.

Despite HUD's de-emphasis on transitional housing, the city is home to a reduced network of transitional housing programs that continues to provide essential stabilization services to individuals and families experiencing homelessness that are not otherwise provided through emergency and permanent housing programs. The existing transitional programs do not receive any funding through the HUD's Continuum of Care. These programs consist of Kilian's House for unaccompanied youth 18 – 24, the Sr. Rose Transitional Program, Home Port, Graduate Program, Women's Therapeutic Community, GPD Graduate House and the Veterans Transition House.

A priority of the HSPN and New Bedford's CoC is to move families and individuals into permanent housing as quickly as possible. In so doing, the CoC supports the Housing First model to ensure the most rapid movement out of low-barrier emergency shelter or transitional housing programs to appropriate permanent housing, with services, if needed. The city utilizes both Emergency Solutions Grant (ESG) and CoC funded programs to provide essential services to address the housing needs of homeless families and individuals, including several rapid re-housing programs. It has also provided, and will continue to provide, technical support to transitional housing programs planning to convert to permanent supportive housing.

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 city will continue to target ESG funds to support the prevention of homelessness to keep those households at risk of becoming homeless and stably housed while continuing to employ best practice rapid re-housing activities to help move homeless persons quickly into permanent housing. Additionally, the continued use of its coordinated and comprehensive intake assessment system will further ensure that the most vulnerable chronic homeless individuals and families will be prioritized and more quickly and appropriately placed in permanent, sustainable housing settings.

The city works with six (6) CoC funded permanent housing programs that provide two hundred and fifty-nine (259) beds of permanent supportive housing (PSH), of which 100% of the beds are dedicated for those meeting the definition of chronic homelessness. Substance abuse remains a leading cause of homelessness and chronic homelessness in New Bedford. Programs such as the CoC funded "Step-Up" program provides quality permanent housing and employment training opportunities to people with disabilities who are transitioning from homelessness. The Step-UP Permanent Housing Program provides a housing rental subsidy coupled with a rigorous personal development program.

Rapidly re-housing individuals and families remains a high priority of the CoC because of the flexibility the program offers in immediately accommodating people in permanent housing. The CoC funds the Transition to Stability Program operated through Catholic Social Services (CSS) has twenty-eighty (28) year round beds. Although not funded by the CoC, the HomeBASE CSS/JRI (Justice Resource Institute) rapid rehousing program provides upwards of 252 year round beds and continues to be an important part of New Bedford's effective homeless response. Both programs rapidly connect families experiencing homelessness to scattered site long-term rental assistance through a tailored package of assistance that includes the use of time-limited financial assistance and targeted supportive services.

Additionally, New Bedford's HSPN has active organizations that provide housing and wraparound services for various subpopulations. The Veterans Transition House operates shelter, transitional and permanent housing programs and services for veterans and their families. Catholic Social Services operates several family housing programs and collaborates with the New Bedford Housing Authority in seeking project based certificates to ensure long term stability and to prevent individuals and families from becoming homeless again. The New Bedford Continuum includes a variety of McKinney-Vento-funded supportive services programs to assist homeless persons address employment, access mainstream resources, as well as provide income growth, financial literacy, fair housing, and other related needs, so that they can obtain and retain housing.

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

The City utilizes CDBG, ESG and state resources including; the Massachusetts Emergency Assistance Shelter Program, HomeBASE, and Rental Assistance for Families in Transition in order to prevent low-income individuals and families from becoming homeless. Households are assessed not only for their eligibility for assistance under these resources, but also for mainstream resources with the goal of increasing household stability. New Bedford provides targeted ESG funds to continue the prevention of homelessness through prevention-focused case management, targeted financial assistance to address arrearages and prevent eviction, legal assistance, advocacy, and support for housing stability. The City will continue to work with the Homeless Service Provider Network committee on discharge planning to monitor compliance with state discharge plans and locally-created discharge protocols.

Discussion

The City has established broad goals which guide its policy and resource allocations which include:

1. Prevent homelessness for both individuals and families experiencing either episodic or chronic homelessness;
2. Expand the supply of permanent supportive housing targeted to homeless individuals and families;
3. Improve the existing network of emergency shelter and transitional housing;
4. Improve coordination and collaboration among homeless providers to meet the needs of emerging homeless subpopulations;
5. Expand employment opportunities and employment-related services for homeless individuals and families; and,
6. Improve access to mainstream resources for homeless individuals and families.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

New Bedford has adopted public policies and programs that encourage residential investment within the city. These efforts include expedited permitting, government financing to reduce development cost, and high-density zoning regulations. While these public policies have helped with the development of affordable housing, other public policies, many of which are not unique to New Bedford, create barriers to affordable housing. These policies include:

- Hazards in the built environment, such as lead paint;
- Perception of possible environmental contamination and costs associated with remediation;
- Cost of site assembly of non-conforming urban lots;
- Increased construction costs;
- Challenges to obtaining clear title on older parcels;
- Complexity of financing required to undertake larger projects;
- Down payment requirements for conventional loan products; and
- Affordability gap between income and housing costs.

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

During the Action Plan period, the city will promote affordable housing through the utilization of tax taking and receivership properties for affordable housing development sites, through the provision of funding to address environmental hazards (lead paint), and the structuring of HOME funds to maximize affordable housing development. The city will also utilize the Attorney Generals Receivership Program to address blighted properties and create homeownership opportunities.

Discussion

The Department of Planning, Housing and Community Development is working cooperatively with private developers, non-profit developers and community groups in developing initiatives for new affordable housing including utilizing the Low Income Housing Tax Credit (LIHTC) program, the State Historic Tax Credit Program, and other available programs whenever possible, throughout the city.

AP-85 Other Actions – 91.220(k)

Introduction

The Annual Action Plan activities and goals coincide with the priorities identified within the Consolidated Plan. The activities selected for Year 4 funding are those projects that are ready to proceed, able to make immediate impact to low and moderate income persons. Eligible projects selected through the Planning process included investment in capital needs including public streetscape improvements, and public facilities.

The City will also continue to operate its successful home rehabilitation program, emergency repair program and de-leading programs as well as economic development initiatives.

Eligible public service activities were selected through a formal solicitation process, which priorities program to best addressed identified needs.

Actions planned to address obstacles to meeting underserved needs

The greatest obstacle to addressing underserved need is limited federal and local funding. The needs of the community are greater than the available local and federal funds. The city has also proposed the formation of a Housing Policy Task Force to further determine need, recommend new policies and programs, and implement local solutions to meet the housing needs within the city. The city will seek to maximize the resources available in furtherance of the Year 4 activities.

The city will insure that selected public improvement projects are ready to proceed. Often, public works projects can encounter numerous delays due to public process, design, and weather constraints. To minimize delays, the city has selected those improvements that are able to be undertaken during Year 4.

Actions planned to foster and maintain affordable housing

The city has allocated approximately 25% of its annual CDBG allocation towards the goal of preserving, producing, and improving affordable housing. The city will continue to operate successful housing programs including: emergency repair program, financial assistance program, housing accessibility program, de-leading program and HOME loan program. The city will additionally utilize HOME funds to support the programs and projects of its affordable housing developers. The city plans to foster and maintain affordable housing for New Bedford residents by funding activities for homebuyer assistance and housing rehabilitation. The First Time Homebuyer Program makes the home more affordable to low and moderate income residents by assisting with down payment and closing cost expenses. The purpose of the Housing Rehabilitation program is to assist low-income property owners with repairs to meet their needs for safe and decent housing. Rehabilitation is intended to enhance, improve, and preserve neighborhoods. The city will continue to facilitate multi-family and mixed-use development projects.

Actions planned to reduce lead-based paint hazards

The city addresses the goal of reducing lead-based paint hazards through the operation of its housing programs. The city will continue to provide housing rehabilitation funding that requires safe treatment of all lead-based paint hazards. The city has allocated CDBG funds to a de-lead program and a home rehabilitation program. As homes enter these programs, they are evaluated for lead paint and, when necessary, such hazards are reduced, as required.

Actions taken to reduce lead-based paint will be conducted in accordance with HUD's lead-based paint regulations. In addition, homes to be purchased through the First Time Homebuyer program that fail the required visual paint inspection will be tested for lead paint. If lead paint is present, the owner will be informed of the appropriate requirements to respond to the lead paint, and the purchase will not proceed with federal funds unless and until interim controls are completed. In addition, the city will insure compliance with HUD and MA lead laws on all homebuyer assistance and developer-driven projects, homeowner and rental.

Actions planned to reduce the number of poverty-level families

The city's anti-poverty efforts as detailed within the Consolidated Plan included:

- Focus on economic growth and investment in high poverty areas;
- Creation of affordable, quality housing;
- Investment in homeownership, which creates wealth;
- Improvement in housing conditions often linked to poor health;
- Emphasis on identification and removal of barriers to education and employment;
- CDBG funding for family and youth supportive services such as childcare, after-school programs, and recreation programs;
- Case management and information and referral services to special needs, low/moderate income, and below poverty level families through various nonprofit organizations; and
- Supplementary and emergency assistance, rental assistance, child care, health, transportation, utility assistance, financial assistance and educational assistance to low/moderate income families, particularly those with special needs.

The Action Plan includes funding for each of these strategic efforts.

Actions planned to develop institutional structure

It has been and remains a priority for the city to develop and enhance an effective and efficient program delivery system for the use of federal funds. The city continues to monitor, assess, and seek ways to further improve its performance. Solid relationships have been built with public institutions, private and nonprofit partners, to implement activities and projects that require multiple funding sources. Through ongoing meetings and periodic technical assistance provided by the city, all partners are encouraged to share their thoughts on how the delivery system and programs could be made better.

The Department of Planning, Housing and Community Development [DPHCD] is the lead department for the development and implementation of the Annual Action Plan (AAP). During the development of the Plan, the DPHCD consulted with key stakeholders, City Departments, and neighboring communities. Throughout the implementation of the AAP, the DPHCD will continue to coordinate with these partners. For example, five (5) CDBG funded projects and the majority of Public Facilities and Infrastructure improvements will be implemented through city departments; additionally, twenty three (23) non-profits will operate programs to further the goal of improving the quality of life.

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

The City benefits from a strong network of New Bedford-based providers as well as a network of regional housing and human services providers. The city will continue to be actively engaged in Regional Workforce initiatives and the Fall River/ New Bedford Housing Partnership. The Homeless Service Provider Network will be actively supported by the Department of Planning, Housing and Community Development.

Discussion

Within its Master Plan, New Bedford 2020, the City has achieved consensus on priority initiatives, organizational roles, and desired outcomes. The Consolidated Plan identifies the opportunities to invest federal Entitlement funds in support of the city's master vision. New Bedford is actively pursuing economic development opportunities that capitalize on its strategic location and reflect market opportunities in the current economy; New Bedford continues to support housing programs, capital investments, and human services programs that improve the quality of life for all New Bedford residents.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

The city receives CDBG and HOME funds on an annual basis. In addition, the city receives Program Income throughout the year. The City invests these funds into eligible projects as detailed within the Consolidated Plan and corresponding Annual Action Plan FY2018 (7/1/2018 – 6/30/2019).

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

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

1.The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$325,000
2.The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3.The amount of surplus funds from urban renewal settlements	\$0
4.The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5.The amount of income from float-funded activities	\$0
Total Program Income:	\$325,000

Other CDBG Requirements

1. The amount of urgent need activities	\$0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - a consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.	95.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City of New Bedford will only use the forms of investments identified in Section 92.205

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

The City of New Bedford will continue to provide direct assistance in the form of HOME loans to assist low- to moderate-income homebuyer applicants afford homeownership under its Affordable Housing Programs. HOME loans are secured with a recorded deed and a promissory note and a HOME participation agreement between the borrower and the city, and an affordable housing restriction. The City has elected to use the recapture option to comply with the Affordability requirements under §92.254 of HOME rules. The initial buyer must reside in the home as his/her principal residence for the duration of the period of affordability. Pursuant to 24 CFR 92.254(a)(5)(ii), the city requires that the amount of the direct HOME assistance to the buyer be recaptured if:

All or any part of the property or any interest in it is sold, conveyed or transferred during the prescribed Period of Affordability as described in Homebuyer Participation Agreement. The amount of direct HOME assistance is the total amount of HOME assistance that enables the buyer to purchase the unit, including: down payment and closing cost assistance and the amount that reduces the purchase price from fair market value to an affordable price. The city shall recapture the direct HOME assistance loaned from the net proceeds available from the sale of the HOME-assisted property first before any funds are made available to the borrower. The net proceeds are the sales price minus the repayment of all other mortgage debt senior to city's loan (other than the city funds) and closing costs. The city's Recapture Provisions are located in Appendix II.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For HOME-funded affordable housing development projects, the city records a HOME Deed Restriction against the property that places a covenant and use restriction. The covenants and restrictions are for the benefit and protection of the city, and enforceable by the city, and bind the current borrower, its successors, assigns, transferees and future owner(s) of the property. The borrower agrees on behalf of itself and its successors and assigns, and each future owner of the property to adhere to all requirements of the HOME Program during the period of affordability. The requirements include, by way of example, but are not limited to: (1) requirements related to rent limitations; (2) requirements related to tenant income, and any required reporting and certification requirements; (3) requirements related to the provision of HOME Program-required tenant and participant protections; (4) requirements related to HOME Program nondiscrimination requirements and Affirmative fair housing marketing requirements.

For HOME-funded homebuyer assistance loans, the Promissory Note, Deed, and Homebuyer Agreement stipulate the terms for early loan repayment or repayment due to default. The City chooses to recapture the funds if the repayment occurs during the affordability period, rather than to place continued affordability restrictions upon subsequent buyers/owners of the properties. As long as the Borrower remains in compliance with the terms of the Note, the Mortgage, the Loan Agreement and the Affordable Housing Restriction. If the HOME-assisted homebuyer fails to occupy the unit as his or her principal residence (i.e., unit is rented or vacant), or the home was sold or otherwise transferred during the period of affordability and the applicable recapture provision was not enforced, then the project will be considered in noncompliance. The Affordable Housing Restriction (collectively "The Loan Documents"), the HOME loan will be forgiven once the affordability period is complete. A copy of the city's Recapture, Mortgage and Promissory Note forms are attached in Appendix II.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not intend to use HOME funds to refinance existing debt.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

- 1. Include written standards for providing ESG assistance (may include as attachment).**

The city has established Written Standards for providing ESG assistance and can be found within the Appendix II.

- 2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

Catholic Social Services is the agency in New Bedford that is administering the coordinated assessment/centralized intake system for the New Bedford Continuum of Care. The revised Operational Protocols can be found within the Appendix II.

- 3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).**

The ESG award process mirrors the CDBG process both chronologically and functionally. Public notices announce the availability of funding and series of public meetings, an RFP is issued, applications are solicited and evaluated against specific criteria and a draft plan is developed that includes proposed activities/funding levels. Following the 30 day public comment period the City Council takes action to adopt the Action Plan. A technical workshop is conducted to advise/assist subrecipients and a subrecipient agreement is executed by the receiving entity and the city. Award years begin July 1st and conclude June 30th The entire process rendered transparent thanks to the engagement of a community participation plan.

- 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

The New Bedford CoC does meet the homeless participation requirement articulated in 24 CFR 576.405(a) and additionally welcomes those currently experiencing homelessness and those who may have previously experienced homelessness through referring member agencies. In addition, the city is reviewing its ESG subrecipient agreement template and assessing how it might incorporate a standard requiring or requesting subrecipients to involve homeless/formerly homeless in meaningful operational decision-making.

- 5. Describe performance standards for evaluating ESG.**

Performance standards are included within the ESG subrecipient agreement. A copy of last fiscal year's template is attached in Appendix II.

APPENDIX I

Citizens Participation Process and Comments

- FY2018 Action Plan Calendar
- Public Notices (English, Portuguese & Spanish)
 - Public Meeting Minutes
 - Letters of Support



City of New Bedford, Massachusetts
Department of Planning, Housing & Community Development

Action Plan Calendar FY2018

CITIZEN PARTICIPATION:

City Wide Community Meetings:

Tuesday, January 9th 2018 at Carney Academy 6pm – 7:30pm

Public meeting conducted to solicit input for Draft 2018 Action Plan; RFP released

Wednesday, January 10th 2018 at DPHCD 6pm – 7:30pm

Public meeting conducted to solicit input for Draft 2018 Action Plan; RFPs available

ACTION PLAN DEVELOPMENT

Friday, January 12th 2018

Technical Assistance Workshops to assist in developing a proposal (9:00am-CDBG & 10:00am-ESG at DPHCD offices, 608 Pleasant Street, second floor)

Friday, February 9th 2018 - 12 PM

Deadline for all proposals at the Department of Planning, Housing and Community Development, 608 Pleasant Street

Friday, April 6th 2018

Draft Action Plan 2018 published and distributed to public locations
Distribution of Plan to City Council

Friday, April 6th 2018 — Monday, May 7th 2018

Thirty-day public comment period on Draft Action Plan 2018

Tuesday, May 8th 2018

Submittal to City Council for vote authorizing Action Plan 2018

Friday, May 11th 2018

Submission of Final Action Plan 2018 to HUD

Sunday, July 1st 2018

2018 CDBG, ESG and HOME fiscal year begins



City of New Bedford, Massachusetts

Mayor Jonathan F. Mitchell

Department of Planning, Housing & Community Development

Patrick J. Sullivan, Director

Community Forums:

How should we spend federal money to improve the City?

The City of New Bedford is hosting

TWO COMMUNITY MEETINGS

to explain and discuss available federal funding programs:

Community Development Block Grant

Emergency Solutions Grant

HOME Program

Come and present your ideas about how these limited funds can be used to serve the residents of New Bedford over the next year. We will discuss these three entitlement programs and provide a forum for citizens to discuss the housing and community development needs of low and moderate income people.

If you intend on applying for funding you are strongly encouraged to attend and participate in one of these forums.

Information will be provided explaining how to submit proposals that will respond to those needs in the coming year. Two times and locations are available:

January 9, 2018

Carney Academy

247 Elm Street

6pm—7:30pm

January 10, 2018

Department of Planning, Housing &

Community Development

608 Pleasant Street

6pm—7:30pm

The City of New Bedford is also hosting an RFP workshop to explain and discuss the RFP (application) and process for applying for these funds.

RFP WORKSHOP

Friday, January 12, 2018 at 9am for CDBG and 10am for ESG

This information is available in Portuguese, Spanish or any other language upon request. Please contact Jennifer Clarke, Deputy Director, at 508-979-1500 or at the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, MA, for accommodations for this request.

Esta información está disponible en portugués, español o en cualquier otro idioma bajo petición. Por favor, pongase en contacto con Jennifer Clarke, Deputy Director, al 508-979-1500 o en the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, MA, de alojamiento para esta solicitud."



Cidade de New Bedford, Massachusetts

Presidente Jonathan F. Mitchell

Gabinete Planeamento, Moradias & Desenvolvimento Comunitario

Patrick J. Sullivan, Diretor

Forum Comunitario: *Como devemos gastar fundos federais no melhoramento da Cidade?*

A Cidade de New Bedford vai levar a cabo

Duas Reunioes Comunitarias

Para explicar e discutir a disponibilidade de programas de fundos federales:

Programa Community Development Block Grant

Programa Emergency Solutions Grant

Programa HOME

Venha e apresente as suas ideias sobre como estes fundos limitados podem ser usados para servir os residentes de New Bedford ao longo do proximo ano. Vamos discutir estes tres programas a que temos direiro e fornecerum forum para os cidades discutirem as necessidades de moradias e desen volvimento comunitario de pessoas com poucos recursos.

Se você pretende aplicar para fundos, é fortemente encorajado participar numa destes fóruns.

Informacao sera fornecida explicando como submeter propastas que dao resposta a tais necessidades no proximo ano. Duas datas e locais disponiveis:

9 de Janeiro, 2018

Carney Academy

247 Elm Street

6pm—7:30pm

10 de Janeiro, 2018

Department of Planning, Housing &

Community Development

608 Pleasant Street

6pm—7:30pm

A cidade de New Bedford também está hospedando um workshop RFP para explicar e discutir o processo e RFP (aplicação).

WORKSHOP RFP

Sexta-feira, 12 de Janeiro de 2018 às 09:00 para CDBG e 10:00 por ESG

This information is available in Portuguese, Spanish or any other language upon request. Please contact Jennifer Clarke, Deputy Director, at 508-979-1500 or at the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, MA, for accommodations for this request.

Esta información está disponible en portugués, español en cualquier otro idioma bajo y precios. Por favor pongase encontacto con Jennifer Clarke, Deputy Director, al 508-979-1500 en Departamento de planificación, desarrollo comunitario y vivienda, alojamiento 608 Pleasant Street, New Bedford, MA, para la solicitud."



Ciudad de New Bedford, Massachusetts

Alcalde Jonathan F. Mitchell

Departamento de Planificación, Vivienda y Desarrollo Comunitario

Patrick J. Sullivan, Director

Foros Comunitarios:

Como debemos gastar el dinero federal para mejorar la Ciudad?

La Ciudad de New Bedford está organizando

Dos Reuniones de la Comunidad

Para explicar y discutir programas de financiación federales disponibles:

Subvención para el Desarrollo de Bloque Comunitario (Community Development Block Grant)

Subvención para Soluciones de Emergencia (Emergency Solutions Grant)

Programa HOGAR (HOME Program)

Venga y presente sus ideas acerca de cómo estos fondos limitados pueden ser utilizados para servir a los residentes de New Bedford durante el próximo año. Vamos a hablar de estos tres programas de prestaciones y proporcionar un foro para que los ciudadanos puedan discutir el desarrollo de la comunidad y la vivienda de personas de bajos ingresos.

Si usted tiene la intención de aplicar para la financiación que se le exhorta a asistir y participar en uno de estos foros.

Se proporcionará información explicando cómo presentar propuestas que respondan a esas necesidades el próximo año. Hay dos fechas y lugares:

9 de Enero, 2018

Carney Academy

247 Elm Street

6pm—7:30pm

10 de Enero, 2018

Department of Planning, Housing & Community Development

608 Pleasant Street

6pm—7:30pm

La ciudad de New Bedford también está organizando un taller RFP para explicar y discutir el proceso y RFP (aplicación).

RFP WORKSHOP

Viernes, 12 de Enero, 2018 a las 9am para CDBG y 10am para ESG

This information is available in Portuguese, Spanish or any other language upon request. Please contact Jennifer Clarke, Deputy Director, at 508-979-1500 or at the Department of Planning, Housing and Community Development, 608 Pleasant Street, New Bedford, MA, for accommodations for this request.

Esta información está disponible en portugués, español o en cualquier otro idioma bajo petición. Por favor, pongase en contacto con Jennifer Clarke, Deputy Director, al 508-979-1500 o en Department of Planning, Housing y Community Development, 608 Pleasant Street, New Bedford, MA, de alojamiento para esta solicitud."

PUBLIC HEARING COMMENTS:

**MINUTES
of
PUBLIC MEETINGS**

FY2018 ACTION PLAN

COMMUNITY FORUM

Location: Carney Academy

Date: Tuesday, January 9, 2018

Registered Public Meeting Attendees: Patrick Sullivan, Jennifer Clarke and Joseph Maia, DPHCD; Kristine Silva, NB Police Department; Marlene Barros, North Star Learning Center; Michael Bonner, the Standard Times; Marjorie Ursini, Early Learning Center; Donna Lasasse, Earning Learning Child Care; Jodi Stevens, NB Port Society; Catherine Bourassa, YWCA SEMA; Darcy Lee, Women's Fund; Debra Lee, Council on Aging; Paul Reis, NB Whalers Youth Football & Cheer; Chris Hendricks; Erica Scott, South Coastal Counties Legal Services; Bernadette Souza, Youth Opportunities Unlimited; Mary Rapoza, NB Parks Recreation & Beaches; Iromdina Abreu; Elvira Caldeira, NeighborWorks of Southern Mass; Denisse Pamagualle, Dream Out Loud Center; Shelly Correia, Harbor House Family Shelter; Zoe Hansen-DiBello, Marion Institute; Luis Rodriguez, Old Bedford Village; Maura Ramsey.

The meeting began at 6:15pm.

Patrick Sullivan, Director of the Planning, Housing and Community Development Department (DPHCD) welcomed the attendees, stated the purpose of the meeting, described the work performed by DPHCD, and that funds must benefit individual and families who are low / moderate income. Mr. Sullivan also introduced staff members Jennifer Clarke, DPHCD Deputy Director and Joseph Maia, DPHCD Grants Compliance Coordinator. These two staff members will be responsible for working with subrecipients thru the RFP process and if funded during the course of the program year.

Mr. Sullivan then described the agenda and purpose of the public meeting. In 2015 our Department completed its 5-Year Consolidated Plan 2015-2020 and is now going into the 3rd year of the 5-Year process. During the public meeting and presentation, we will be discussing DPHCD'S three (3) funding sources from the Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG), HOME Program and Emergency Solution Grant (ESG), reviewing our overall performance measurements and outcomes for this past program year, obtain input from the audience and community about our Action Plan, and finally discussing the upcoming RFP process.

The Department of Planning, Housing and Community Development is a city department that provides a variety of community services and programs that benefit primarily individuals and households who are low and moderate income. Programs and services include Housing Rehabilitation, Economic Development, Infrastructure Improvements, Parks and Playground Improvements and a variety of different initiatives.

Why are we here? To help with the Request for Proposal (RFP) process but most importantly to get community input / comments and/or engage the community to understand their hidden needs. Through this type of community engagement, it helps our department understand / indentify projects that best meet and address the needs of the community. Mr. Sullivan stressed the crucial importance of community input in guiding our actions, programs and services.

Patrick Sullivan, Director and Jennifer Clarke, Deputy Director, of DPHCD delivered the PowerPoint presentation on the Consolidated Plan and the Action Plan. The presentation summarized the mission of DPHCD and its federal funding sources, described eligible and ineligible activities, discussed projected budgets, and highlighted recent housing and community development projects funded with CDBG, HOME, and ESG funds.

Mr. Sullivan presented the Action Plan calendar and the important dates of the Action Plan process, including the technical assistance workshop. Mr. Sullivan then opened up the floor for questions and comments. All input and comments will be incorporated into the Annual Action Plan.

Marjorie Ursini from the Early Learning Center stated that she represents a non-profit childcare facility that has been in New Bedford for the past 48 years that is located on Hillman Street in the old Vocational School building. The children served at the facility are 90 percent LMI. Ms. Ursini is requesting assistance to rehab the facility and playground in order to continue to provide affordable childcare services for the community. Ms. Ursini also stated that what was previously acceptable for code and license is no longer the case. The facility has to be update in order to meet current code requirements.

Shelly Correia from the Harbour House Family Shelter stated that the center has been fortunate to be a current and past recipient of ESG Funds. Harbour House will be submitting another ESG funding request this year and is seeking to hire more staff, pay for utilities and ultimately be able to house additional homeless families. Ms. Correia expressed her gratitude and thanked the city.

Erica Scott from South Coastal Counties Legal Services (SCCLS) said that they are the only non-profit in the city that provides free legal civil aid to low income households and the elderly in New Bedford. SCCLS's mission is to achieve equal justice for the poor and disadvantaged through the provision of free community legal aid. Ms. Scott shared some good news that the New Bedford SCCLS Center on South Six Street will be re-opening in March. The entire building and grounds were recently renovated. Ms. Scott recognized the partnership between SCCLS and city and thanked DPHCD for its continued financial support.

Kenneth Pina is a Dartmouth resident and stated that he has a concern with the Beauregard-Pina Park located off Rivet Street. Mr. Pina said that the park was named after two Marines that were killed in Vietnam, one of which was his brother. The park is in deplorable condition and needs significant improvements. Mr. Pina hopes that funds will be used in the near future to make these much needed improvements. Also, he is very concerned about the city's homeless population.

Mr. Sullivan said that the Departments of Recreation and Community Development are discussing the project and partnering to do the renovations. Funding for the project has already been set-a-side but the project has been put on hold until the Route 18 road improvements and Rivet Street exit is completed. Mr. Sullivan suggested that Mr. Pina contact DPHCD in the spring to discuss the project and potentially participate in the planning process. This is a great little project and pocket park that serves Ben Rose and the Rivet Street neighborhood.

Zoe Hansen-DiBello runs the Grow Education Program that is run out of the Marion Institute. The program partners with many New Bedford Schools such as Carney Academy that has a green house. The program helps construct and manage community gardens. The community is in dire need for public spaces to gather and collectively share. Ms. Hansen-DiBello would like CDBG funds to be used to support more outdoor and public spaces programs and activities.

Debra Lee from the Council on Aging stated that the CDBG program has been wonderful to the seniors of New Bedford by supporting the centers, programs, services and coordinators. According to Ms. Lee, senior's make-up 21% of the city's population. New Bedford has the 2nd largest senior population in Massachusetts. Ms. Lee asked that the city continue to provide quality programs and services that would allow seniors to age in place and have a good quality of live. The CDBG program has been very instrumental in supporting the city's seniors.

Maura Ramsey of GroundWorks Southcoast stated that the agency is a new non-profit in the city. The support and welcome received by the city and partner organizations has been overwhelming positive. Funding from CDBG helped start the program and hire a director. The focus of the program is on leadership development in the Acushnet Avenue neighborhood in the north end to do beatification, community engagement and workforce development skills building. We look forward to continuing our relationship with the city.

Denisse Pumagualle of Dream Out Loud Center thanked our office for its continued support. Ms. Pumagualle stated that the program is a non-profit organization that provides services to the youth with a focus on the arts (music, writing, film, and design). The goal is to instruct youth with an interest in a career in the arts and providing them with proper instruction, skills and guidance. Hopefully in the future, some of these individuals will become junior instructors at Dream Out Loud. Ms. Pumagualle once again thanked the city for its continued support and funding.

Marlene Barros of North Star Learning Center stated that the organization is a non-profit that provides early education, youth services and mental health. Ms. Barros said that North Star is seeking to open up an early education program and center in the south end of the city. The newly built center will service families and children (1 month to 5 years old). North Star is seeking assistance from the city.

No additional comments, concerns or suggestions were received.

Finally, the RFP schedule was announced again and that RFPs are available at the DPHCD office and on the website and the technical assistance workshops are scheduled for Friday January 12th.

Mr. Sullivan thanked everyone for coming and adjourned the meeting at 6:45pm.

FY2018 ACTION PLAN

COMMUNITY FORUM

Location: Department of Planning, Housing and Community Development

Date: Wednesday, January 10, 2018

Registered Public Meeting Attendees: Patrick Sullivan, Joseph Maia, DPHCD; Maureen Murray, POAH Communities; Kristina da Fonseca, SouthCoast Fair Housing; Pamela MacLeod-Lima, The Women's Center; Daniel Watson, Team Builders; Martha Reed, Catholic Social Services; Helena DaSilva Hughes, Immigrants Assistance Center; Allison Yates Berg, United Way of GNB; Maureen Roy, Steppingstone, Inc; Sara Quintal, Azorean Maritime Heritage Society; Abbey Hevey, Coastal Foodshed

The meeting began at 6:10pm.

Patrick Sullivan, Director of the Planning, Housing and Community Development Department (DPHCD) welcomed the attendees, stated the purpose of the meeting, described the work performed by DPHCD, and that funds must benefit individual and families who are low / moderate income. The City of New Bedford is an Entitlement Community that is a direct recipient of three funding sources: Community Development Block Grant (CDBG), HOME Program and Emergency Solution Grant (ESG). Additional information about the programs, eligibility will be discussed during the power point presentation.

In 2015 our Department completed its 5-Year Consolidated Plan 2015-2020 and is now going into the 3rd year of the 5-Year process. During the consolidated planning process, DPHCD conducted a needs assessment to better understand the city's community development needs and priorities. The purpose of the community forum meetings is to listen to your thoughts, ideas, and suggestions and see how they align with our 5-year needs and priorities. Along with community input, the DPHCD uses census data and community surveys to guide our decision making process.

Patrick Sullivan, Director and Joseph Maia, Grants Compliance Coordinator, of the Department of Planning, Housing, and Community Development (DPHCD) delivered the PowerPoint presentation on the Consolidated Plan and the Action Plan. The presentation summarized the mission of DPHCD and its federal funding sources, described eligible and ineligible activities, discussed projected budgets, and highlighted recent housing and community development projects funded with CDBG, HOME, and ESG funds.

Mr. Sullivan presented the Action Plan calendar and the important dates of the Action Plan process, including the technical assistance workshop. Mr. Sullivan then opened up the floor for questions and comments. All input and comments will be incorporated into the Annual Action Plan.

Helena DaSilva Hughes of the Immigrants Assistance Center stated that they will once again be applying for CDBG funds to support their programs that provide non-english speaking residents with translation services, financial resources and connecting to existing programs and services. Ms. Hughes said that the majority of client served are LMI. The overall need for services has been steadily growing and the center is seeing more clients with diverse and complex issues and needs. The center continues to expand programs and services based on changing needs. Ms. Hughes concluded by thanking the city and the CDBG program for its continued support.

Mr. Sullivan stated that the United Way and Immigrants Assistance have been on the front line of assisting individuals and families from Puerto Rico displaced by the recent hurricanes. Approximately 180 families have moved to New Bedford in the past few months. The need for programs and services is definitely growing, especially for this unique population.

Allison Yates Berg of the United Way stated that up to 180 families and 500 individuals from Puerto Rico have been displaced and are in New Bedford. On another note, Ms. Yates Berg said that the United Way has been busy for the past few months doing outreach and evaluation as part of the South End Engagement process. As a result, the South End Engagement group identified a few target streets and sidewalks for improvement. Edward Bates from DPHCD has the analysis and recommendations.

Pamela MacLeod-Lima of the Women's Center stated the her agency had recently purchased a mixed use building with commercial on the ground floor and a number of residential units above. The Women's Center would like to covert one of the units into a handicap accessible unit. Ms. MacLeod-Lima asked if they should apply thru the regular housing rehab application process or the CDBG RFP.

Mr. Sullivan responded and said that the Women's Center must submit a CDBG RFP for this type of project. DPHCD staff are available to provide technical assistance.

Kristina da Fonseca of the South Coast Fair Housing program said that the agency is seeing a growing trend of more homeless individuals and families seeking services for housing discrimination. As a result, these folks are experiencing prolonged episodes of homelessness. Ms. da Fonseca said that her agency recently received a complaint related to a homeless transgender person being discriminated at homeless facilities. Ms. da Fonseca offered to do some outreach to homeless agencies and conduct discrimination and fair housing education workshops. It is unclear if this is isolated to one agency or occurrence.

Mr. Sullivan responded and said that HUD has recently issued an Equal Access Rule with additional guidance materials and specific regulations. All CoC and ESG recipients have been issued this information.

Martha Reed from Catholic Social Services stated that her agency has clearly seen more need for homeless programs, services and affordable housing. Ms. Reed was concerned that the homeless situation was not improving. For example, last year CSS received 1810 calls for services. This year, 45 families received Rapid Re-Housing while 19 families received Homeless Prevention thru the ESG Program. Ms. Reed was also concerned that the Sister Rose Overflow Shelter was in danger of running out of funds. The Overflow Shelter has now been open for 17 consecutive days in a row. In terms of available funds, the Overflow Shelter has enough funds for 4 more days. CSS will be applying for ESG funds.

Allison Yates Berg of the United Way stated that many of the families from Puerto Rico are currently doubled up. Many of these families have issues with the schools system, ESOL and especially childcare needs. Ms. Yates Berg suggested that HUD should be made aware of this dire situation.

Mr. Sullivan said that the Puerto Rico Committee will work with Darlene from the United Way to do a supplemental survey to understand the overall characteristics and level of need. For example, the School Department reported that 900 McKinney Vento students were either homeless, doubling up and/or couch surfing.

No additional comments, concerns or suggestions were received.

Finally, the RFP schedule was announced again and that RFPs are available at the DPHCD office and on the website and the technical assistance workshops are scheduled for Friday January 12th.

Mr. Sullivan thanked everyone for coming and adjourned the meeting at 6:55pm.



1 Johnny Cake Hill
New Bedford, MA 02740

April 23, 2018

Patrick J. Sullivan, Director
Office of Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740

Dear Mr. Sullivan:

On behalf of Dream Out Loud Center, Inc., I would like to extend my support after reviewing the Draft FY 2018 Annual Action Plan.

The Community Development Block Grant funds have been vital to our Teen Creative Careers Program, and have allowed us to service over 100 youth this past year. Our program provides teens with a structured setting that allows them to express their community solutions through creative writing, art, and music. Students communicate their positive messages to a wide demographic audience in the community by performing, producing CD's and distributing publications. Students also attended community events such as AHA and participated in college and career exploratory activities.

Without funding such as The Community Development Block Grant, many of our students would not have a safe, productive place to attend after-school and would most likely turn to gangs, drugs and other illegal activity that is destructive to our community. The Community Development Block Grant has given our youth the opportunity to become active community members and positive role models for their peers.

I look forward to our continued work together.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracy Furtado-Chagas".

Tracy Furtado-Chagas
Executive Director



PEOPLE ACTING IN COMMUNITY ENDEAVORS

President - Nancy Feeney

Executive Director - Bruce Morell

April 25, 2018

Patrick J. Sullivan, Director
Department of Planning, Housing and Community Development
608 Pleasant St.
New Bedford, MA 02740

Dear Mr. Sullivan,

I appreciate the opportunity to provide some feedback regarding HOME, CDBG and ESG funding contained in the Department of Planning, Housing and Community Development 2018 Draft Annual Action Plan. The positive impact of these funds in the community can't be overstated. For PACE, HOME funds are allowing our YouthBuild Program to rehabilitate a single family home that will be sold to a first time homebuyer and allowed PACE to leverage another \$935,200 in the form of a Department of Labor YouthBuild Grant. The Emergency Solutions Grant funding has allowed us to address some of the priority needs around homelessness for both families and individuals. ESG funding for both rapid re-housing and homelessness prevention has allowed us to make substantial progress in assisting the number of homeless people in our community. The co-ordination and co-operation within the New Bedford Homeless Service Provider Network has been invaluable in attacking some of New Bedford's problems and has developed into a community institution because of the support of you personally, the City of New Bedford and your staff has given.

PACE acts as fiscal sponsor for many small grassroots organizations and some of them have received CDBG funds. As the Executive Director of New Bedford's Community Action Agency I see daily the importance of CDBG funds. Community Development Block Grant funding has provided the base for a variety of important community improvements, all with the goal of improving the quality of life for residents. These funds have also helped the city leverage additional resources. I believe we have made great strides toward meeting the objectives in the Consolidated Plan.

It is also my pleasure to work with such a dedicated and professional staff at the City of New Bedford's Office of Planning, Housing and Community Development. You have listened to the community, identified needs and developed plans that have made significant progress in meeting the objectives in the Consolidated Plan. Under your leadership the Office of Planning, Housing and Community Development has been a leader in assisting organizations and agencies looking to better the lives of all those living in New Bedford. We fully support the Department of Planning, Housing and Community Development 2018 Draft Annual Action Plan.

Sincerely,

Bruce Morell

Bruce Morell, Executive Director

PACE, Inc.

President - Cheryl M. Cabral Executive Director - Bruce Morell



CITY OF NEW BEDFORD

PARKS, RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



Patrick J. Sullivan, Director
Office of Planning, Housing and Community Development
608 Pleasant Street
New Bedford, MA. 02740

April 23, 2018

Dear Patrick,

I am writing to support the FY18 Community Development Block Grant (CDBG) Program and the Emergency Solutions Grant (ESG) Program Action Plan for the City of New Bedford. The New Bedford Office of Housing & Community Development's Non-Housing Objectives support and promote vital community-based public services by allowing funded agencies to serve low and moderate income and at risk persons, households and special needs populations. The funding provided by CDBG allows us to deliver services to this community in underserved areas of our city.

CDBG funding for recreational and employment readiness programs allows us to provide direct services to at risk families and individuals through three separate programs. In our Let's Move Beyond the Bell program we are able to provide free after school programs at schools in New Bedford with low to very low income populations meeting a vital community need for supervised out of school time educational opportunities. We are continuing to grow our Full STEAM Ahead curriculum at these programs providing city youth with hands on learning opportunities. The Kennedy Summer Day Program provides quality out of school time accommodation for families during the summer months with additional CDBG funds. CDBG funds also allow us to provide summer food to at risk children and youth in the city by providing funds to employ youth to deliver the food and recreational activities in city parks and other sites with our Seasonal Training Employment Program. The seasonal jobs program helps to meet the identified need for job training and job readiness for city youth who receive job coaching throughout the year in after school and other direct service programs while also providing much needed income for youth and families.

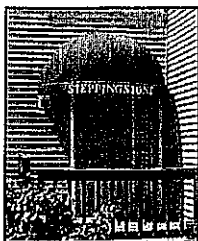
We are blessed to have this funding in our City providing much needed revenue for public services and infrastructure improvements that enhance the quality of life for all City residents. The OPHCD staff is conscientious, thorough and committed to improving the life of residents in the City of New Bedford.

Sincerely,

Mary S. Rapoza
Director

ADMINISTRATIVE OFFICES
181 HILLMAN STREET, BLDG. #3
NEW BEDFORD, MA 02740
PHONE 508-961-3015

MAILING ADDRESS
181 HILLMAN STREET
BOX #9, NEW BEDFORD, MA 02740
FAX 508-991-6175



Steppingstone, Inc.

Men's Recovery Home
466 North Main Street
Fall River, MA 02720
508-674-2788 x 102

Woman's Treatment Program
522 North Main Street
Fall River, MA 02720
508-674-2788 x 101

Woman's Treatment Program
979 Pleasant Street
New Bedford, MA 02740
508-984-1880 x 124

Outpatient Treatment
542 North Main Street
Fall River, MA 02720
508-674-2788 x 120

Next Step Home Program
506 North Main Street
Fall River, MA 02720
508-674-2788 x 213

Graduate Program
506 North Main Street
Fall River, MA 02720
508-674-2788 x 118

Graduate Program
977 Pleasant Street
New Bedford, MA 02740
508-984-1880 x 124

Transition House
542 North Main Street
Fall River, MA 02720
508-674-2788 x 118

First Step Inn
Emergency Shelter Program
175 North Main Street
Fall River, MA 02720
508-679-8001

Stone Residence
177 North Main Street
Fall River, MA 02720
508-675-4159



A United Way Agency

April 24, 2018

Mr. Patrick J. Sullivan, Director
Office of Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740

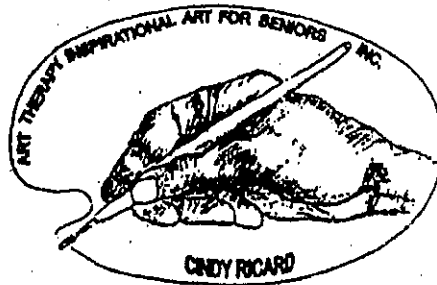
Dear Mr. Sullivan:

I have reviewed the FY 2018 Draft Action Plan and the Draft Consolidated Plan and wish to take this opportunity to comment on the plans during this public comment period. I feel the plans accurately identify and address the needs of our New Bedford community. The plans clearly outline activities that will be funded utilizing Community Development Block Grants (CDBG), Emergency Shelter Grants (ESG), and the HOME Investment Partnership (HOME) Program. It contains recommendations for specific projects and services to address housing, community development, emergency shelter, and homeless needs which are consistent with the needs of New Bedford. Furthermore, I feel these activities identified in the plan will positively impact the quality of life for the City's low and moderate-income residents. Also, these projects and services directly benefit our agency and the population we serve within the city.

As always, we applaud the work of your Department and the City of New Bedford, and your continued dedication to improving this City for all community members!

Sincerely,

Amy Rapoza
New Bedford Women's Program Supervisor
Steppingstone Incorporated



Art Therapy Inspirational Art For Seniors Inc.
P.O. Box 61325 - New Bedford, MA 02746-0325

Patrick J Sullivan Director , 4/20/18
Department of Planning, Housing & Community
Development.

The senior citizen of New Bedford, have a great opportunity to have Art Therapy Inspirational Art for Seniors, Inc. At Brooklawn . This art program reaches out to all seniors we have 12 to 15 client in each class Monday, Tuesday and Thursday from 9:00AM to 1:00PM, painting in oil and water color. All the senior have an opportunity creating a unique piece of art, seniors citizen need to focus on their immediate surroundings and generate self-confidence in their older years. I'm very greatfull to Patrick J. Sullivan for all the support . Draft FY 2018 Annual Action Plan.

Cynthia Ricard Director

Youth Opportunities Unlimited, Inc.
Victory Park Warming House
224 Brock Avenue, New Bedford, MA 02744
508-954-6586
www.YOUnb.org



April 9, 2018

Mr. Patrick J. Sullivan, Director
City of New Bedford
Office of Housing & Community Development
608 Pleasant Street
New Bedford, MA 02740

Re: FY 2018 Draft Annual Action Plan

Dear Mr. Sullivan:

After reviewing the 2018 Draft Annual Action Plan, Youth Opportunities Unlimited, Inc. (Y.O.U.) fully endorses the Plan's content and objectives.

With CDBG funding and consistent with its primary objectives, a significant number of LMI individuals have been receiving much-needed services and are being provided with opportunities not otherwise available to them. Whereas many members of the Y.O.U. Board and Staff are City residents, they can attest firsthand to the meaningful impact of CDBG funds upon improving the quality of life in City neighborhoods. Thus, Y.O.U. is pleased to endorse the Plan and to continue working with community partners at enhancing the quality of life for the City's low and moderate income residents.

Sincerely,

A handwritten signature in cursive script, reading 'Bernadette M. Souza', is written over a horizontal line.

Bernadette M. Souza
Executive Director



BUTTONWOOD PARK ZOOLOGICAL SOCIETY, INC.

425 Hawthorn Street, New Bedford, Massachusetts 02740
Phone: 508-991-4556 • Fax: 508-991-2334 • www.bpzoo.org

April 23, 2018

Mr. Patrick J. Sullivan, Director
Department of Planning, Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740

Dear Mr. Sullivan,

Thank you for allowing us to review the FY18 Action Plan. We at the Buttonwood Park Zoological Society have reviewed the FY18 Action Plan and are impressed by the City's commitment to address the needs articulated in the Five-Year Consolidate Plan. In particular, we hope to receive the Community Development Block Grant funding, which will help us achieve a long-term goal of offering environmental and conservation based after school programs to economically disadvantaged youth in New Bedford. We are especially happy to be partnering with Dennison in this endeavor.

The Buttonwood Park Zoological Society was founded in 1969. Since this time, we have worked toward our mission of assisting the Buttonwood Park Zoo in providing safe, quality recreation in an atmosphere which fosters a commitment to environmental education and conservation for children and adults in our community.

We respectfully submit this letter of support for the FY 2018 Action Plan. Please feel free to contact me with any additional information you may need.

Sincerely,

Nicole Jackman
Grant Specialist
Buttonwood Park Zoological Society
508.991.4556 x121
njackman@bpzoo.org

A private, nonprofit charitable organization supporting educational programming and family events at the Buttonwood Park Zoo.



DEPARTMENT OF COMMUNITY SERVICES
COUNCIL ON AGING DIVISION

CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

COUNCIL ON
AGING
181 HILLMAN
STREET
NEW BEDFORD, MA
02740
TEL: 508.991.6250
FAX: 508.979.1514

April 30, 2018

Community Development
608 Pleasant Street 2nd Floor
New Bedford, MA 02740

Re: 2018 Action Plan

SENIORSCOPE
NEWSPAPER
181 HILLMAN STREET
BLDG. 9
NEW BEDFORD, MA
02740
TEL: 508.979.1510
508.979.1544
FAX: 508.979.1514

I wanted to take a moment on behalf of the New Bedford Council on Aging Board of Directors to express my thoughts on this year's action plan. The Council first of all is very pleased with the tireless work of Community Development. This plan shows that a great deal of work and forethought has gone into the process. As you know, The New Bedford Council on Aging works very hard to meet the various needs of its residents. They could not do the great work that they do without the ongoing support of the Community Development dollars.

BUTTONWOOD
CENTER
1 ONEIDA STREET
NEW BEDFORD, MA
02740
TEL: 508.991.6170
EXT. 5
FAX: 508.
979.1726

The Board would like to take this opportunity to tip its hat off to you as a City Department in the work that you do to help those who are so often less fortunate, to speak for those who more often than not are not able to speak for themselves. The work you do is not only a voice crying from the wilderness for the struggles and hurdles that face our elder population today, but because of your commitment you are a voice that demands to be heard.

NEW BEDFORD
ADULT SOCIAL DAY
1997 ACUSHNET
AVENUE
NEW BEDFORD, MA
02745
508-961-3100

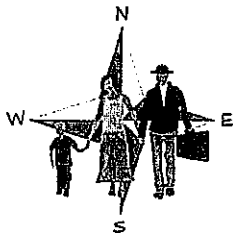
Thank you from the bottom of our hearts, because of you and agencies like ours which are so committed we are making a significant difference in the quality of life for so many.

Sincerely,

Bruce Duarte, Sr.
Chairperson for the New Bedford Council on Aging

HAZELWOOD
CENTER
553 BROCK AVE.
NEW BEDFORD, MA
02744
TEL: 508.991.6208
FAX: 508.961.6163

SENIOR TRAVEL
PROGRAM
553 BROCK AVE.
NEW BEDFORD, MA
02744
TEL: 508.991.6171
FAX: 508.991.6163



IMMIGRANTS' ASSISTANCE CENTER, INC

April 30, 2018

Mr. Patrick J. Sullivan, Director
Department of Planning, Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740

Dear Mr. Sullivan:

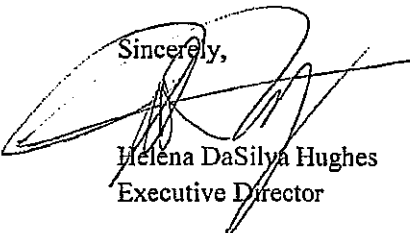
The Immigrants' Assistance Center, Inc. (IAC) is pleased to submit a letter of support to the Department of Planning, Housing and Community Development's Annual Action Plan for FY 2018. The Action Plan describes how federal grant funds and anticipated program income will be used in the coming year to address priority needs and objectives identified in the City's five year Consolidated Plan.

The grant that the IAC receives from Community Development Block Grant allows the IAC to provide social services to the Non-English Speaking residents of the city of New Bedford who are low-income. Through this grant the IAC is able to assist the non-English speakers become aware of regulations, guidelines, and programs and give the immigrant community the tools which will allow them to be connected to mainstream resources. In return the immigrant community can facilitate their lives financially, feel less isolated and are able to integrate into the mainstream community.

The funds from Community Development Block Grant makes a tremendous impact on the lives of the low income non-English Speakers of the city of New Bedford on a daily basis without the support of CDBG the IAC would not be able to provide assistance to this much needed venerable community.

I strongly urge you to support the City of New Bedford Annual Action Plan for FY 2018.
Thank you in advance for your support.

Sincerely,



Helena DaSilva Hughes
Executive Director

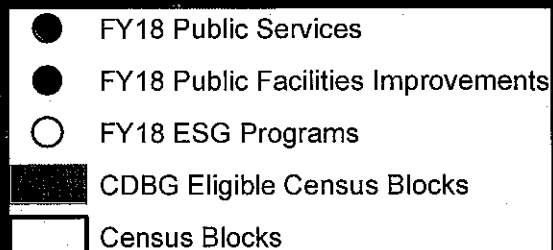
HDSH/ad

APPENDIX II

Grantee Unique Forms

- Geographic Distribution Map
- HOME Affordable Housing Restriction
 - HOME Mortgage
 - HOME Promissory Note
 - ESG Written Standards
- ESG Performance Standards for Evaluating
 - Coordinated Entry System & Protocols
 - FY2018 Detailed Budget

FY18 New Bedford CDBG and ESG Projects and Services



0.5 0.25 0 0.5 1 1.5 2



HOME INVESTMENTS PARTNERSHIP PROGRAM
AFFORDABLE HOUSING RESTRICTION

applicant's names with an address of **property address**, New Bedford, Massachusetts (the "Borrower") grants with quitclaim covenants, to The City of New Bedford by and through the Department of Planning, Housing & Community Development, having a mailing address of 608 Pleasant Street, New Bedford, Massachusetts, its successors and permitted assigns (the "Lender"), exclusively for the purpose of ensuring retention of housing for occupancy by low income persons and families, the following described Affordable Housing Restriction on a parcel of land located in New Bedford, Massachusetts, said parcel being described in Exhibit A attached ("Premises").

The terms of this Affordable Housing Restriction, authorized by G.L. c. 184, 31-33 and otherwise by law, are as follows:

1. The purpose of this Affordable Housing Restriction is to assure that the Premises will be retained as affordable housing for occupancy by low and very low-income families.
2. The Borrower intends, declares and covenants, on behalf of itself and its successors and assigns, that the covenants and restrictions set forth in this Affordable Housing Restriction regulating and restricting the use, occupancy and transfer of the Premises (i) shall be and are covenants running with the Premises, encumbering the Premises for a term of **years** following completion of the Project (as defined below), which shall in no event occur later than six (6) months after the date hereof, binding upon the Borrower's successors in title and all subsequent owners of the Premises, (ii) are not merely personal covenants of the Borrower, and (iii) shall bind the Borrower and its successors and assigns (and the benefits shall inure to the Lenders and to any past, present or prospective tenant of the Premises). The Borrower acknowledges that it has received assistance from the Lender in developing the Premises as affordable rental housing, which assistance includes a loan from the Lender under the HOME Investments Partnership program (the "HOME Program"). This Affordable Housing Restriction shall continue in force for its stated term regardless of the prior repayment of such loan.
3. This Affordable Housing Restriction is intended to be construed as an affordable housing restriction as defined in Section 31 of Chapter 184 of the Massachusetts General Laws which has the benefit of Section 32 of said Chapter 184, such that the restrictions contained herein shall not be limited in duration by any rule or operation of law. The Borrower hereby agrees that any and all requirements of the laws of The Commonwealth of Massachusetts to be satisfied in order for this Affordable Housing Restriction to constitute deed restrictions and covenants running with the land shall be deemed to be satisfied in full and that any requirements of privity of estate are intended to be satisfied, or in the alternative, that an equitable servitude has been created to insure that this Affordable Housing Restriction runs with the land.
4. Each and every contract, deed or other instrument hereafter executed conveying the Premises or portion thereof shall expressly provide that such conveyance is subject to this Affordable Housing Restriction, provided, however, that the covenants contained herein shall survive and be effective regardless of whether such contract, deed or other instrument hereafter executed conveying the Premises or portion thereof provides that such conveyance is subject to this Affordable Housing Restriction.
5. The Premises shall be used for **#of multi-family units** of multi-family rental housing and **#of owner occ units** occupied by the owner, for a total of **total # of units** (the "Project"). Each unit in the Project shall contain complete facilities for living, sleeping, eating, cooking and sanitation which are to be used on other than a transient basis. Each unit in the Project shall meet the housing quality standards set forth in the regulations of the Department of Housing and Urban Development as 24 C.F.R. 882.109 or any successor thereto.
6. (a) The Borrower shall not discriminate on the basis of race, creed, color, sex, age, handicap, marital status, sexual preference, national origin or any other basis prohibited by law in the lease, use and occupancy of the Project or in connection with the employment or application for employment of persons for the operation and management of the Project. The Borrower shall not discriminate against, or refuse to lease, rent or otherwise make available units in the Project to, a holder of a certificate of family participation under the Federal Rental Certificate Program (24 C.F.R. Part 882) or a rental voucher under the Federal Rental Voucher Program (24 C.F.R. Part 887) or a holder of a comparable document evidencing participation in a HOME Program tenant-based assistance program because of the status of the prospective tenant as a holder of such certificate of family participation, rental voucher or comparable HOME Program tenant-based assistance document.
 - (b) The Borrower shall adopt and submit to Lender for approval resident selection policies and criteria acceptable to Lender that:
 - (i) Are consistent with the purpose of providing housing for Low-Income Families and Very Low-Income Families, as defined below and required herein;
 - (ii) Are reasonably related to HOME Program eligibility of prospective tenants and to the prospective tenants' ability to perform the obligations of the Borrower's form lease;
 - (iii) Give reasonable consideration to the housing needs of Families that would have preference under 24 CFR 960.211 (Federal selection preferences for admission to public housing); and
 - (iv) Provide for (x) the selection of residents from a written waiting list in the chronological order of their application, insofar as practicable and (y) the prompt written notification to any rejected applicant of the grounds for any rejection.
7. (a) During the term of this Affordable Housing Restriction, the Project rental units, to be defined as **# of restr. units** in the Project shall be leased exclusively to Families (as defined below) whose annual incomes are less than sixty

percent (60%) of the median income for the Area (as defined below) ("Very Low-Income Families") based on family size as determined by the U.S. Department of Housing and Urban Development ("HUD"). A "Family" is defined as one or more individuals occupying a unit and satisfying the standards adopted by HUD for the so-called Section 8 Program under the United States Housing Act of 1937 and promulgated at 24 C.F.R. Part 812. The "Area" is defined as MSA. A Family's annual income shall be the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family (other than children under the age of 18 years), including all net income derived from assets for the 12-month period following the effective date of certification of income. Annual Income specifically includes and excludes certain types of income as set forth in, and shall be determined in accordance with, 24 C.F.R. 813.106 (or any successor regulations).

(b) Additionally, the monthly rent charged to tenants of the Project shall not exceed the lesser of:

- (i) The fair market rent for existing housing for comparable units in the Area as established by HUD under regulations promulgated at 24 C.F.R. 888.111 (or successor regulations), less the monthly allowance for the utilities and services (excluding telephone) to be paid by the tenant; or
- (ii) An amount equal to thirty percent (30%) of the monthly adjusted income of a Family whose gross income equals sixty-five percent (65%) (or such higher or lower percentage as may be established by HUD pursuant to applicable regulations under the HOME Program) of the median income for the Area, as determined by HUD, with adjustment for the number of bedrooms in the unit, as provided by HUD. In determining the maximum monthly rent that may be charged for a unit under this clause (ii), the Borrower shall subtract from the above amount an allowance for any utilities and services (excluding telephone) to be paid by the resident. Monthly adjusted income shall equal one-twelfth of adjusted income. Adjusted income shall be as defined in 24 C.F.R. 813.102 using assumptions provided by HUD.

(c) If at any time less than the required percentage of units in the Project are leased, rented or occupied by Very Low Income Families as a result increases in the incomes of existing tenants, the next available units shall all be leased, rented or otherwise made available to a Very Low Income Families until the required percentage of units occupied by Very Low Income Families is again obtained. Subject to the foregoing, available units shall be leased, rented or otherwise made available to Low Income Families. In addition to the foregoing, a Family who no longer qualifies as a Low Income Family as a result of increased income must pay as monthly rent the lesser of (x) the maximum amount payable by the Family under the laws of the City of New Bedford or The Commonwealth of Massachusetts or (y) thirty percent (30%) of the Family's monthly adjusted income (as defined above) as recertified annually.

8. The Borrower represents, warrants and covenants that the determination of whether a Family meets the income requirements set forth herein shall be made by Borrower at the time of leasing of a unit in the Project and thereafter at least annually on the basis of the current income of such Family. Borrower shall maintain as part of its Project records copies of all leases of units in the Project and all initial and annual income certifications by tenants of the Project. Within 60 days after the end of each calendar year of occupancy of any portion of the Project, the Borrower shall provide to the Lender annual reports consisting of certifications regarding the annual and monthly gross and adjusted income of each Family occupying a unit at the Project. With respect to Families who moved to the Project in the prior year, the annual report shall also include certifications regarding the annual and monthly gross and adjusted incomes of such Families at the time of their initial occupancy at the Project. The annual reports shall be in a form approved by the Lender and shall contain such supporting documentation as the Lender shall reasonably require. In addition to the foregoing, Borrower shall keep such additional records and prepare and submit to Lender such additional reports as Lender may deem necessary to ensure compliance with the requirements of this Affordable Housing Restriction and of the HOME Program.

9. Prior to initial occupancy of the Project and annually thereafter as part of the annual reports required under Section 8 above, Borrower shall submit to Lender a proposed schedule of monthly rents and monthly allowances for utilities and services for all units in the Project. The rent schedule shall include both the maximum rents applicable to units under Subsections 7(b) and 7(c) above as well as the actual rents to be charged to over-income Families under Subsection 7(d) above. Such schedule shall be subject to the approval of Lender for compliance with the requirements of Section 7 above. After approval of a schedule of rents and allowances by Lender, rents shall not be increased without the Lender's prior written approval of either (x) a specific request by Borrower for a rent increase or (y) the next annual schedule of rents and allowances. Notwithstanding the foregoing, rent increases shall be subject to the provisions of outstanding leases and shall not be implemented without at least 30 days' prior written notice by Borrower to all affected tenants.

10. The Borrower shall not include in any lease for a unit in the Project any of the following provisions:

- (i) Agreement by the tenant to be sued, to admit guilt or to a judgment in favor of the Borrower in a lawsuit brought in connection with the lease.
- (ii) Agreement by the tenant that the Borrower may take, hold, or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the unit after the tenant has moved out of the unit. The Borrower may dispose of such personal property in accordance with state law.
- (iii) Agreement by the tenant not to hold the Borrower or the Borrower's agents legally responsible for any action or failure to act, whether intentional or negligent.

- (iv) Agreement of the tenant that the Borrower may institute a lawsuit without notice to the tenant.
- (v) Agreement by the tenant that the Borrower may evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.
- (vi) Agreement by the tenant to waive any right to a trial by jury.
- (vii) Agreement by the tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.
- (viii) Agreement by the tenant to pay attorney's fees or other legal costs even if the tenant wins in a court proceeding by the Borrower against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.

All leases for units in the Project shall be for terms of not less than one (1) year, unless by mutual agreement between the tenant and Borrower, and shall require tenants to provide information required for the Borrower to meet its reporting requirements hereunder. Borrower may not terminate the tenancy or refuse to renew the lease of an occupant of the Project except (i) for serious or repeated violation of the terms and conditions of the lease; (ii) for violations of applicable federal, state or local law; or (iii) for other good cause. Any termination or refusal to renew must be preceded by not less than thirty (30) days by Borrower's service on the tenant of a written notice specifying the grounds for the action.

11. The Borrower may not sell, transfer or exchange all or any portion of the Project without the Lender's prior written consent.

12. The Borrower shall not demolish any part of the Project or substantially subtract from any real or personal property of the Project except in conjunction with renovation or rehabilitation of the Project or construction of a new project on the Premises, in either case subject to the prior written consent of the Lenders, which consent may be granted or withheld in the Lenders' sole judgment. The Borrower shall not permit the use of any residential unit for any purpose other than rental housing.

13. The Borrower represents, warrants and agrees that if the Project, or any part thereof, shall be damaged or destroyed, the Borrower (subject to the approval of the lender(s) which will provide the financing) will use its best efforts to repair and restore the Project to substantially the same condition as existed prior to the event causing such damage or destruction, and the Borrower represents, warrants and agrees that the Project shall thereafter continue to operate in accordance with the terms of this Affordable Housing Restriction.

14. Any use of the Premises or activity thereon which is inconsistent with the purpose of this Affordable Housing Restriction is expressly prohibited. Borrower shall carry out each activity provided for in this Agreement in compliance with all applicable federal laws and regulations described in 24 CFR 92.350 (equal opportunity and fair housing), 92.351 (affirmative marketing), 92.353 (displacement, relocation, and acquisition), 92.355 (lead-based paint), 92.356 (conflict of interest), 92.357 (debarment and suspension) and 92.358 (flood insurance). Borrower hereby grants to Lender and its duly authorized representatives the right to enter the Premises (a) at reasonable times and in a reasonable manner for the purpose of inspecting the Premises to determine compliance with this Affordable Housing Restriction or any other agreement between Borrower and Lender and (b) after 30 days prior written notice, to take any reasonable and appropriate action under the circumstances to cure any violation of the provisions of this Affordable Housing Restriction. The notice referred to in clause (b) shall include a clear description of the course and approximate cost of the proposed cure.

15. The rights hereby granted shall include the right of Lender to enforce this Affordable Housing Restriction by appropriate legal proceedings and to obtain injunctive and other equitable relief against any violations, including without limitation relief requiring restoration of the Premises to its condition prior to any such violation (it being agreed that the Lender will have no adequate remedy at law), and shall be in addition to, and not in limitation of, any other rights and remedies available to the Lender. Borrower covenants and agrees to reimburse Lender all reasonable costs and expenses (including without limitation reasonable counsel fees) incurred in enforcing this Affordable Housing Restriction or in taking reasonable measures to cure any violation hereof, provided that a violation of this Affordable Housing Restriction is acknowledged by Borrower or determined by a court of competent jurisdiction to have occurred. By its acceptance of this Affordable Housing Restriction, Lender does not undertake any liability or obligation relating to the condition of the Premises. If any provision of this Affordable Housing Restriction shall to any extent be held invalid, the remainder shall not be affected.

16. The Lender is authorized to record or file any notices or instruments appropriate to assuring the enforceability of this Affordable Housing Restriction; and the Borrower on behalf of itself and its successors and assigns appoints the Lender its attorney-in-fact to execute, acknowledge and deliver any such instruments on its behalf. Without limiting the foregoing, the Borrower and its successors and assigns agrees to execute any such instruments upon request. The benefits of this Affordable Housing Restriction shall be in gross and shall be assignable by the Lender. The Borrower and the Lender intend that the restrictions arising hereunder take effect upon the date hereof, and to the extent enforceability by any person ever depends upon the approval of governmental officials, such approval when given shall relate back to the date hereof regardless of the date of actual approval or the date of filing or recording of any instrument evidencing such approval.

17. Any notice, request or other communication which either party hereto may be required or may desire to give hereunder shall be made in writing, and shall be deemed to have been properly given if hand delivered or if mailed by United States registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

If to Borrower:

applicant's names
property address
New Bedford, MA

If to Lender:

City Of New Bedford
Department of Planning, Housing & Community Development
608 Pleasant Street
New Bedford, MA 02740

or such other address as the party to be served with notice may have furnished in writing to the party seeking or desiring to serve notice as a place for the service of notice. A notice sent by first class mail shall be deemed given two days after mailing; a notice delivered by hand shall be deemed given upon receipt.

18. This Affordable Housing Restriction may not be amended, nor may any obligation hereunder be waived or released, without first obtaining the written consent of the Lender, which consent shall not be unreasonably withheld or delayed.

No documentary stamps are required as this Affordable Housing Restriction is not being purchased by the Lender.

Executed under seal this closing date

By:

applicant's name

applicant's name

COMMONWEALTH OF MASSACHUSETTS

Bristol, ss.

closing date

Then personally appeared the above-named applicant's names and acknowledged the foregoing instrument to be his,her,their free act and deed before me.

Notary Public
My Commission Expires:

EXHIBIT A - Property Description

City of New Bedford, MA
HOME Program
Mortgage

Name and Address of Borrower:

Name
Address
City, State, Zip

PROPERTY LOCATION: **Property Address**

This Mortgage is made this day of by and between as Borrower and the City of New Bedford, a municipality in the Commonwealth of Massachusetts, acting by and through the Department of Planning, Housing and Community Development with a mailing address at 608 Pleasant Street, New Bedford, Massachusetts 02740, as Lender.

1. BACKGROUND AND GRANTING CLAUSE

Borrower is indebted to Lender in the principal sum of ("the Loan") which indebtedness is evidenced by Borrower's Promissory Note of even date herewith (the "Note"), providing for the repayment of the Loan under certain conditions and providing for other conditions of the Loan.

TO SECURE to Lender the repayment under the Note and the performance of the covenants and agreements of Borrower contained in this Mortgage, Borrower does hereby mortgage, grant, and convey to Lender, with MORTGAGE COVENANTS, upon the STATUTORY CONDITION and with the STATUTORY POWER OF SALE the following described property located in the County of Bristol, Commonwealth of Massachusetts, which has address of , New Bedford, Massachusetts, (the "Property Address"), as more particularly described on Exhibit A attached hereto;

TOGETHER with all the buildings and improvements now or hereafter erected on such real property, and all fixtures, easements, rights, licenses, appurtenances and rents, all of which shall be deemed and remain a part of the property covered by this Mortgage; and all of the foregoing, together with said real property are hereinafter referred to as the "Property."

Borrower covenants that Borrower is lawfully seized of the estate hereby conveyed and has the right to mortgage, grant and convey the Property, and that the Property is unencumbered, except for that certain mortgage by and between the Borrower and (the "Senior Mortgage"). Borrower warrants and covenants to defend generally the title of the Property against all claims and demands, subject to encumbrances of record.

2. COVENANTS

Borrower covenants and agrees as follows:

1. **Repayment**
In the event the Borrower sells or transfers the Property before the anniversary of the Note, the Borrower shall repay to the Lender an amount as calculated under the Note.
2. **Condition of Property**
Borrower shall, within six months after the date hereof and prior to occupancy of the Property, abate or cause to be abated any and all health and safety defects at the Property. Borrower shall, within one year after the date hereof, remedy or cause to be remedied any violation of the housing quality standards set forth in the regulations of the United States Department of Housing and Urban Development at 24 CFR 982.109 or any successor regulations and the City of New Bedford's HOME Rehabilitation Standards. Lender shall have the right, pursuant to paragraph 7 below, to inspect the Property from time to time to verify compliance by Borrower with the foregoing.
3. **Prior Mortgages; Charges; Liens**
Borrower shall perform all of Borrower's obligations under the Senior Mortgage, including Borrower's covenants to make payments when due. Borrower shall pay or cause to be paid all taxes, assessments and other charges, fines and impositions attributable to the Property which may attain a priority over this Mortgage and leasehold payments or ground rents, if any.
4. **Hazard Insurance**
Borrower shall keep improvements now existing or hereafter erected on the Property insured against loss by fire, hazards included with the term "extended coverage," and such periods as Lender may require, subject to the terms and conditions of the Senior Mortgage.

All insurance policies and renewals thereof shall include a standard mortgage clause in favor of Lender. Lender shall have the right to hold the policies and renewals thereof, subject to the terms of any mortgage or other security agreement with a lien which has priority over this Mortgage.

In the event of loss, Borrower shall give prompt notice to the insurance carrier and to Lender. Lender may make proof of loss if not made promptly by Borrower.

If the property is abandoned by Borrower, or if Borrower fails to respond to Lender within 30 days from the date notice is mailed by Lender to Borrower that the insurance carrier offers to settle a claim for insurance benefits, subject to the rights of the mortgage under the Senior Mortgage, Lender is authorized to collect and apply the insurance proceeds at Lender's option either to restoration or repair of the Property or to the sums secured by this Mortgage.

5. **Preservation and Maintenance of Property**
Borrower shall keep the property in good repair and shall not commit waste or permit impairment or deterioration of

the Property. If this Mortgage is on a unit in a condominium or a planned unit development Borrower shall perform all of Borrower's obligations under the declaration or covenants creating or governing the condominium or planned unit development, the by-laws and regulations of the condominium or planned unit development, and constituent documents. Borrower shall not use the Property for other than his or her primary residence during the term of the Note. Leasing of the Property shall not be permitted without prior written consent of the Lender, which consent may be granted or withheld in the Lender's sole discretion.

6. **Protection of Lender's Security**

If Borrower fails to perform the covenants and agreements contained in this Mortgage, or if any action or proceeding is commenced which materially affects Lender's interest in the Property, then Lender, at Lender's option, upon notice to Borrower, may disburse such sums, including reasonable attorney's fees, and take such actions as are necessary to protect Lender's interest, and any expense so incurred by Lender shall be secured by this Mortgage.

7. **Inspection**

Lender may make cause to be made reasonable entries upon and inspections of the Property, provided that Lender shall give Borrower notice prior to any such inspection specifying reasonable cause thereafter related to Lender's interest in the Property.

8. **Condemnation**

The proceeds of any award or claim for damages, direct or consequential, in connection with any condemnation or other taking of the Property, or part thereof, or for conveyance in lieu of condemnation are hereby assigned and shall be paid to Lender, subject to the terms and conditions of the Senior Mortgage.

9. **Borrower Not Released; Forbearance by Lender Not a Waiver**

Extension of the time for payment or modification of the conditions of the terms for payment of the sums secured by this Mortgage granted by Lender to any successor in interest of Borrower shall not operate to release, in any manner, the liability of the original Borrower and Borrower's successors in interest. Lender shall not be required to commence proceedings against such successor refuse to extend time for payment or otherwise modify amortization of the sums secured by this Mortgage by reason of any demand made by the original Borrower and Borrower's successors in interest. Any forbearance by Lender in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be waiver of or preclude the exercise of any such right or remedy.

10. **Successors and Assigns Bound; Joint and Several Liability; Co-signers**

The Borrower's interest under the Note and this Mortgage may not be transferred, assigned, or assumed without the written consent of Lender. The covenants and agreements herein contained shall bind, and the rights hereunder shall inure to, the contained shall bind, and the rights hereunder shall inure to, the respective successors and assigns of the Lender and Borrower. All covenants and agreements of Borrower shall be joint and several.

11. **Notice**

Except for any given notice required under applicable law to be given in another manner, (a) any notice to Borrower provided for in this Mortgage shall be given by delivering it mailing such notice by certified mail addressed to Borrower at the Property Address, and (b) any notice by Lender shall be given by hand-delivery or certified mail to Lender's address stated herein or to such other address Lender may designate by notice to Borrower as provided herein. Any notice provided for in this Mortgage shall be deemed to have been given to Borrower or Lender when given in the manner designated herein.

12. **Governing Law; Severability**

This Mortgage shall be governed by the laws of the Commonwealth of Massachusetts. The foregoing sentence shall not limit the applicability of Federal law to this Mortgage. In the event that any provision or clause of this Mortgage or Note conflicts with applicable law, such conflict shall not affect other provisions of this Mortgage or the Note which shall be given effect without the conflicting provision, and to this end the provisions of this Mortgage and the Note are declared to be severable. As used herein, "cost," "expenses" and "attorneys' fees" include all sums to the extent not prohibited by applicable law or limited herein.

13. **Breach; Remedies**

Subject to the terms and conditions of the Senior Mortgage, upon Borrower's breach of the STATUTORY CONDITION or any covenant or agreement of Borrower in the Note or this Mortgage, including the covenant to pay when due any sums secured by this Mortgage, Lender, prior to acceleration shall give notice to Borrower as provided in Paragraph 11 thereof specifying: (1) the breach; (2) the action required to cure such breach; (3) a date, not less than 10 days for the date the notice is mailed to Borrower, by which such breach must be cured; and (4) that failure to secure such breach on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage and sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to court action to assert the nonexistence of a default or any other defense of Borrower to acceleration and sale.

If the breach is not cured on or before the date specified in the notice, Lender, at Lender's option, may declare all of the sums secured by this Mortgage to be immediately due and payable without further demand and may invoke the STATUTORY POWER OF SALE and any other remedy permitted by applicable law. Lender shall be entitled to collect all reasonable costs and expenses incurred in pursuing the remedies provided in this paragraph 13, including, but not limited to, reasonable attorneys' fees, all of which shall be secured by this Mortgage.

If the Lender invokes the STATUTORY POWER OF SALE, Lender shall mail a copy of a notice of sale to Borrower, and to any other person required by applicable law, in the manner provided by applicable law, including, but not limited to, Fannie Mae. Lender shall publish the notice of sale and the Property shall be sold in the manner prescribed by applicable law. Lender or Lender's designee may purchase the property at any sale. The proceeds of the sale shall be applied in the following order: (a) to all reasonable costs and expenses of the sale, including reasonable attorneys' fees and costs of title evidence; (b) to all sums secured with this mortgage; and (c) the excess, if any, to the person or persons legally entitled thereto.

14. **Request for Notice of Default and Foreclosure Under Superior and Inferior Mortgages or Deeds of Trust**

Borrower and Lender request the holder of any mortgage, deed of trust or other encumbrance with a lien which has

priority over this Mortgage to give Notice to Lender, at Lender's address set forth herein, of any default under the superior encumbrance and of any sale or other foreclosure. Lender also agrees to give notice to superior lender or its designee of any default under the inferior encumbrance and of any sale or other foreclosure.

15. **Borrower's Right to Reinstate**

Notwithstanding Lender's acceleration of the sums secured by this Mortgage due to Borrower's breach, subject to the terms and conditions of the Senior Mortgage, Borrower shall have the right to have any proceedings begun by Lender to enforce this Mortgage discontinued at any time prior to the earlier to occur of (i) sale of the Property pursuant to the STATUTORY POWER OF SALE contained in this Mortgage or (ii) entry of a judgment enforcing this Mortgage if (a) Borrower cures all breaches of any covenants or agreements of Borrower contained in the Note and this Mortgage; (b) Borrower pays all reasonable expenses incurred by Lender in enforcing the covenants and agreements of Borrower contained in this Mortgage and in enforcing Lender's remedies as provided in paragraph 13 hereof, including, but not limited to, reasonable attorneys' fees; and (c) Borrower takes such action as Lender may reasonable require to assure that the lien of this Mortgage, Lender's interest in the Property and Borrower's obligation to pay the sums secured by this Mortgage shall continue unimpaired. Upon such payment and cure by Borrower, the Note, this force and effect as if no acceleration had occurred.

16. **Release**

Upon the expiration of the term of the Note of upon proper payment of all sums secured by this Mortgage, Lender shall discharge this Mortgage without cost to Borrower. Borrower shall pay all costs or recordation, if any.

Witness our hands and seals this day of

Witness

COMMONWEALTH OF MASSACHUSETTS

County of Bristol, ss.,

On this of , 20 , before me, the undersigned notary public, personally appeared , and proved to me through satisfactory evidence of identification, which was , to be the person whose name is signed on the preceding document, and acknowledged to me that signed it voluntarily for its stated purpose.

Notary Public:
My Commission Expires:

Exhibit A - Property Description

City of New Bedford
HOME Program
Promissory Note

Name and Address of Borrower:
applicant's name
address
New Bedford, Massachusetts
PROPERTY LOCATION: property address

\$loan amount

Date: closing date

1. BORROWER'S PROMISE TO PAY

FOR VALUE RECEIVED, the undersigned applicant's name (the "Borrower"), promise to pay to the order of the City of New Bedford, (the "Lender"), a municipality in the Commonwealth of Massachusetts, acting by and through the Department of Planning, Housing & Community Development, which term shall include the holder from time to time of this Note, as its address at 608 Pleasant Street, New Bedford, Massachusetts 02740, or at such other place as the Lender may from time to time designate in writing, the principal sum of typed loan amount (\$loan amount) in accordance with the terms and conditions of this Note.

The Borrower also promises the following:

- A. If the Property is sold prior to the respective loan term(s) of this Note, the following applies:

The property is sold on the open market and the HOME loan (or a portion thereof) is recaptured by the City of New Bedford to be used for a HOME eligible activity.

In all cases, HOME deferred loans will be forgiven at the end of their respective terms.

If your property is sold prior to the end of the term(s) of each respective HOME loan, the HOME funds will be repaid to the City on a shared equity basis according to the following formula:

Net Proceeds = (sales price - first mortgage payoff amount - reasonable closing costs - down-payment contributed by the borrower).

- B. In the event the net proceeds of the sale, based on the aforementioned formula, are insufficient to repay the City's HOME investment, the borrower will not be responsible for the difference.
- C. If an Event of Default shall occur before the term of this note is completed, the Borrower agrees to repay to the order of the Lender or its designee an amount equal to the original principal amount of the Loan plus any interest due.
- D. The Borrower agrees to use the Property as their principal residence during the term of this Promissory Note provided that they continue to own the Property.

2. PAYMENTS

The principal balance of typed loan amount is to be a deferred loan repayable only on default and in accordance with the resale restrictions as outlined herein.

Principal for the deferred loan is due only on default, and if principal becomes due, it shall be due and payable on demand by the holder of this Note. After completing the term of the deferred loan, the principal will be forgiven provided that the Borrower is not in default under the terms of this Note.

The borrower shall make any payment due under this Promissory Note in full at the time of sale or transfer of the Property or upon the earlier occurrence of the event of Default.

ON DEMAND, together with interest after demand at the rate of eight percent (8%) per annum. The holder of this note agrees that demand for payment from the maker(s) will not be made until the earlier to occur of any one or more of the following events:

1. The death of the maker or if there is more than one maker, the death of the survivor of the maker hereof; or
2. The sale, lease, mortgage or other transfer of any kind or nature of the mortgaged property or the placement of any lien, attachment, or other encumbrance of any nature on the mortgaged property; or
3. The failure of the maker(s) to perform or to cause to be performed any of the conditions or covenants contained in this note or contained in the mortgage executed by the maker(s) used to secure this note.

3. DEFAULT

It will be an Event of Default under this Promissory Note if the following occurs:

- A. Default under any term or condition of this Promissory Note, the Mortgage, the Loan Agreement between the Borrower and the Lender.
- B. Default, continuing beyond an applicable notice or grace period, under the Mortgage.

4. PAYMENT OF NOTE HOLDER'S COSTS AND EXPENSES

If the Lender is required to initiate legal process as the result of the Borrower's default as described above, the Lender will have the right to be paid back for all of its costs and expenses incurred as a result of such default, to the extent not prohibited by applicable law. Those expenses include, for example, reasonable attorney's fees.

5. THIS NOTE SECURED BY A MORTGAGE

In addition to the protections given to the Lender under this Promissory Note, a Mortgage of the Property of even date (the "Mortgage") sets forth certain other terms and conditions that apply to the Loan and protects the Lender from possible losses which might result if the Borrower does not keep the promises made in this Promissory Note.

6. BORROWER'S WAIVERS

The Borrower waives all rights to require the Lender to do certain things to the extent permitted by law. These things are: (A) to demand payment of amounts due (known as "presentment"); (B) to give notice that amounts due have not been paid (known as "notice to dishonor"); (C) to obtain an official certification of nonpayment (known as "protest").

7. GIVING OF NOTICES

Any notices that must be given to the Borrower under this Promissory Note will be given by delivering it or by mailing it by certified mail addressed to the Borrower at the address of the Property set forth above. A notice will be delivered or mailed to the Borrower at a different address if the Borrower gives the Lender proper written notice of the Borrower's different address.

Any notice that must be given to the Lender under this Promissory Note will be given by delivering it or mailing it by certified mail to the Lender at the following address:

City of New Bedford
c/o DPHCD
608 Pleasant Street
New Bedford, MA 02740

8. RESPONSIBILITY OF PERSONS UNDER THIS NOTE

If more than one person signs this Promissory Note, each person is fully and personally obligated to keep all of the promises made in this Promissory Note. Any guarantor, surety, or endorser of this Promissory Note is also obligated to do these things. The Lender may enforce its rights under this Promissory Note against the signatories either individually or together. This means that both signatories, either individually or together, may be required to pay all of the amounts owed under this Promissory Note.

9. TERM

The term of this Promissory Note shall commence on closing date and shall end on last payment date.

10. GOVERNING LAW

This Promissory Note shall be governed by the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the Borrower has executed and delivered this Note under seal as of the day and year first above written.

Witness our hands and seals this day by # day of month/year.

Witness

applicant

COMMONWEALTH OF MASSACHUSETTS

County of Bristol, ss.,

On this day of month, 20year. before me, the undersigned notary public, personally appeared applicant, and proved to me through satisfactory evidence of identification, which was proof of ident., to be the person whose name is signed on the preceding document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

STANDARDS FOR PROVISION OF ESG ASSISTANCE IN NEW BEDFORD

1. Standard policies and procedures for evaluating individuals' and families' eligibility for Assistance under ESG.

Per 24 CFR 576.401 ESG sub-recipients must conduct an initial evaluation to determine each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) which is pending development by the Continuum of Care (CoC).

The Centralized or Coordinated Assessment process will be based on requirements established by HUD

ESG sub-recipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the participant needs; not less than once every 3 months for participants who are receiving homelessness prevention assistance, and not less than once annually for participants who are receiving rapid re-housing assistance.

At the sub-recipient's discretion, re-evaluations may be conducted more frequently than required by 24 CFR 576.401 and may also be incorporated into the case management process which must occur not less than monthly for homeless prevention and rapid re-housing participants – See 24 CFR 576.401(e) (i). Regardless of which timeframe is used, re-evaluations, must at minimum, establish that:

- The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and the program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. To determine if an individual or family is income eligible, the sub-recipient must examine an individual or family's annual income to ensure that it does not exceed the most current area income limits.

Note: Annual income must be below 30% at the time of the initial evaluation.

- When the program participant's income or other circumstances change (e.g., changes in household composition) that affects the program participant's need for assistance under ESG, the sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

Sub-recipients must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; and other Federal, State, local, or private assistance available to assist the program participant in obtaining housing stability including;

- Medicaid
- Supplemental Nutrition Assistance Program
- Women, Infants and Children (WIC)
- Federal-State Unemployment Insurance Program
- Social Security Disability Insurance (SSDI)
- Supplemental Security Income (SSI)
- Child and Adult Care Food Program, and
- Other mainstream resources such as housing, health, social services, employment, education services and youth programs that an individual or family may be eligible to receive

2. Standards for targeting and providing essential services related to street outreach.

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are *unwilling or unable* to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1) (i) of the “homeless” definition under 24 CFR Part 576.2.

As outlined in 24 CFR Part 576.101, essential services consist of:

- a) Engagement;
- b) Case management;
- c) Emergency health services – only when other appropriate health services are inaccessible or unavailable within the area;
- d) Emergency mental health services – only when other appropriate mental health services are inaccessible or unavailable within the area;
- e) Transportation; and
- f) Services for special populations.

ESG Sub-recipients must determine an individual's or family's vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that ESG funds are used to assist those with the greatest need for street outreach assistance.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency

a. Emergency Shelter Definition

The term Emergency Shelter was revised by 24 CFR Part 576.2 to mean "any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This definition excludes transitional housing. However, projects that were funded as an emergency shelter (shelter operations) under the FY 2010 Emergency Shelter Grants program may continue to be funded under the emergency shelter component under the Emergency Solutions Grants program, regardless of whether the project meets the revised definition.

b. Admission, Diversion, Referral and Discharge

Consistent with Section (a) of this document, ESG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG funded components (e.g. rapid re-housing or homeless prevention assistance) and/or referred for other mainstream resources.

ESG sub-recipients must determine that individuals and families meet criteria (1), (2), (3), or (4) of the Homeless Definition and rate the individual or family's vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive ESG funded assistance.

ESG sub-recipients must also reassess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing.

c. Safety and Shelter Needs of Special Populations

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:

- All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential

- The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter, and
- The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality

In addition, ESG sub-recipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:

- **Lead-Based Paint Requirements.** The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under ESG program and all housing occupied by program participants. All ESG sub-recipients are required to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
- **Structure and Materials.** The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
- **Access.** The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
- **Space and Security.** Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
- **Interior Air Quality.** Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
- **Water Supply.** The shelter's water supply should be free of contamination.
- **Sanitary Facilities.** Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
- **Thermal Environment.** The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.

- **Illumination and Electricity.** The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
 - **Food Preparation.** Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
 - **Sanitary Conditions.** The shelter should be maintained in a sanitary condition.
 - **Fire Safety-Sleeping Areas.** There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
 - **Fire Safety-Common Areas.** All public areas of the shelter must have at least one working smoke detector.
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.

ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

ESG sub-recipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individual or families with the greatest need receive ESG funded emergency shelter assistance.

Upon completion and implementation of the CoC's centralized or coordinated assessment system, ESG recipients shall be required to use that system to help determine an individual or families need for emergency shelter or other ESG funded assistance.

5. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

Coordination to assist the homeless and prevent homelessness will come from the leadership of the statewide Continuum of Care. Active engagement and membership in the statewide CoC or local homeless coalition is strongly encouraged. The CoC will further engage and coordinate resources amongst other entities to improve current programs and funding.

6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

The key to the success of any program is a screening and assessment process, which thoroughly explores a family's or individual's situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need.

Once in place, a centralized or coordinated assessment system will help to better match individuals and families with the most appropriate assistance. Under homelessness prevention assistance, funds are available to persons below 30% of Area Median Income (AMI), and are homeless or at risk of becoming homeless.

ESG funds can be used to prevent an individual or family from becoming homeless and/or regain stability in current housing or other permanent housing. Rapid re-housing funding will be available to those who are literally homeless to ultimately move into permanent housing and achieve housing stability.

7. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.

Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following:

- Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the Fair Market Rent limit, established by HUD.
- The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
- The rental unit must meet minimum habitability standards found at 24 CFR 576.403.
- There must be a rental assistance agreement and lease between property manager and tenant as well as the owner of property and ESG sub-recipient.
- No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period, and
- Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under Uniform Relocation Assistance

Per 24 CFR 576.106 (e), ESG sub-recipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, ESG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

Short-term rental assistance is assistance for up to 3 months of rent. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

The maximum amount of rental assistance provided and, an individual or family's level of responsibility for rent payments, over time, shall be determined by the ESG sub-recipient and shall be reflective of the individual or family's need for rental assistance and the level of financial resources available to the ESG sub-recipient.

9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, sub-recipients may use ESG funds to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits

- Utility payments
- Moving costs, and
- Some limited services costs

Consistent with 24 CFR 576.105 (c), ESG sub-recipients shall determine the type, maximum amount and duration of housing stabilization and/or relocation services for individuals and families who are in need of homeless prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

Consistent with 24 CFR 576.105(d), financial assistance for housing stabilization and/or relocation services cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA) during the period of time covered by the URA payments.

Performance Standards for Evaluating ESG

Performance Standards

The Emergency Solutions Grant funding emphasizes emergency shelter and homelessness prevention and rapid re-housing activities.

The City of New Bedford will evaluate ESG activities through the following two measurement systems:

1. **Outcome Based Evaluation:** All ESG funded agencies are required to provide qualitative and quantitative measures to aid in evaluation and to monitor progress during participation enrollment in ESG activities. Each program is required to select an outcome (from a mandated outcome list) that is aligned with the programs core services. Programs will track how many of their clients achieved the outcome and report on it to the City in quarterly reports. Outcome performance will be considered in all funding application processes as part of the overall score.
2. **HMIS:** The information in HMIS will be used to determine how well programs are meeting the objectives of ESG. ESG activities are held to adhere with HUD data and technical standards and HUD performance thresholds. These include: participant length of stay in the ESG program, percent of participants leaving emergency shelter (ES) for transitional housing (TH) or permanent housing, percent of participants leaving transitional for permanent housing, percent of participants leaving ES and/or TH with increased access to mainstream services, percent of participants in ES and/or TH leaving with employment, percent of participants in ES and/or TH leaving with increased income. All these measures are captured, followed over time and analyzed using the Homeless Management Information System (HMIS). Performance standards and outcome measures for emergency shelter and homelessness prevention and rapid re-housing activities should include, at least, the following: greater stability in housing, increased self-sufficiency, improved budget planning and financial management.



OPERATIONAL STANDARDS

Coordinated Entry System

Revised February 2018



OPERATIONAL STANDARDS for THE CALL

1.0 OVERVIEW.

The CALL (Coordinated Assessment to Local Links) is a coordinated entry process serving the three Continuums of Care (CoC) within Bristol County: New Bedford's CoC (Homeless Service Providers Network—HSPN), Fall River's CoC (Homeless Service Providers Coalition), and the Greater Bristol County/Attleboro/Taunton/ Coalition to End Homelessness' CoC (GBCATCH). The CALL is established such that the entire geographic area claimed by each of the respective CoCs is covered by the Coordinated Entry System (CES). The CALL is operated by Catholic Social Services (CSS) under contract with each of the respective CoCs so noted.

The participating programs within each of these CoCs will work cooperatively to provide a single point of intake and initial assessment. This will assist residents in the continuums by meeting their housing needs with more efficiency. The CALL complies with the goals and regulations of the Emergency Solutions Grant (ESG) and the HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act and, through these operational standards, complies with the HUD Coordinated Entry Notice of the CoC Program interim rule: 24 CFR 578.7(a)8.

Referrals to housing, services and providers will be completed through a single source coordinated throughout each CoC. CSS is responsible for the operations of The CALL which will be the initial source for intake and initial assessment. All agencies receiving CoC or Emergency Solutions Grant (ESG) funding will be required to participate. Other programs within the CoCs are encouraged to participate. Oversight of the program process will be provided by an advisory committee comprised of representatives of the three Continuums of Care. Each Continuum may conduct its own monitoring of the program.

2.0 NONDISCRIMINATION POLICY.

The CALL operates a coordinated entry system that complies with applicable civil rights and fair housing laws and requirements. The process ensures the Fair Housing Act is followed which does not allow discriminatory practices based on race, color, religion, sex, national origin, disability, or familial status. The programs follow Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance. Households are prioritized based in the VI-SPDAT and type if disability does not factor into the decision for placement. Also, as households are accepted into programs solely based on their VI-SPDAT score and prioritized by chronic Homeless status Title VI of the Civil Rights Act is

followed which prohibits discrimination on the basis of race, color, or national origin under any program receiving Federal financial assistance. Title II and III of the American Disabilities Act are also followed as no public or private entity discriminates on the basis of disability. Compliance with the Equal Access in Accordance with an Individual's Gender Identity rule will ensure no individual or family shall be discriminated against because of sexual orientation, gender identity or perceived gender identity.

In operating The CALL, Catholic Social Services CSS) shall provide equal access to services regardless of disability or difficulty with communication. Consumers have the right to request a reasonable accommodation as an exception to a policy or practice. A reasonable accommodation is a change, exception or adjustment to a rule, policy, practice or service. Such accommodation is not perceived as special treatment, but rather, providing equal opportunity in the use and enjoyment of the CALL that would otherwise not be possible without said accommodation. CSS can provide documents and interaction in multiple languages for those who have limited English proficiency to ensure they have access to emergency services and housing through the participating CoC programs.

The Coordinated Entry System is informed by Federal, State and local Fair Housing laws and regulations and ensures that participants are not "steered" toward any particular housing facility or neighborhood because of race, color, national origin, religion, sex, disability or the presence of children.

All participants in the coordinated entry system shall be informed of the ability to file a nondiscrimination complaint in accordance with the HUD Coordinated Entry Notice Section II.B.12.g.

3.0 PROCESS.

THE CALL process consists of several distinct components:

- **Marketing** of the CALL shall be an ongoing and robust undertaking to ensure maximum connection and exposure within the community.
- **Training** of the CALL staff shall be undertaken periodically and no less than annually; training of community partners shall be offered on an ongoing basis to ensure maximum connectivity and clarity.
- **Access** into the local homeless system.
- **Completion of a comprehensive and standardized assessment tool**, that being a vulnerability index, in order to assess each client based on HUD preferences further identified in these operational standards.
- **Strategic placement** based on client's completed assessment and existing resources.
- **Monitoring and evaluation** to ensure efficacy of the process

3.1 MARKETING

The CALL will widely advertise services throughout the three CoC's to ensure mainstream resources and consumers, alike, are made aware of the Coordinated Entry System and how one may enter the system for services. All marketing and advertising shall be done in a manner that ensures all people have fair and equal access to the Coordinated Entry System. Such strategic measures shall include, at a minimum:

- 3.11 The CALL and respective CoCs will affirmatively market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial

status, disability, actual or perceived sexual orientation, gender identity, marital status or who are least likely to apply in the absence of special outreach.

- 3.12 The CALL will ensure all people in different populations and subpopulations within the respective CoC's geographic area—including people experiencing chronic homelessness, veterans, and families with children, youth and survivors of domestic violence—have fair and equal access to the Coordinated Entry process.
- 3.13 The CoC's will advertise in local publications germane to the CoC (such as StreetSheets in New Bedford's CoC) which provide information on a variety of services for low income households, those struggling with addictions and/or those with mental health issues.
- 3.14 The CALL will produce and distribute business cards throughout the Continuums and other items with the hotline number in order to ensure consumers are aware of the appropriate point of contact for access into the Coordinated Entry System.
- 3.15 The CALL will conduct at least annual informational and/or training sessions in each CoC for those who are new to the homeless provider services as well as those who provide mainstream resources.
- 3.16 The CALL will be available to provide individualized agency training and/or technical assistance on the coordinated entry system upon request from the agency.
- 3.17 The CALL will post multi-language flyers at locations frequently utilized by those needing services including the local health clinics and bus stations.
- 3.18 The CoC shall post information about the existence of, and access to, the CALL on its website.

3.2 TRAINING

Because all CoC and ESG providers funded through McKinney Vento are required to participate in the CoC's Coordinated Entry System, staff from those CoC and ESG providers must attend training session/s for the CALL prior to their authorized use of the system.

- 3.21 Any CoC provider wishing to produce referrals for Permanent Supportive Housing will complete training by the CoC regarding Coordinated Entry and the VI SPDAT. The training will be conducted by THE CALL at least annually and the individual will receive a certificate of completion certifying proficiency and authorization to use the system as a provider producing referrals for Permanent Supportive Housing. Anyone receiving such a certificate shall be considered a "trained provider" for the purposes of these Operational Standards.
- 3.22 The purpose of the training is to provide all staff administering assessments with access to materials that clearly describe the methods by which assessments are to be conducted with fidelity to the CoC's coordinated entry written policies and procedures.
- 3.23 All training for the coordinated entry process shall include, but not be limited to a review of these Operational Standards including any adopted variations for specific

subpopulations, requirements for use of assessment information to determine prioritization and criteria for uniform decision-making and referrals.

- 3.24 The CoC will consult with each participating project and a sampling of project participants on an annual basis to evaluate the intake, assessment and referral processes associated with the Coordinated Entry System. The requests for feedback must address the quality and effectiveness of the entire coordinated entry experience for both participating projects and households. The sampling of project participants shall include, at a minimum, someone who was provided assistance through each of the following interventions: diversion, prevention, rapid rehousing or permanent housing as well as a client who may have identified as having a disability and/or falling into one or more of the noted subpopulations so as to ensure a spectrum of users in differing circumstances. See also Section 3.6 Monitoring & Evaluation.

3.3 ACCESS

The CoC offers the same assessment approach and standardized decision-making further described in Section 3.4 at all access points, all of which are usable by all people who may be experiencing homelessness or at risk of homelessness. The CALL shall be easily accessed by individuals and families seeking housing and/or services either directly at the ADA compliant CALL center located at 238 Bonney Street, New Bedford, within the geographic CoC or by telephone at 1-800-HOMELESS (1-800-466-3537) from a 508 or 774 area code anywhere within the CoC's geographic boundaries. All calls coming into the call center will be handled as follows: a client in need of housing assistance, regardless of whether they've physically arrived at or called an ESG or CoC agency or a mainstream provider, will immediately be referred to the CALL's 1-800-HOMELESS number. If no staff is immediately available, the person will be prompted to leave contact information with the CALL so that CALL staff can return the call. Once the CALL staff is connected with the caller, an initial client assessment shall be conducted and basic information will be recorded and logged. All clients will be served on a case by case basis with the goal being the location of appropriate resources for the client. The CoC's access points take reasonable steps to offer coordinated entry process materials and participant instruction in multiple languages to meet the needs of minority, ethnic and groups with Limited English Proficiency as well as providing appropriate auxiliary aids and services necessary to ensure effective communication (TTY, large type, etc.)

Regardless of the operational hours of the CALL and the coordinated entry system, individuals are able to access emergency services such as emergency shelter, independent of the operating hours of the system's intake and assessment processes by contacting the emergency shelter, directly. Once someone has entered emergency shelter, shelter staff shall work one-on-one with the individual in ensuring their direct access to the CALL and the coordinated system's intake and assessment processes as soon as it becomes available.

- 3.31 Families.** Because Massachusetts is a right-to-shelter state, all families seeking emergency shelter must go through the state's Emergency Assistance (EA) system through the MA Department of Housing & Community Development's (DHCD's) "telephonic intake line" at 1.866.584.0653. Families should always contact the state for assistance through this line *prior to* contacting the CALL. Families contacting the CALL first will be provided with this information. Families contacting the CALL who have already been determined to be ineligible for state shelter will be assisted by CALL staff focusing on diversion and opportunities for rapid rehousing and permanent housing.

- 3.32 **Victims of Domestic Violence, Stalking, Sexual Assault, Trafficking, Dating Violence.** Domestic violence is a pattern of violence or intimidation in a relationship by one partner/person against another, designed to establish power and control over the victim. It may be physical, sexual and include psychological abuse or assaults. If the client is in imminent danger, fleeing, attempting to flee, under extreme life threatening duress or is involved in a current domestic violence situation, the CALL will immediately provide safety planning and connection with appropriate resources including: police, Safelink, and/or local domestic violence shelters. No person shall be denied access to the coordinated entry process on the basis of being, or having been, a victim of domestic violence, sexual assault, trafficking, dating violence or stalking.
- 3.33 **Veterans.** If the client is a veteran, the client will be referred to the appropriate veteran's agencies. The client will also be placed in an emergency shelter if needed and the receiving agency will refer for appropriate veteran services.
- 3.34 **Street Outreach.** Street outreach efforts funded under the ESG or CoC program shall be linked to the coordinated entry process. All street outreach efforts shall ensure that the outreach worker is providing the individual/s with both verbal (when possible) and printed materials regarding the existence of, and access to, the coordinated entry system and shall, to the greatest extent possible, offer an immediate access to the coordinated entry system by providing transportation and/or phone services to ensure direct and immediate ease of access to the CALL system.

All households who are included in more than one of the populations noted (such as a veteran who is a victim of domestic violence) shall be served at all access points for which they qualify.

3.4 STANDARDIZED ASSESSMENT TOOL (THE VI-SPDAT)

The CoC consistently applies one standardized assessment tool—the VI-SPDAT (Prioritization Decision Assessment Tool) in the operation of its coordinated entry system in order to ensure consistency throughout the CoC so as to achieve fair, equitable and equal access to services within the community.

- 3.41 A trained provider will complete a VI-SPDAT (Prioritization Decision Assessment Tool) with the client in order to go onto a waiting list for PSH (Permanent Supporting Housing).
- 3.42 A trained provider will give the completed Vulnerability Index as well as proof of homelessness or chronic homelessness and proof of disability to the CALL staff in order to enter the waitlist for Permanent Supportive Housing (PSH).
- 3.43 CALL staff will give the client a score based on the completed Vulnerability Index and will refer the client to an opening in PSH (if available) or , if there are no openings available, will place the client on a PSH wait list with the priority rating as determined by the vulnerability index.
- 3.44 The CALL's standards, policies and/or procedures cannot be used to screen people out of the coordinated entry process due to perceived barriers to housing services including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of

a disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record.

- 3.45 No part of the assessment process can require the disclosure of specific disabilities or diagnosis; such information can only be obtained for purposes of determining specific program eligibility in order to ensure appropriate referrals.

3.5 STRATEGIC PLACEMENT

The CoC uses the coordinated entry process to prioritize persons experiencing homelessness within the CoC's geographic area based on:

- # Specific and definable set of criteria that are documented, made publicly available and applied consistently throughout the CoC for all populations.
- # The CoC's Operational Standards including the factors and assessment information with which prioritization decisions are made.
- # Prioritization policies and procedures within the CoC's written standards (*August 2016*) regarding CoC and ESG under 24 CFR 578(a)(9) and 24 CFR 576.4.

Immediate interventions do not require prioritization based on severity of service need or vulnerability shall be those individuals or families requiring entry into emergency shelter or, in the case of cold weather, the overflow shelter. In such cases the following shall apply:

3.51 Shelter Services

- a. Staff will attempt to locate shelter for the individual or family based on availability provided to the CALL each morning
- b. Staff will assist with providing a family information as to how to access DHCD (Department of Housing and Community Development) assistance for EA (Emergency Assistance) shelter services
- c. Staff will contact shelters not utilizing the Coordinated Entry system to attempt to locate an opening for immediate service
- d. If no shelter bed is available individual or family can complete a SPDAT (Service Prioritization Decision Assessment Tool) to determine place on waiting list if bed becomes available after shelter curfew

Those interventions that do require prioritization based on severity of service need or vulnerability shall be those individuals not requiring emergency interventions. The following order, consistent with the CoC's own written standards (*August 2016*) providing guidance for evaluating individuals and families' eligibility for housing and/or services, will be used when assessing each individual client:

3.52 Diversion

- a. CALL staff on duty will review potential resources with the client within their own family and resources.
- b. Staff will review resources used in the past and potential resources that a client could use either temporarily while accessing services or could use to prevent the need for ongoing services
- c. If sustaining housing is possible, divert to prevention or rapid re-housing

3.53 Prevention

- a. Anyone presenting as a candidate for prevention services/assistance will be notified by CALL staff as to any necessary documentation needed for application. If the

client has documentation, an appointment will be scheduled with ESG staff utilizing the centralized CSS Emergency Solutions calendar.

- b. If client does not have documentation then an introductory letter will be mailed to the client identifying all documentation needed in order to apply for Prevention assistance.

3.54 Rapid Rehousing

- a. CALL staff will notify a client who may qualify for Rapid Rehousing services indicating what documentation is needed for application. If the client has documentation, an appointment will be scheduled.
- b. If client does not have documentation then an introductory letter will be mailed to client stating all documentation needed in order to apply for Rapid Rehousing services
- c. If sustaining housing is possible, divert to prevention or rapid re-housing

3.55 Permanent or Transitional Housing

- a. Client will complete Vulnerability Index in order to go onto a waiting list for PSH (Permanent Supporting Housing), or Transitional Housing
- b. Client will be given a score based on need and will be referred to an opening in PSH or Transitional Housing based on priority rating which is determined by the vulnerability index
- c. If there are no openings available client will enter a waiting list which is based on those with the most need

In addition to these placement standards for clients and eligibility standards in Section 4.0 of these Operational Standards, all other minimum standards presented in the CoC's Written Standards (*dated August 2016*) shall additionally be met or exceeded by the respective programs providing each housing type.

3.6 MONITORING & EVALUATION

- 3.61 The City's Department of Planning, Housing & Community Development is responsible for leading the evaluation process with assistance from the HSPN Coordinated Entry Committee. The purpose of the CALL's evaluation is to identify opportunities to improve the processes and policies.
- 3.62 In addition to individual CoC monitoring, the SouthCoast Regional Network to End Homelessness (SoCo) may review the overall effectiveness of The CALL for the region, following HUD standards for Coordinated Entry Systems.
- 3.63 The CALL may additionally conduct its own stakeholder consultations, surveys or otherwise solicit feedback from providers and households as to the Coordinated Entry System.
- 3.64 The New Bedford CoC will conduct periodic monitoring of the CALL to ensure compliance with these Operational Standards, consistency with its contractual obligations with the City of New Bedford and efficiency and effectiveness in service delivery. In so doing the City of New Bedford will, as with all monitoring, carefully review data and processes in a manner that ensures client confidentiality.

4.0 ELIGIBILITY

Determination of eligibility differs from the process of prioritization. The CoC does not use data collected from the assessment process to discriminate or prioritize households for housing/services on a protected basis (e.g. race, color, religion, national origin, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or marital status).

4.1 Residency. When applying for any Permanent Supportive Housing (PSH) program or Emergency Shelter program (ES), residency is determined. Residency can be determined by current placement (if placed in the Continuum, then they are eligible for Continuum services) or by showing reasonable ties to the City of New Bedford. Applicants should be able to show that they either became homeless in New Bedford and were forced to leave in order to find temporary housing or shelter, or have services in the community (medical, school, DTA, DCF, etc.) which would indicate that the City of New Bedford is their home of origin. In the case of emergency shelter, there should be a self certification that a person has become homeless in the City of New Bedford; this will suffice as to eliminating any barriers to emergency services. In the rare circumstance that there are NO eligible participants on the waitlist for PSH within the New Bedford Continuum, requesting a referral than the household with the highest SPDAT from the other two CoCs within Bristol County (Fall River and GBCATCH) will be sent as a referral. It is up to the program to determine if it will accept someone from outside the New Bedford CoC.

4.2 Thresholds.

4.21 Emergency Shelter

- ❑ Participants must meet the HUD definition of homelessness
- ❑ Participants can be safely maintained in shelter and behavior is not an obstacle to safety
- ❑ Registered sex offenders are not eligible
- ❑ Families must be referred to the Massachusetts (DHCD) Department of Housing and Community Development before offered other shelter/housing options.
- ❑ Emergency Shelter should be reserved for the most vulnerable, hardest-to-serve clients.

4.22 Transitional Housing

- ❑ Must be screened for diversion first
- ❑ Applicant must be homeless coming from shelter/s and/or streets with income below 30% AMI (Area Median Income).
- ❑ Applicant must be able to be safely maintained in the program
- ❑ Client cannot be slated for PSH AND
- ❑ At least one prior episode of homelessness (except young adults) AND
- ❑ Be classified as one of the following special subpopulations:
 - Young adult 18-24
 - Family with children under age 5
 - Substance use disorder
 - Behavioral health disorder
 - Military veteran
 - Fleeing DV and DV the cause of recent homeless episode

4.23 Rapid Re-Housing

- ❑ An intervention designed to help individuals and families quickly exit homelessness and return to permanent housing.

- ❑ Offered without preconditions (such as employment, income, absence of criminal record or sobriety)
- ❑ Resources and services are tailored to the unique needs of the household

4.24 Permanent Supportive Housing

- ❑ Must meet HUD definition of literally homeless AND
- ❑ Include one family member with a disability
- ❑ For HUD CoC-funded units, the priority for housing is given to those household who are defined as chronic homeless with the most barriers to housing

5.0 NOTIFICATION of VACANCIES

Participating agencies must complete eligibility forms (see addendum) for each participating program. Eligibility forms will be updated annually to reflect the most current bed counts and eligibility criteria. If a new program begins in a participating agency it will be the agency's responsibility to submit the eligibility criteria form to THE CALL a minimum of five (business) days before the program begins.

If a new agency would like to participate with THE CALL they will first need to contact the CoC in their service area and execute an MOU (Memorandum of Understanding) for that Continuum. They will work with that Continuum to ensure they have provided the necessary documentation and information to participate in THE CALL.

Emergency Shelters for individual men and women are required to report vacancies between 8:30am-9:30am every morning [family emergency shelters are exempted from this since referrals come through the state]. On Friday, Saturday, and Sunday the on-call worker will contact each agency that contains emergency shelter beds by 9:30am and determine how many beds are open for the day in order to place individuals in case of an emergency. PSH and TH programs will report as openings occur.

5.1 Emergency Shelter

Providers must hold the vacancy on behalf of the referred client in accordance with the emergency shelter's protocols. If the referred individual or family does not arrive at the shelter to claim a bed by the appointed time the shelter will contact THE CALL and notify that the bed has reopened for the evening.

5.2 Transitional Housing

Staff at the Housing program will determine eligibility and acceptance or rejection into the program within three business days. If the homeless family or individual is accepted, the receiving program must document that acceptance and arrange for move-in within three business days from acceptance. To ensure that vacancies are promptly filled, THE CALL may issue up to three referrals per vacancy.

5.3 Rapid Re-Housing

Once a person is determined initially eligible for rapid rehousing they are referred to a rapid-rehousing program. The CALL staff will discuss the household's current situation and if whether they would likely be able to sustain housing in a unit with temporary rapid rehousing assistance. Should the determination be that sustainability would be possible, the household then schedules to meet with a case manager at the rapid rehousing program to which they are being referred. At their appointment, the client will complete the necessary paperwork

proving they are eligible for services and will be instructed as to how to seek an affordable unit.

5.4 Permanent Supportive Housing

After the intake interview, staff will determine eligibility and acceptance or rejection into the program within five business days. If the homeless individual or family is accepted the receiving program must document that acceptance and arrange for move-in as follows:

- ❑ Project-Based PSH Program – dependent upon room readiness
- ❑ Scattered-Site PSH Program –
 - Dependent upon tenant's acceptance of apartment
 - Dependent upon landlord acceptance of tenant
 - Dependent upon inspection of unit, repairs and re-inspection as applicable

To ensure that vacancies are promptly filled, THE CALL may issue up to three referrals per vacancy.

6.0 CLIENT/CONSUMER CHOICE – PREFERENCE AND DECLINE POLICY

In accordance with HUD standards, clients are able to decline a referral and continue to receive services. CoC coordinated entry participants are freely allowed to decide what information they provide during the assessment process, to refuse to answer assessment questions and to refuse housing and service options without retribution or limiting their access to other forms of assistance.

When a client refuses or rejects options presented to them, they maintain the right to remain on the placement/waiting list in accordance with their existing vulnerability index score.

Clients who accept a housing/service option at a program requiring certain pieces of information to ensure program eligibility when required (such as evidence of homelessness in order to comply with HUD's definition of homelessness) must produce that evidence in order to maintain their access into that program.

7.0 PROVIDER DECLINE POLICY

7.1 Emergency Shelters

Emergency Shelters may only decline individuals and families found eligible for and referred by THE CALL under limited circumstances including

- ❑ No actual vacancy available
- ❑ The household presents with more people than referred by THE CALL
- ❑ The Emergency Shelter has determined that the individual or family cannot be safely accommodated

The Emergency Shelter must accommodate the client or provide an appropriate referral and must report the reason for any decisions to reject a client to THE CALL. If the rejected client has not otherwise been accommodated for the night and no appropriate referral can be made, the Emergency Shelter must refer the client back to THE CALL.

7.2 Transitional Housing, Rapid Re-Housing, and Permanent Supportive Housing

The above listed housing programs may only decline individuals and families found eligible for and referred by THE CALL under limited circumstances which include the following:

- ❑ No actual vacancy available
- ❑ The Household presents with more people than referred by THE CALL
- ❑ The Household has missed two intake appointments

- ⌘ Based on individual program policies and procedures, the Receiving Program has determined that the individual or family cannot be safely accommodated
- ⌘ Based on individual program policies and procedures the Receiving Program has determined the individual cannot meet tenancy obligations with the supports provided by the program.
- ⌘ The Household has not presented at the Receiving Program within five business days from the intake appointment.

Programs may not decline persons with psychiatric disabilities for refusal to participate in mental health services as long as the client reasonably complies with the tenancy and is of no harm to himself or others.

The Continuums of Care have agreed that Providers must accept at least two of every three referrals received from THE CALL.

If the client, referred by THE CALL, has not presented at the Receiving Program within five business days from the intake appointment, the Receiving Program must notify THE CALL and document the lack of follow through by the client. Should client present at or contact the Receiving Program after more than five days from the appointment, the Receiving Program must refer the client back to THE CALL, and the client is placed at the bottom of the Centralized Waitlist.

7.3 Clients declined by all referrals

The CALL may convene a case conference in the event that a client has been declined by three programs. The purpose of the case conference will be to resolve barriers to the client receiving indicated level of service. The CALL will determine which parties will attend the case conference, including but not limited to the Assessment Entity, the receiving Programs, and other Collateral Contacts as determined necessary. The CALL will then arrange a conference with the client to discuss any alternative options.

8.0 RETURNS TO EMERGENCY SHELTER OR THE STREETS

If a client/household can no longer be served by a housing program and the Receiving Program has exhausted all of its agency resources, the CALL should be notified to determine if another placement could be made to prevent a return to emergency shelter or the streets.

9.0 HOLDING BEDS OR UNITS TO LOCATE CLIENTS

9.1 Emergency Shelter

Once a referral is made, the provider is required to hold a bed until a time as set by the Emergency Shelter's protocols, in order for the individual or household to arrive at the Emergency Shelter.

9.2 Transitional Housing, Permanent Supportive Housing

Once a referral has been made by the CALL, the Receiving Program is required to hold the unit vacant for three business days in order to locate and inform the individual or household of the availability of housing and arrange the intake.

10.0 GRIEVANCE AND APPEALS POLICIES

Upon completion of an assessment, each client will be provided with a notice that forms are available upon request should they wish to file any type of grievance including a grievance for discrimination, placement decision, eligibility decision or other grievance. All households have the

right to appeal eligibility and referrals made by the CALL. All appeals of this nature should be made in writing and submitted within 10 days of client notification to the CALL Evaluation Subcommittee of the SOCO (South Coast Regional Network to End Homelessness). The entity receiving the appeal must ensure that an objective third party reviews and responds in writing to all appeals within 14 days. Responses must be submitted to the CALL, Receiving Program and the client.

Grievances and/or appeals may be handled in one of three ways.

10.1 For those grievances and appeals directed to the program and/or program agency, all such matters will be handled within the agency to which the individual/family has been referred according to their policies and procedures.

10.2 If the client wishes to appeal or grieve an action of the CALL, the client may complete a grievance/appeal form and submit it to Catholic Social Services and the City's Department of Planning, Housing & Community Development.¹

10.3 Should the client wish to appeal or grieve both the program and the CALL, the client may complete the form identifying the two separate issues and the reason for appeal/grievance of each respective entity and submit it to both the program and CALL.

11.0 DOCUMENTS

The CALL will utilize uniform documentation for initial assessment, vulnerability index, and other procedures. The following documentation will be provided to all agencies within the CALL as well as the Continuums of Care utilizing the CALL. The documentation will be part of the written standards and procedures. The documentation is subject to change as necessary in order to most effectively serve the clients.

The following documents will be used and are included within the ADDENDUM to these Operational Standards:

- ❏ THE CALL Initial Assessment
- ❏ SPDAT
- ❏ Flow Chart for Family Seeking Shelter
- ❏ Flow Chart for Individual Seeking Shelter
- ❏ Daily Bed Count for Emergency Shelters
- ❏ Bed Reporting Form for Transitional Housing Programs and Permanent Supportive Housing Programs
- ❏ Proof of Disability Form
- ❏ Proof of Chronic Homelessness Form
- ❏ Proof of Homelessness Form
- ❏ Release and Revocation of Services Form

¹ The City's Department of Planning, Housing & Community Development is the administrative agent for the New Bedford Continuum of Care and the grantee/monitoring agent for funding for the coordinated entry system.

12.0 DATA

The CALL will, on an ongoing basis, utilize and input client level data into the CoC's Homeless Management Information System (HMIS) once the Case Worthy system is operational. The CALL staff shall work to ensure the highest level of data quality at all times.

Should the CoC vote to participate with the Statewide Data Warehouse anticipated to begin during 2018, the CALL will meet or exceed any relevant standards necessitated for its participation in the statewide system.

12.1 Privacy Protections. The CoC, through its HMIS Standards and CoC Standards requires the protection of all data collected through the CE assessment process. Security of this data will be reviewed during the City's monitoring process of the CALL.

12.2 Prior to the recording, logging or input of any data, consent from the client permitting the sharing and storage of their information for the purposes of assessing and referring them through the coordinated entry process and to better understand the efficiencies of the system shall first be obtained by the CALL.

12.3 The CoC prohibits denying services to clients in the client refuses to allow their data to be shared *unless Federal Statute requires collection, use, storage and reporting of a client's personally identifiable information as a condition of program participation.*

12.2 All information/data within the CALL's Prioritization List shall be maintained according to the same HMIS data privacy and security protections prescribed by HUD for HMIS practices in the HMIS Data and Technical Standards.

12.3 In accordance with Section 3.45 of these Operational Standards, the assessment process cannot require disclosure of specific disabilities or diagnosis. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals.

ADDENDUM

- Appendix A Definitions
- Appendix B HUD Definitions of Homelessness
- Appendix C Housing Strategies and Components
- Appendix D THE CALL Initial Assessment
- Appendix E Referral Checklist
- Appendix F SPDAT (*Service Prioritization Decision Assessment Tool*)
- Appendix G Flow Chart for Family With Children Seeking Shelter
- Appendix H Flow Chart for Individual Seeking Shelter
- Appendix I Daily Bed Count Form
- Appendix J Bed Reporting Form for Transitional Housing Programs and Permanent Supportive Housing Programs
- Appendix K Verification of Disability Form
- Appendix L Chronically Homelessness Third Party Verification
- Appendix M Proof of Homelessness Form
- Appendix N Authorization of Release of Information Form
- Appendix O Revocation of Authorization Form
- Appendix P Disability Accommodation Form
- Appendix Q CALL Grievance Form

Appendix A Definitions

Trained Provider

A “trained provider” is a staff person of either a CoC or ESG funded agency, or a mainstream resource staff person, who has been formally trained by CALL staff in the overall coordinated assessment process as well as the administration of the VI-SPDAT (Service Prioritization Decision Assessment Tool). The trained provider can, at the request of CALL staff, administer the SPDAT and provide the completed tool to the CALL. CALL staff will then, based on the completed tool, arrive at a Vulnerability Index score which will be used to rank users coming in to the system as regards their placement in housing.

Chronically Homeless (HUD Definition)

A “chronically homeless” individual is defined as a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.

- In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.
- Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.
- Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household has been homeless.

Disability (HUD Definition)

A Physical, Mental or Emotional Impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that is expected to be long-continuing or of indefinite duration, substantially impedes the individual’s ability to live independently, and could be improved by the provision of more suitable housing conditions; includes: Developmental Disability Defined in §102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 USC 15002) – a severe, chronic disability that is attributable to a mental or physical impairment or combination AND is manifested before age 22 AND is likely to continue indefinitely AND reflects need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. An individual may be considered to have a developmental disability without meeting three or more of the criteria listed previously, if individual is 9 years old or younger AND has a substantial developmental delay or specific congenital or acquired condition AND without services and supports, has a high probability of meeting those criteria later in life. HIV/AIDS Criteria Includes the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

Literally Homeless (HUD Homeless Definition Category #1):

(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Appendix B
U.S. Department of Housing and Urban Development
(HUD) Definition of Homelessness

Category 1	Literally Homeless	Individuals who lack a fixed, regular, and adequate night time residence, meaning:
		<ul style="list-style-type: none"> ▪ Have a primary residence that is a public or private place not meant for human habitation; ▪ Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing and hotels/motels paid for by charitable organizations or by federal/state/local government programs); or ▪ Is exiting an institution where s/he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
Category 2	Imminent Risk of Homelessness	Individual or family who will imminently lose their primary nighttime residence, provided that:
		<ul style="list-style-type: none"> ▪ Residence will be lost within 14 days of the date of application for homeless assistance; ▪ No subsequent residence has been identified; <u>and</u> ▪ The individual or family lacks the resources or support networks needed to obtain other permanent housing.
Category 3	Modified McKinney-Vento	Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
		<ul style="list-style-type: none"> ▪ Are defined as homeless under the other listed federal statutes; ▪ Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; ▪ Have experienced persistent instability as measured by two moved or more during the preceding 60 days; <u>and</u> ▪ Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	Attempting to Flee Domestic Violence	Any individual or family who:
		<ul style="list-style-type: none"> ▪ Is fleeing, or is attempting to flee, domestic violence ▪ Has no other residence; <u>and</u> ▪ Lacks the resources or support networks to obtain other permanent housing

Appendix C

Housing Strategies and Components

Housing Strategies/ Components	Targeted Population	Eligible Activities
Permanent Supportive Housing	Literally homeless individuals with disabilities and families with one member who has a disability	Acquisition, Rehabilitation, New Construction, Leasing, Rental Assistance, Transition (leasing), Tenant Based Rental Assistance, Sponsor-Based Rental Assistance, Project Based Rental Assistance, Vacancies and Property Damage, Supportive Services: Annual assessment of service needs, assistance with moving costs, case management, child care, education services, employment assistance or job training, food, housing search and counseling services, utility deposits, legal services, life skills training, mental health services, outpatient health services, outreach services, substance abuse treatment services, transportation
Rapid Re-housing Transitional Housing Supportive Services Only	Literally homeless individuals and families	
Street Outreach	Literally homeless individuals and families	Engagement, Case Management, Emergency Health Services, Emergency Mental Health Services, Transportation
Emergency Shelter		Essential services: case management, child care, education services, employment assistance or job training, legal services, life skills training, mental health services, outpatient health services, substance abuse treatment services, transportation; Renovation, Shelter Operations, Assistance required under "URA"
Rapid Re-housing		Housing relocation and Stabilization services: financial assistance - moving costs, rent application fees, security deposits, last month's rent, utility deposit, utility payments; services - housing search and placement, housing stability case management, mediation, legal services, credit repair; short (3 months)/ medium (4-24 months) rental assistance; six months of rental arrears
Homeless Prevention	At risk of homelessness	

Appendix D THE CALL Initial Assessment



Initial Assessment

QUESTIONS ASKED OF EVERYONE

Name: _____

DOB: ____/____/____

Contact # _____

Last Known Address: _____

Location where they are now: _____

Mothers Maiden Name: _____

Primary language: _____

Current Situation: _____

DEPENDING ON ANSWERS TO CURRENT SITUATION THIS IS WHAT IS ASKED

If not homeless not seeking emergency shelter the highlighted questions are not asked

Are you in Danger (to help determine DV)? _____

Where did you sleep last night?

(determine prevention, rapid rehousing, diversion, and residency) _____

DEPENDING ON ANSWERS TO CURRENT SITUATION THIS IS WHAT IS ASKED, Contd.
If not homeless not seeking emergency shelter the highlighted questions are not asked

Previous Location and can you return back (PART OF DIVERSION): _____

Income (monthly) Annual Income (help determine if eligible for Prevention) _____

Documented Disability (possible PSH) _____

Immediate Prior Location (residency, diversion, rapid rehousing, diversion) _____

How long Have been homeless (first look at chronic status) _____

Ma ID (help with residency) _____

Meds How Many meds (ensure safety at emergency shelter) _____

Allergies (safety at emergency shelter) _____

Can you climb stairs (if need to enter shelter that is handicapped accessible) _____

Have you been in shelter before (determine residency, history, and if excluded from shelter) _____

Although this will not preclude you from entering shelter, can you pass Drug Screen and
Breathalyzer ?(ask for safety reasons) _____

Do you have transportation (so we know if they can get to shelter) _____

Are you a registered sex offender (for safety reasons) _____

Status of household Age of HOH Gender Total Adults Total children Household size (determine if
eligible for prevention services, basic demographic information) _____

Did you serve active military duty (to refer to Vet services if applicable) _____

Appendix E REFERRAL CHECKLIST



REFERRAL CHECKLIST

- ☐ Release signed by Consumer
- ☐ Complete Demographic Waitlist Placement Sheet
- ☐ Complete Vulnerability Index page (21, 22, 23, 24, 25, 27, 28)
Please note interviewer: Questions 33, 40, and 47 are for your observations and not to be asked of the consumer.
- ☐ Enter total of VI Score in box on page 1 of the referral packet (page 21 of these Operational Standards)
- ☐ Verification of Disability
- ☐ Proof of Chronic Homelessness (if applicable)
- ☐ Proof of Homelessness (if not able to prove Chronic Homelessness)
- ☐ Email referral packet **entirely completed** only to : Thecall@cssdioc.org or you fax to: ATTN: Emergency Solutions Dept. "THE CALL" 508-675-2224

"THE CALL"
A program of Catholic Social Services
Diocese of Fall River
Fall River 1600 Bay Street
P.O. Box M-So Station Fall River, MA 02724 1-800-HOMELESS
Ph: 508.674-4681 Fx: 508-675-2224


Catholic Social Services
Diocese of Fall River

Appendix F SPDAT (Service Prioritization Decision Assessment Tool)

- Add up the "1s" from all later pages, and enter at right.
- If the VI = 10 or greater, client is recommended for a PSH or Housing First Assessment.
- If the VI = 6-9, client is recommended for a Rapid Re-housing Assessment.
- If the VI = 0-4, client is not recommended for a Housing and Support Assessment.

VULNERABILITY INDEX SCORE (VI Score)

Place Total in box below at conclusion of interview

TRIAGE FORM – INDEX

DO ANY OF THESE SITUATIONS APPLY TO YOU?	222
WHAT HOUSING WAITLISTS WOULD YOU BE ELIGIBLE FOR	222
WAITLIST PLACEMENT – ALL FIELDS ARE REQUIRED	2324
CLIENT ID (FOR HOH OR UNACCOMPANIED INDIVIDUAL)	244
BASIC TRIAGE QUESTIONS	266
HOMELESS OR IMMINENT RISK CLIENTS, including RRH	277
HOMELESS PREVENTION	277
VULNERABILITY INDEX	288
REFERRAL DECISION	30
FOLLOW-UP FORM	311

Referring Agency:	_____
Agency Address (incl. city/state/zip):	_____
Name of Staff who completed this form:	_____
Phone of Staff:	_____
Email of Staff:	_____
Date of Referral mm/dd/yyyy:	____ / ____ / ____

DO ANY OF THESE SITUATIONS APPLY TO YOU OR ANYONE IN YOUR HOUSEHOLD?

(choose one only, the most important (○ = ●))

- | | | | |
|---|----|--|----|
| <input type="radio"/> Elderly, or Disabled | 1 | <input type="radio"/> Need to leave High-Crime Neighborhood | 12 |
| <input type="radio"/> Displacement for Witness Protection/Hate Crime | 2 | <input type="radio"/> Aging out of Child/Teen Services | 13 |
| <input type="radio"/> Section 236 or Displaced by Gov't Action | 3 | <input type="radio"/> Release from institution into Homelessness | 14 |
| <input type="radio"/> Displacement due to Domestic Violence | 4 | <input type="radio"/> Registered Sex Offender | 16 |
| <input type="radio"/> Displacement due to Health Code Violations | 5 | <input type="radio"/> Local Resident | 17 |
| <input type="radio"/> Displacement due to Urban Renewal | 6 | <input type="radio"/> Local Employee | 18 |
| <input type="radio"/> Displacement due to Natural Disaster / Fire / Water | 7 | <input type="radio"/> Community-Based Housing Certification | 19 |
| <input type="radio"/> Rent-Burdened despite Full-Time Employment | 8 | <input type="radio"/> Homeless due to Health Care/Medical Costs | 10 |
| <input type="radio"/> Rent-Burdened despite Part-Time Employment | 15 | <input type="radio"/> Veteran | 20 |
| <input type="radio"/> Displacement by Landlord or Market Forces | 9 | <input type="radio"/> Seeking reunification after treatment | 21 |
| <input type="radio"/> Internal Transfer (already live here) | 11 | <input type="radio"/> Unaccompanied Youth - Throwaway Runaway | 22 |

WHAT HOUSING WAITLISTS WOULD YOU BE ELIGIBLE FOR? (choose as many as seem appropriate)

INDIVIDUALS	FAMILIES	UNACCOMPANIED YOUTH
<input type="radio"/> TH <input type="radio"/> PH HISTORY OF: <input type="radio"/> Domestic Violence <input type="radio"/> Substance Abuse Long Term <input type="radio"/> Special Needs <input type="radio"/> MH <input type="radio"/> HIV <input type="radio"/> DD <input type="radio"/> Other	<input type="radio"/> TH <input type="radio"/> 2BR <input type="radio"/> 3BR <input type="radio"/> 4BR <input type="radio"/> 5BR <input type="radio"/> 6BR <input type="radio"/> 7+ <input type="radio"/> PSH <input type="radio"/> 2BR <input type="radio"/> 3BR <input type="radio"/> 4BR <input type="radio"/> 5BR <input type="radio"/> 6BR <input type="radio"/> 7+ <input type="radio"/> Domestic Violence: <input type="radio"/> 2BR <input type="radio"/> 3BR <input type="radio"/> 4BR <input type="radio"/> 5BR <input type="radio"/> 6BR <input type="radio"/> 7+ <input type="radio"/> Substance Abuse: <input type="radio"/> 2BR <input type="radio"/> 3BR <input type="radio"/> 4BR <input type="radio"/> 5BR <input type="radio"/> 6BR <input type="radio"/> 7+ <input type="radio"/> Veterans <input type="radio"/> 2BR <input type="radio"/> 3BR <input type="radio"/> 4BR <input type="radio"/> 5BR <input type="radio"/> 6BR <input type="radio"/> 7+ <input type="radio"/> Special Needs: <input type="radio"/> MH <input type="radio"/> HIV <input type="radio"/> DD <input type="radio"/> Other	<input type="radio"/> Pregnant / Parenting <input type="radio"/> Runaway / Castaway <input type="radio"/> Special Needs: <input type="radio"/> MH <input type="radio"/> HIV <input type="radio"/> DD <input type="radio"/> Other

Describe current living situation:

Date entered current living situation: _____

Triage for Possible Placement and Referral – with Vulnerability Index

WAITLIST PLACEMENT – ALL FIELDS ARE REQUIRED (Vulnerability Index to be completed by CSS staff)

Head of Household's FIRST Name In the boxes below, write your <u>first name as it appears on your birth certificate</u>									
Head of Household's MIDDLE Name write your <u>full</u> middle name, not just the initial									
Head of Household's LAST Name (ex: Baez-Gonzalez)									
<input type="radio"/> Yes <input type="radio"/> No Have you ever served in the military?					<input type="radio"/> Yes <input type="radio"/> No Have you or anyone in your HH experienced DV?				
Head of Household's SOCIAL SECURITY NUMBER				GENDER		Head of Household's DATE OF BIRTH			
<input type="radio"/> - - - - -				<input type="radio"/>		<input type="radio"/> Month Day Year			
ETHNICITY Also provide your race at right!				RACE: Asian, Black, White, Native American, Pacific Islander, Multi-racial Do <u>NOT</u> write Spanish, Hispanic, Latino here – and do <u>NOT</u> write your country!					
<input type="radio"/> Hispanic <input type="radio"/> non-Hispanic				<input type="radio"/>					
YOUR MOTHER'S MAIDEN NAME									
YOUR HOME TELEPHONE					SECOND TELEPHONE (if you have one)				
<input type="radio"/> - - - - -					<input type="radio"/> - - - - -				
YOUR EMAIL ADDRESS									
<input type="radio"/>									
WHERE CAN WE REACH YOU A YEAR FROM NOW? <input type="radio"/> same address as shown on the opposite side of this page									
Answer this: Address is <input type="radio"/> a P.O. Box <input type="radio"/> a street address - include any apartment # <input type="radio"/> a "care of" address									
If "Care of" include the care of person's name in the address line below: ex: "c/o Smith, 19 Flower St #4"									
<input type="radio"/>									
City, State, and Zip Code:									
<input type="radio"/>									
SECOND CONTACT or MAILING ADDRESS <input type="radio"/> same address as above									
Answer this: Address is <input type="radio"/> a P.O. Box <input type="radio"/> a street address - include any apartment # <input type="radio"/> a "care of" address									
If "Care of" include the care of person's name in the address line below: ex: "c/o Smith, 19 Flower St #4"									
<input type="radio"/>									
City, State, and Zip Code:									
<input type="radio"/>									
TOTAL HOUSEHOLD SIZE include yourself				# of Bedrooms		How much money does your family receive in a year?			
<input type="radio"/> # Adults # Children Total #				<input type="radio"/> bedrooms		<input type="radio"/> \$, .0 0			
INCOME SOURCES fill in the circles next to any income source that your household currently receives <input type="radio"/> = <input checked="" type="radio"/>									
<input type="radio"/> Job <input type="radio"/> Pension <input type="radio"/> Unemployment <input type="radio"/> SSI <input type="radio"/> SSDI <input type="radio"/> SS Retirement <input type="radio"/> Veteran's Payments <input type="radio"/> Other									
<input type="radio"/> GA/TANF/TAFDC/Welfare <input type="radio"/> Disability <input type="radio"/> Worker's Comp <input type="radio"/> Child Support/Alimony <input type="radio"/> Food Stamps									
MOBILE RENTAL ASSISTANCE Do you <u>currently</u> have rental assistance that you can use to pay rent in <u>our</u> building?									
<input type="radio"/> I will not bring rental assistance <input type="radio"/> Section 8 voucher <input type="radio"/> MRVP <input type="radio"/> AHVP <input type="radio"/> VASH or similar <input type="radio"/> Temp. assistance _____									
ACCOMMODATIONS – DO YOU NEED									
<input type="radio"/> Wheelchair Access <input type="radio"/> No-Steps Unit <input type="radio"/> First-Floor Unit <input type="radio"/> Reasonable Accommodation <i>based on disability or language barrier</i>									

Triage for Possible Placement and Referral – with Vulnerability Index

CLIENT ID (FOR HOH OR UNACCOMPANIED INDIVIDUAL)

NAME, INCLUDING SUFFIX (JR, SR, III, etc.)

Full Legal First Name			N/A	Client does not know	CR	I only got a partial name, streetname, or codename	Data not collected – unacceptable answer
Full Middle Name		<input type="radio"/> Client <u>definitely</u> does not have a middle name!					
Last Name							
Suffix?	<input type="radio"/> Sr <input type="radio"/> Jr <input type="radio"/> II <input type="radio"/> III <input type="radio"/> IV <input type="radio"/> V <input type="radio"/> VI <input type="radio"/> VII <input type="radio"/> VIII		<input type="radio"/>				

MOTHER'S MAIDEN NAME (last name before she was married) _____

SOCIAL SECURITY NUMBER

--	--	--	--	--	--	--	--	--	--

DATE OF BIRTH (m/d/y)

		/			/		
--	--	---	--	--	---	--	--

SSN ASSESSED

<input type="radio"/> Full SSN	<input type="radio"/> Partial SSN
<input type="radio"/> Doesn't Know/Doesn't Have	<input type="radio"/> CR

DATE OF BIRTH TYPE

<input type="radio"/> Full DOB	<input type="radio"/> Partial / Approximate DOB
<input type="radio"/> CDNK	<input type="radio"/> CR)

Vulnerability Index (VI)

OPTIONAL:

--

Telephone Number _____

____nd ____

IDENTITY WAS VERIFIED

<input type="radio"/> Yes
<input type="radio"/> No

HoH SIGNED A RELEASE of INFORMATION

<input type="radio"/> Yes
<input type="radio"/> No

STATE-ASSIGNED ID FOR BENEFITS OR HEAD OF HOUSEHOLD'S ALIEN REGISTRATION # (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

GENDER

<input type="radio"/> Transgendered M to F	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Other
	<input type="radio"/> Transgendered F to M	<input type="radio"/> CDKN	<input type="radio"/> CR

ETHNICITY *

<input type="radio"/> Hispanic / Latino
<input type="radio"/> Non-Hispanic / Non-Latino
<input type="radio"/> CDNK
<input type="radio"/> CR

RACE(s) you may select two races if client is multi-racial

<input type="radio"/> American Indian or Alaskan Native	<input type="radio"/> White
<input type="radio"/> Asian	<input type="radio"/> CDNK
<input type="radio"/> Black / African American	<input type="radio"/> CR
<input type="radio"/> Native/Hawaiian or Other Pac Islander	

*Hispanic = " Spanish, Cuban, Mexican, Puerto Rican, South or Central American, Other Spanish culture of origin."

LONG TERM CONTACT ADDRESS AND PHONE IF CLIENT IS TO APPLY FOR ES, TH, OR SUBSIDIZED/AFFORDABLE HOUSING – client may be placed on a waitlist, so will need to be contacted in future.

Street and Apt # or PO Box					
City		State		Zip 9 digit preferred	
Move In Date		Move Out Date			

Total household size, including HoH		Annual income		Income sources	
-------------------------------------	--	---------------	--	----------------	--

Triage with Vulnerability Score and Waitlist Placement

Have you ever served in the Military?		TYPE OF DISCHARGE			
<input type="radio"/> Yes	<input type="radio"/> CDNK	<input type="radio"/> Did Not Ask	<input type="radio"/> General	<input type="radio"/> Medical	<input type="radio"/> Other
<input type="radio"/> No	<input type="radio"/> CR	<input type="radio"/> Honorable	<input type="radio"/> Dishonorable	<input type="radio"/> Bad conduct	

IF YOU ARE NOT A VETERAN, ARE YOU:

<p>THE SPOUSE or PARTNER (PRESENT OR FORMER) OF A VETERAN?</p> <p><input type="radio"/> The spouse or partner (present or former) of a veteran?</p>	<p>THE CHILD OF A VETERAN?</p> <p><input type="radio"/> The child of a veteran?</p>
--	---

HoH HAS HEALTH CONDITIONS LASTING > WEEK? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> CDNK <input type="radio"/> CR	
SPECIFY THE DISABILITIES (You will list them again on a later page – i.e. you'll be asking the client twice):	
<input type="radio"/> Substance Use: Alcohol only	<input type="radio"/> Substance use: Drugs only
<input type="radio"/> Substance Use: Both Alcohol and Drug	
<input type="radio"/> Developmental Disability	
<input type="radio"/> HIV/AIDS	
<input type="radio"/> Mental Health Issues	<input type="radio"/> Physical Disability
<input type="radio"/> Other Chronic Health Condition _____ (ex: diabetes, high blood pressure, Hep C, Alzheimer's, COPD)	

CHRON HOMELESS: DOES ANY ADULT IN THIS HOUSEHOLD HAVE A DISABILITY AND HAS BEEN 1. HOMELESS 4 TIMES IN THE PAST 3 YEARS OR ELSE 2. CONTINUOUSLY HOMELESS FOR 1 YEAR OR MORE?

☐ Yes ☐ No ☐ CDNK ☐ CR

If you have answered "Yes" to the last two questions, this client/household is **CHRONICALLY HOMELESS**.

RECORD OF PAST ENTRIES	
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
RECORD OF PAST ENTRIES	
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
OTHER ASSISTANCE PROVIDED?	
<input type="radio"/> RAFT	TYPE OF ROOM DESIRED:
<input type="radio"/> HOMEBASE	<input type="radio"/> _____
<input type="radio"/> SPECIFY: _____	<input type="radio"/> _____

HOUSING STATUS AT ENTRY (if you do not provide housing for this family, what would the client's status be?)

<input type="radio"/> Category 1: Homeless <input type="radio"/> Category 2: Housing Loss in 14 Days (at imminent risk) <input type="radio"/> Category 3: Homeless only under other federal statutes <input type="radio"/> Category 4: Fleeing domestic violence	<input type="radio"/> At-Risk of Homelessness – Homeless Prevention Programs only <input type="radio"/> Stably Housed <input type="radio"/> CDNK (will not be eligible for Rapid Re-Housing or Homeless Prevention) <input type="radio"/> CR (will not be eligible for Rapid Re-Housing or Homeless Prevention)
---	--

RELEASE FROM INSTITUTION? ☐ not applicable (not institutionalized)

- ☐ will be at risk of homelessness if released from current institutional stay (prison, hospital, foster home, group home, etc.)

BASIC TRIAGE QUESTIONS

Where did you stay last night?	Based on Response:
<input type="checkbox"/> With a friend/family member/other doubled up situation	<i>skip to</i> Homeless or Imminent Risk, including RRH
<input type="checkbox"/> A hospital <input type="checkbox"/> Jail/prison <input type="checkbox"/> Juvenile detention facility <input type="checkbox"/> In a foster care/group home <input type="checkbox"/> In a substance abuse treatment facility <input type="checkbox"/> In housing rented by client <input type="checkbox"/> In a hotel/motel	<i>skip to</i> Homeless or Imminent Risk, including RRH
<input type="checkbox"/> In housing owned by client but am at risk or imminent risk	<i>skip to</i> Homeless or Imminent Risk, including RRH or Homeless Prevention or consider Foreclosure Prevention Resources
What brought on your housing crisis? <input type="checkbox"/> Problems with landlord <i>If yes, ask what specific issues are. Interpersonal? Disputes about the unit? Problems being caused by the tenant? Not paying rent? Make a note of the answer. Use this answer to determine what kind of mediation or conflict resolution is necessary.</i>	<i>skip to</i> Homeless or Imminent Risk, including RRH or Homeless Prevention or consider Foreclosure Prevention Resources
<input type="checkbox"/> Have rental arrears <input type="checkbox"/> Have utility arrears If yes, list amount owed: \$ _____ .00	<i>skip to</i> Homeless Prevention
<input type="checkbox"/> Other _____ <i>Ask household to describe "other."</i>	<i>skip to</i> Homeless or Imminent Risk, including RRH or Homeless Prevention or consider Foreclosure Prevention Resources
<input type="checkbox"/> Unable to pay rent for foreseeable future at current location	<i>skip to</i> Referral Decision
<input type="checkbox"/> Experiencing high overcrowding <i>If yes, determine extent of overcrowding in the unit. If situation seems untenable, skip to Diversion Questions.</i>	
<input type="checkbox"/> Violence or abuse occurring in the family's household <i>If the household is in immediate danger, refer them to law enforcement and/or the appropriate domestic violence provider.</i>	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Based on above info, is client/household homeless (living on the street, staying in an emergency shelter or transitional housing program, fleeing domestic violence) or at-risk of homelessness? <input type="checkbox"/> In a car, on the street, or in another place not meant for human habitation <input type="checkbox"/> In other housing (explain) _____	<i>If Yes, skip to Homeless or Imminent Risk section on next page.</i> <i>If the household is <u>not</u> homeless and not at-risk, refer to other mainstream resources.</i>

Triage for Possible Placement and Referral – with Vulnerability Index

HOMELESS OR IMMINENT RISK CLIENTS, including RRH

What brought on your housing crisis? <input type="checkbox"/> Victim of foreclosure on rental property <input type="checkbox"/> Living in housing that has been condemned <input type="checkbox"/> Unable to pay rent <input type="checkbox"/> Experiencing high overcrowding that can't last. <input type="checkbox"/> Recently evicted or in the process of being evicted from a private dwelling or housing provided by family or friends	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you safe in your current living situation?	<i>If no, but household is safe and otherwise eligible for diversion, divert them to RRH or location other than where they are currently staying and make sure that it is somewhere where the household feels safe. Skip to Concluding Questions.</i> If household is unsafe, refer to DV program, safe friend or family housing, or RRH.

HOMELESS PREVENTION

What brought on your housing crisis? <input type="checkbox"/> Victim of foreclosure on rental property <input type="checkbox"/> Living in housing that has been condemned <input type="checkbox"/> Unable to pay rent <input type="checkbox"/> Experiencing high overcrowding that can't last.	
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you safe in your current living situation?	<i>If no, but household is safe and otherwise eligible for diversion, divert them to a location other than where they are currently staying and make sure that it is somewhere where the household feels safe. Alternately, refer to Concluding Questions.</i> If household is unsafe, refer to DV program, safe friend or family housing, or RRH.
<input type="checkbox"/> Yes <input type="checkbox"/> No Is there anyone else you and your family could stay with for at least the next three (3) to seven (7) days if you were able to receive case management services/transportation assistance/limited financial support? <i>Help family think through potential places – with family, friends, co-workers. Have them identify what barriers they think exist to staying in a certain location and how they might be overcome.</i>	<i>If answer to this question is YES, household qualifies for diversion assistance. Skip to Concluding Questions.</i> <i>If answer to this question is NO and shelter diversion has therefore been ruled out, go to Prevention Questions.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you safe in your current living situation?	If no, admit or refer to emergency shelter.
<input type="checkbox"/> Yes <input type="checkbox"/> No Do you believe you will become homeless within the next seven (7) days?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been to a shelter or another homeless assistance program before? If you answered yes to the previous question, what was the name of the program? _____ When were you last there? Mm/dd/yyyy ____/____/____	
<input type="checkbox"/> Yes <input type="checkbox"/> No Household income is at or below 30 percent of AMI	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has household experienced homelessness in the last 12 months?	

Triage for Possible Placement and Referral – with Vulnerability Index

VULNERABILITY INDEX

1. If Head of Household is ≥60 yrs. or older <input type="radio"/> CR to provide DOB	2. If yes, enter "1" →	
2a. Has gone Homeless continuously for at least 12 months? or <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> CDNK <input type="radio"/> CR 2b. Has gone Homeless <u>at least</u> 4 times in the past 3 years? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> CDNK <input type="radio"/> CR	2. If yes to either, enter "1" →	
<input type="radio"/> 3. In the past six months, how many times have you been to the Emergency Room? <input type="radio"/> CR <input type="radio"/> 4. In the past six months, how many times have you had an interaction with the police? <input type="radio"/> CR <input type="radio"/> 5. In the past six months, how many times have you been taken to the hospital in an ambulance? <input type="radio"/> CR <input type="radio"/> 6. In the past six months, how many times have you used a crisis service, including distress centers or suicide prevention hotlines? <input type="radio"/> CR <input type="radio"/> 7. In the past six months, how many times have you been hospitalized as an in-patient, including mental health hospitalizations? <input type="radio"/> CR	If you total the answers 3-7 and it's ≥ "4 times", enter a "1" →	
<input type="radio"/> 8. Have you been attacked or beaten up since becoming homeless? <input type="radio"/> CR <input type="radio"/> 9. Have you tried to harm yourself, or threatened to harm yourself, or anyone else, in the last year? <input type="radio"/> CR	If yes to 8/9, enter a "1" →	
<input type="radio"/> 10. Do you have any legal stuff going on right now that may result in you being locked up or having to pay fines? <input type="radio"/> CR	If yes to 10, enter a "1" →	
<input type="radio"/> 11. Does anybody force you or trick you to do things that you do not want to do? <input type="radio"/> CR <input type="radio"/> 12. Do you ever do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't really know, share a needle, or anything like that? <input type="radio"/> CR <input type="radio"/> 13. Types of places you may have slept: which one do you sleep at most often? <input type="radio"/> Shelter <input type="radio"/> Street <input type="radio"/> Vehicle <input type="radio"/> Bus or Subway <input type="radio"/> Beach, River, Park <input type="radio"/> Other	If yes to 11/12, or 13 is something <u>other than</u> "Shelter", enter a "1" →	
<input type="radio"/> 17. Do you have planned activities each day other than just surviving? <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> 18. Do you have any friends, family or acquaintances out of convenience or necessity, but you Don't like their company and you wouldn't hang with them unless you had to? <input type="radio"/> CR <input type="radio"/> 19. Do any of your friends ever take your money, borrow cigarettes, use your drugs/alcohol, or get you to do things you don't really want to do? <input type="radio"/> CR	If yes to <u>either or both</u> , enter "1" →	
<input type="radio"/> 20.	If yes, enter "1" →	
<input type="radio"/> 21. Where do you usually go for health care? <input type="radio"/> CR	If "nowhere", enter "1" →	
<input type="radio"/> 22. Do you have Kidney disease / End Stage Renal disease, or Undergo Dialysis? <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> 23. Do you have History of Frostbite, Hypothermia, or Immersion Foot? <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> 24. Do you have liver disease, Cirrhosis, or End-Stage Liver Disease? <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> 25-33. Look at the Chronic Health Conditions box on the next page. Enter at "1" on that page if you have any of these conditions.		

Triage with Vulnerability Score and Waitlist Placement

<input type="radio"/> 34. Interviewer: do you detect signs or symptoms of a serious health condition even though client denies any of these?		
<input type="radio"/> Substance Use: <u>Alcohol</u> only <input type="radio"/> Substance use: <u>Drugs</u> only <input type="radio"/> Substance Use: <u>Both</u> Alcohol and Drug <input type="radio"/> 35. Have you ever had problems with drug or alcohol use or been told that you had a problem <input type="radio"/> 36. Have you consumed alcohol / drugs every day or almost every day in the past month? <input type="radio"/> 37. Have you used injection drugs or shots in the past six months? <input type="radio"/> 38. Have you been treated for drug/alcohol problems but then returned to drinking or drugs? <input type="radio"/> 39. Have you used non-beverage alcohol like cough syrup, mouthwash, rubbing alcohol, cooking wine, or anything like that in the past six months? <input type="radio"/> 40. Have you ever blacked out because of your alcohol / drug use? <input type="radio"/> 41. Interviewer: do you observe signs or symptoms of alcohol / drug use even if client denies it?	If yes to one or more, enter "1" →	
<input type="radio"/> Physical Disability (missing a limb, blind, deaf, in a wheelchair, etc. <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> HIV/AIDS <input type="radio"/> CR	If yes, enter "1" →	
<input type="radio"/> Mental Health Issues <input type="radio"/> CR <input type="radio"/> 42. Have you ever been taken to a hospital against your will for a mental health reason? <input type="radio"/> 43. Gone to an emergency room because of nerves or feeling shaky or scared? <input type="radio"/> 44. Spoken with a mental health professional in the last six months?	If yes to one or more, enter "1" →	
<input type="radio"/> Developmental Disability <input type="radio"/> 45. Had a serious brain injury or head trauma? <input type="radio"/> 46. Ever been told you have a learning disability or developmental disability? <input type="radio"/> 47. Have trouble concentrating, or remembering things? <input type="radio"/> 48. Interviewer: do you detect signs or symptoms of mental illness or brain functioning?	If yes to one or more, enter "1" →	
<input type="radio"/> Chronic Health Conditions: <input type="radio"/> Heat stroke/Heat Exhaustion <i>If not already answered above</i> <input type="radio"/> Heart diseases, Arrhythmia, or Irregular Heartbeat <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> Asthma <input type="radio"/> Diabetes <input type="radio"/> Hepatitis C <input type="radio"/> Tuberculosis <input type="radio"/> Other: _____ </div> <div> <input type="radio"/> Cancer <input type="radio"/> Emphysema <input type="radio"/> High Blood Pressure <input type="radio"/> Alzheimer's </div> </div>	If yes to one or more, enter "1" →	
<input type="radio"/> 49. Have you had any medicines prescribed for you by a doctor that you do not take, or that you sold, misplaced, or had stolen, or where the prescriptions were never filled in the first place? <input type="radio"/> CR	If yes, enter "1" →	
!!!!!! If the SA score is "1" AND the Mental Health/Developmental Disability is a "1" AND there is another health condition as well, ENTER a "1" in the BOX AT RIGHT (Tri-morbidity or multiple serious health conditions) →		

IS THIS PERSON PREGNANT?

VICTIM OF DOMESTIC VIOLENCE?

<input type="radio"/> No or N/A <input type="radio"/> Yes If Pregnant, Due Date: ____/____/____	<i>Use same answers as for Adult HoH</i>	
<input type="radio"/> 50. Have you ever experienced any emotional, physical, psychological, sexual abuse, or trauma in your life which you did not get help for, and/or which you feel has caused your homelessness?	If yes, enter "1" →	
TOTAL VULNERABILITY SCORE (add up the 1s and enter in box at right; also enter this score at top of page 1, then continue below.)		

REFERRAL DECISION

<p><input type="checkbox"/> Yes <input type="checkbox"/> No Does client qualify for RRH "Diversion" assistance?</p> <p>If so, what kind of assistance do they need initially to be successfully diverted?</p> <p><input type="checkbox"/> Landlord mediation</p> <p><input type="checkbox"/> Conflict resolution with potential roommate</p> <p><input type="checkbox"/> Rental assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Utility assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Other financial assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Other assistance Define: _____</p>	<p><i>If no, attempt to make appropriate referrals to other available community/mainstream resources.</i></p> <p><i>If yes, refer to ESG ES, TH, RRH, and Housing Search Advocates.</i></p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Does client qualify for Homeless prevention assistance?</p> <p>If so, what kind of assistance do they need initially to be successfully rescued at current housing location?</p> <p><input type="checkbox"/> Landlord mediation</p> <p><input type="checkbox"/> Conflict resolution with potential roommate</p> <p><input type="checkbox"/> Rental assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Utility assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Other financial assistance -recommended amount \$ _____ .00</p> <p><input type="checkbox"/> Other assistance (Define: _____)</p>	<p><i>If no, attempt to make appropriate referrals to other available community/mainstream resources.</i></p> <p><i>If yes, refer to ESG HP and Housing Search Advocates.</i></p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No Does client qualify for Housing Search Assistance only?</p>	<p><i>Refer to SSO agencies or www.housingworks.net</i></p>
<p>Does client/hh qualify for:</p> <p><input type="checkbox"/> Emergency Shelter? <input type="checkbox"/> TH?</p> <p><input type="checkbox"/> Dom Violence Shelter? <input type="checkbox"/> PSH?</p>	<p><i>Consult Bed Register and refer to agency or send form to be added to that programs waitlist</i></p>

If client returns in 30 days, pull this form from the files and complete the Follow-Up on the next pages.

Triage for Possible Placement and Referral – with Vulnerability Index

FOLLOW-UP FORM

1. Was the household diverted from entering shelter? (If no, skip to question two).

☐ Yes ☐ No

If yes, to where:

- ☐ Friend's house
☐ Family member's housing

- ☐ Previous housing
☐ Other (please describe): _____

How long were they in this housing? Number of days: _____

2. Did the household receive prevention assistance?

☐ Yes ☐ No

What type?

- ☐ Utility assistance in the amount of \$ _____
☐ Rental assistance in the amount of \$ _____
☐ Security deposit in the amount of \$ _____

- ☐ Moving costs in the amount of \$ _____
☐ Other \$ _____

After 30 Days...

1. Did they find permanent housing?

☐ Yes ☐ No

After 90 Days...

1. Have they come back to shelter/the homeless assistance system since being diverted?

☐ Yes ☐ No

2. Are there whereabouts known?

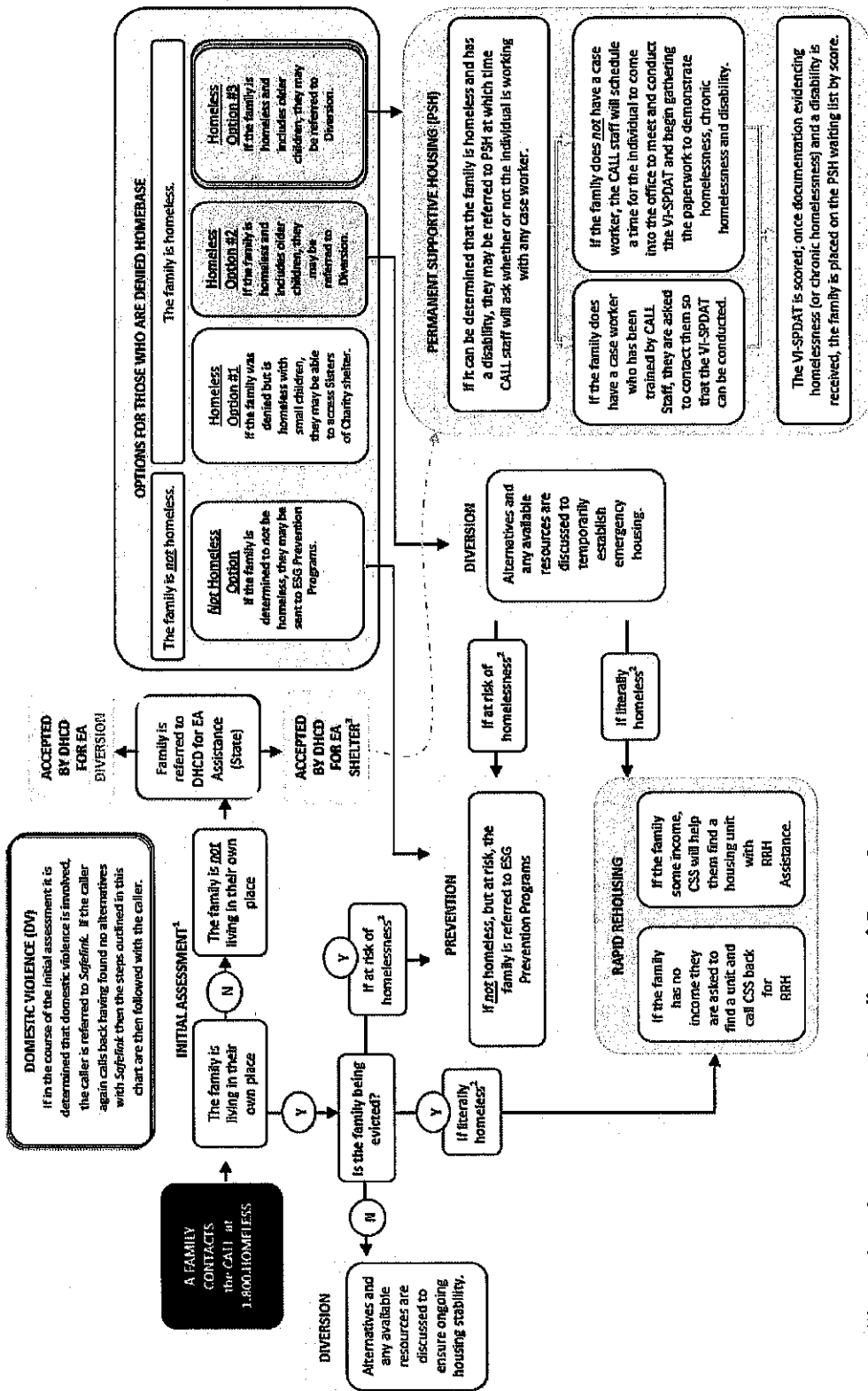
☐ Yes ☐ No

3. If they are known, where do they live currently?

- ☐ Remained in initial housing
☐ Relocated to different permanent housing unit
☐ In homeless assistance system

4. Number of Days If they "remained in initial housing" or "relocated to different permanent housing unit," how long have they been there?

Appendix G Flow Chart for Families Seeking Shelter



Families using the CALL ■ Coordinated Entry System

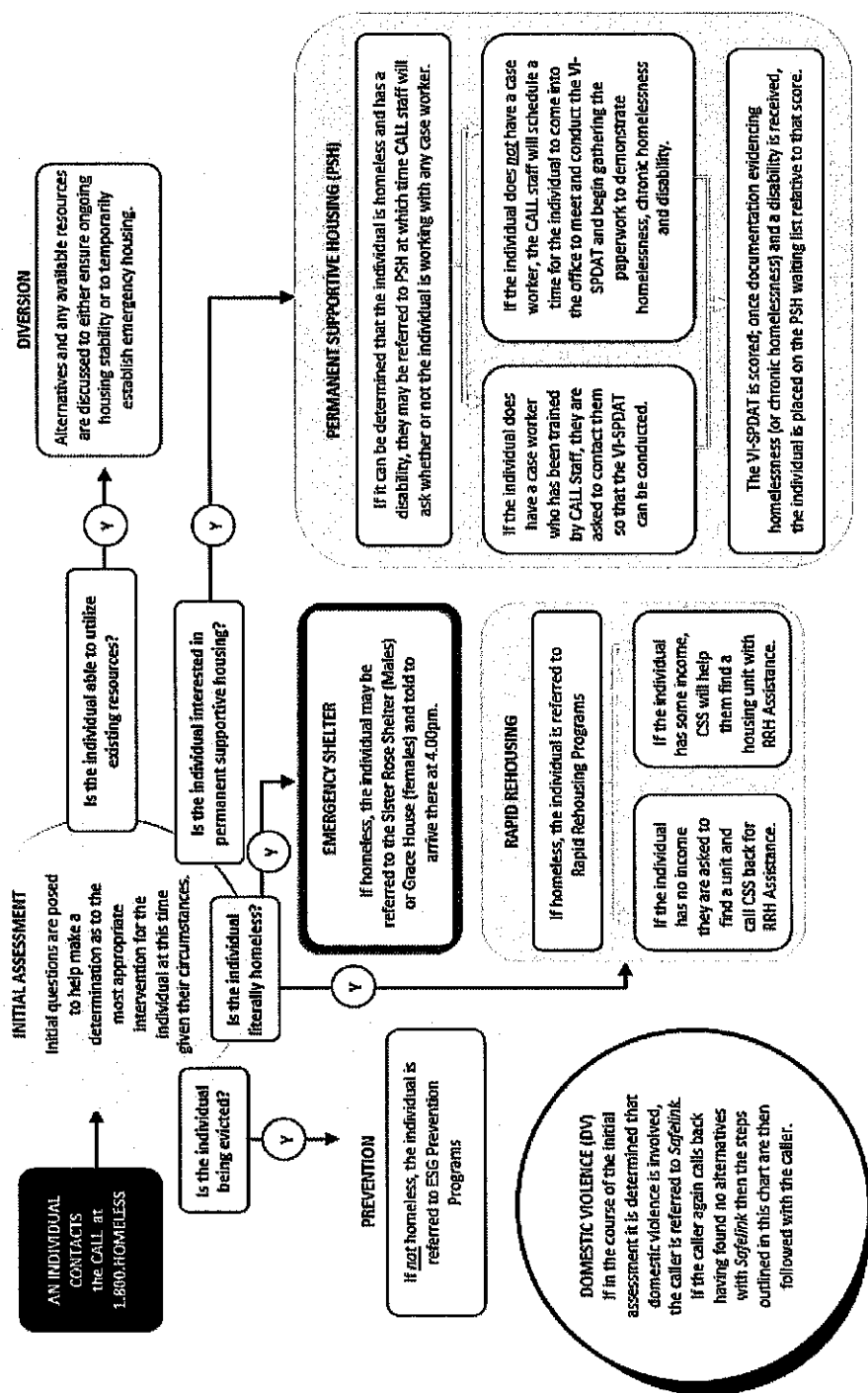
NOTES

if in the course of the initial assessment it is determined that domestic violence is involved, the caller is referred to *Safelink*. If the caller again calls back having found no alternatives with *Safelink* then the steps outlined in this chart are then followed with the caller.

² The terms “at risk of homelessness” and “literally homeless” shall be in accordance with the U.S. Department of Housing & Urban Development’s definitions.

³ Those accepted by DHCD into EA for shelter placement may be referred to PSH if eligible.

Appendix H Flow Chart for Individuals Seeking Shelter



Individuals using the CALL ■ Coordinated Entry System

NOTE:

The terms "homeless" and "literally homeless" shall be in accordance with the U.S. Department of Housing & Urban Development's definitions.

Appendix I Daily Bed Count Form



Bed Status Reporting Form

- Submit via *✓* fax to: 508-675-2224 *✓* email to: thecall@cssdioc.org
- ES Programs must report daily between 8:30 AM and 9:30 AM
ES Programs must also report by 4:00 PM if any vacancies remain after 3:30 PM.
- TH and PSH Programs must report ASAP if a vacancy occurs or is about to occur.

This report is for the . . .

. . . night of: mm/dd/yyyy

. . . day of the week:

. . . agency:

. . . project:

. . . city:

This program serves:
Check one box

- ☐ Unaccompanied Individuals and Families
- ☐ Unaccompanied Individuals and Families and Teen Parents
- ☐ Unaccompanied Adult Individuals Only
- ☐ Unaccompanied Teens Only
- ☐ Teens Parents with Children

Any Vacant Beds?

☐ **Yes** (explain below) ☐ **No** (if "No", save and print/fax or email)

A. Unaccompanied Individuals

____ # of empty top bunks (any weight) ____ # male beds ____ # female beds
____ # of empty top bunks (persons weighing less than 150 lbs) ____ # male beds ____ # female beds
____ # of empty lower bunks, mattresses, or pads (any weight) ____ # male beds ____ # female beds

B. Beds/Rooms for Families

____ # of empty top bunks ☐ check if bunks are restricted to persons weighing less than 150 lbs)
____ # of empty lower bunks, mattresses, or pads (any weight)
____ # of empty cribs

C. Beds/Rooms for Teens/T Parents

____ # of empty top bunks (persons weighing less than 150 lbs)

Appendix J Bed Reporting Form for Transitional Programs and Permanent Supportive Housing Programs



OPEN BED REPORTING FORM PSH AND THP PROGRAMS

DAY BED WILL BE AVAILABLE

NAME OF PROGRAM

**CONTACT PERSON NAME
PHONE AND EMAIL**

TYPE OF PROGRAM:

☐ TRANSITIONAL HOUSING FOR MEN

☐ TRANSITIONAL HOUSING FOR WOMEN

☐ TRANSITIONAL HOUSING FOR FAMILIES

OF BEDROOMS IF FAMILIES

☐ PERMANENT SUPPORTIVE HOUSING FOR MEN

☐ PERMANENT SUPPORTIVE HOUSING FOR WOMEN

☐ PERMANENT SUPPORTIVE HOUSING FOR FAMILIES

OF BEDROOMS IF FAMILIES

Date of request from agency	Date of referral from THE CALL	Control # of Referral	Initials of Referral	Date accepted for initial interview or rejected	Reason if rejected

*Please complete date of request column when submitting referral

*Form and referrals will be returned to you by THE CALL within 48 business hours

*Please resubmit form with result of referrals in order to receive additional referrals from THE CALL

*Please submit one form for EACH opening even if within the same program



Appendix K Verification of Disability Form

VERIFICATION OF DISABILITY

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0204

THE CALL
COORDINATED ACCESS TO LOCAL LINKS
(A PROGRAM OF CATHOLIC SOCIAL SERVICES)
SERVING 3 CONTINUUMS OF CARE WITHIN BRISTOL COUNTY MA

PERMANENT SUPPORTIVE HOUSING PROGRAM-VERIFICATION OF DISABILITY

DATE: _____

TREATING SOURCE: _____

FROM: _____

SUBJECT: VERIFICATION OF DISABILITY

NAME: _____

ADDRESS: _____

This person has applied for housing assistance under a program of the U.S. Department of Housing and Urban Development (HUD). HUD requires the housing owner to verify all information that is used in determining this person's eligibility or level of benefits.

We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to ensure timely processing of the application for assistance. The applicant/tenant has consented to this release of information as shown below.

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months.

Signature _____

Date _____

Note to Applicant/Tenant: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.

This form is valid for one year from the date of signature. You have the right to revoke this authorization at any time by notifying your case manager in writing.

Page 1 of 3



REVISED 4/25/14

The CALL (Coordinated Entry to Local Links) THE CALL
THE CALL is made up of the 3 Continuums of Care in Bristol County MA

INFORMATION BEING REQUESTEDFor each numbered item below, mark an "X" in the applicable box that accurately describes the person listed above.1. ☐ YES ☐ NO

Has a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.

2. ☐ YES ☐ NO

Is a person with a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that:

- a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- b. Is manifested before the person attains age 22;
- c. Is likely to continue indefinitely;
- d. Results in substantial functional limitation in three or more of the following areas of major life activity;

- (1) Self-care,
- (2) Receptive and expressive language,
- (3) Learning,
- (4) Mobility,
- (5) Self-direction,
- (6) Capacity for independent living, and
- (7) Economic self-sufficiency; and

e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

3. ☐ YES ☐ NO

Is a person with a chronic mental illness, i.e., he or she has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.

4. ☐ YES ☐ NO

Is a person whose sole impairment is alcoholism or drug addiction.

Page 2 of 3



The CALL (Coordinated Entry to Local Links) THE CALL
THE CALL is made up of the 3 Continuums of Care in Bristol County MA

REVISED 4/25/16

VERIFICATION OF DISABILITY

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0204

NAME AND TITLE OF PERSON
SUPPLYING THE INFORMATION

FIRM/ORGANIZATION

Address: _____

SIGNATURE

DATE

Public reporting burden for this collection is estimated to average 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits and is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Owners/management agents must obtain third party verification that a disabled individual meets the definition for persons with disabilities for the program governing the housing where the individual is applying to live. The definitions for persons with disabilities for programs covered under the United States Housing Act of 1937 are in 24 CFR 403 and for the Section 202 and Section 811 Supportive Housing for the Elderly and Persons with Disabilities in 24 CFR 891.305 and 891.505. No assurance of confidentiality is provided. The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937, as amended (42 U.S.C. 1437 et. seq.); the Housing and Urban-Rural Recovery Act of 1983 (P.L.98-181); the Housing and Community Development Technical Amendments of 1984 (P.L. 98-479); and by the Housing and Community Development Act of 1987 (42 U.S.C. 3543).

PENALTIES FOR MISUSING THIS CONSENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government; HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security numbers are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 USC 408 (a) (6), (7) and (8).

Page 3 of 3

REVISED 4/25/16


The CALL (Coordinated Entry to Local Links) THE CALL
THE CALL is made up of the 3 Continuums of Care in Bristol County MA

Appendix L Chronically Homelessness Third Party Verification

Chronically Homeless Third Party Verification CERTIFICATION

(1) A "homeless individual with a disability" that lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been homeless continuously for at least 12 months or on at least 4 separate occasions in the last 3 years where the combined occasions total at least 12 months."

(2) "An individual who has been residing in an institutional care facility for fewer than 90 days and met all of the criteria noted above.

*Occasions separated by a break of at least 7 nights &

*Stays in institution of fewer than 90 days DO NOT constitute a break in homelessness

I certify that _____ stayed at _____
(Client's Name) (Facility/ Program Name)

for the following period of time:

(1) between: ____/____/____ and : ____/____/____
(2) between: ____/____/____ and : ____/____/____
(3) between: ____/____/____ and : ____/____/____
(4) between: ____/____/____ and : ____/____/____

Additional detail about the client's episodes of homelessness may be written below.

Before coming to this facility, the homeless person resided at:

This facility is classified as one of the following types of facilities/ programs:

- | | |
|---|---|
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Mental Health Facility |
| <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Correctional Facility |
| <input type="checkbox"/> Permanent Housing | <input type="checkbox"/> Substance Abuse Facility |
| <input type="checkbox"/> Medical Institution | <input type="checkbox"/> Other: _____ |

Signature: _____
(Signature of Facility Staff)

Date: _____

Title: _____

Phone: _____

REVISED 4/26/16

The CALL (Coordinated Entry to Local Links) THE CALL
THE CALL is made up of the 3 Continuums of Care in Bristol County MA



Appendix M Proof of Homelessness Form

THE CALL
COORDINATED ACCESS TO LOCAL LINKS
(A PROGRAM OF CATHOLIC SOCIAL SERVICES)
SERVING 3 CONTINUUMS OF CARE WITHIN BRISTOL COUNTY MA

VERIFICATION OF HOMELESSNESS

Date: _____

Client/Participant/Guest Name: _____

Control Number for THE CALL (if known) _____

The above referenced person or family has been under the care of this facility from

_____ to _____

This person has completed a comprehensive housing search and no subsequent residence has been identified and the client lacks resources and support networks needed to obtain housing. The resident is being referred to your agency's housing program.

The person was homeless prior to entering this facility as evidenced below:

_____ Residing in a place not meant for human habitation

_____ Residing in an emergency shelter, transitional housing, or exiting an institution where they were placed for less than 90 days

_____ Fled domestic violence

Signature of referral Source


Title of Referral Source

Agency

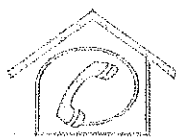
Contact Phone Number

Date

REVISED 4/25/16


The CALL (Coordinated Entry to Local Links) THE CALL
THE CALL is made up of the 3 Continuums of Care in
Bristol County MA

Appendix N Authorization of Release of Information Form



THE CALL

AUTHORIZATION FOR RELEASE OF INFORMATION

HOW YOUR INFORMATION IS PROTECTED

- Any information collected about you in electronic format is not accessible to anyone but your authorized advocate(s), THE CALL [Coordinated Access to Local Links], and eventually to the eligible receiving agency for housing placement.
- We do collect/store anonymous aggregate information for policy purposes but identifying information about you is never released.
 - We don't store SSNs and names online; we comply with the tightest possible laws governing your personal information.
 - We are "tighter than most banks".

YOUR ADVOCATE/S NEED YOUR PERMISSION
TO SEND THE COMPLETED REFERRAL/APPLICATIONS

I, _____, understand it is my sole responsibility to update my advocate of any change in my information, specifically telephone number and address, as soon as change occurs. I understand that my advocate intends to use the HousingWorks/SimTech system to input and apply for housing. My housing information will be stored electronically and used to search for housing options. I further authorize my advocate to release my demographics and Vulnerability Index Score to the Coordinated Access Local Links otherwise known as "THE CALL". A second possibility is that my advocate can update waitlists I am on with any crucial changes in my application profile. Finally, I understand that if I authorize any other _____ in information, and have permission to talk with _____ing advocates from my records, if I wish; this lets _____ates have updated my information and when.

My advocate should explain to me what kinds of agencies they generally contact in order to perform housing advocacy:

Restrictions on the use of information. *(Please check one):*

- ☐ This release lets my advocate request, or provides information from/to all relevant agencies for purposes of my housing search.
- ☐ This release specifies the only agencies [below], that my advocate can contact.

My signature below acknowledges my understanding, authorization and consent for the following:

1. This Authorization for Release of Information form is valid until it is revoked in writing by the applicant;
2. This authorization is subject to my revocation at any time, except for information already released;
3. This authorization covers the release of that information specified in the previous section and the information to be compiled during the course of client's involvement with the agency or program;
4. I understand that I have a right to receive a copy of this authorization form as well as the Revocation of Authorization form.
5. I understand that by signing this release I authorize this agency's auditors and HousingWorks/Simtech support staff to view information contained in my file (for audit purposes only);
6. A copy of this form is as valid as the original;
7. My advocate cannot withdraw any of my applications without documented attempts to contact me. It is my responsibility to stay in touch with the agency unless I revoke their authorization by completing a Revocation of Authorization form.

Client/Parent/Guardian Signature

Date: ____/____/____

How client was informed of the above information *(Please check one):*

- ☐ Client read and signed this form
- ☐ Verbal explanation of this form was provided point by point by advocate
- ☐ An interpreter was provided

Printed Name of the Advocate I am authorizing Signature of the Advocate I am authorizing

Date: ____/____/____

1/27/2016

THE CALL 1-800-HOMELESS
A program of Catholic Social Services
1600 Bay Street P.O. Box M-50 Station
Fall River, MA 02724
Ph: 508-674-4561 ■ Fx: 508-675-2224


Catholic Social Services
Access of Fall River

Appendix O Revocation of Authorization Form



REVOCATION OF AUTHORIZATION HOW YOU CAN STOP AN ADVOCATE FROM WORKING ON YOUR BEHALF

WRITTEN REVOCATION: I hereby revoke all authorization for the releases specified on the Authorization for Release of Information form that I previously signed.

Signature of Client/Parent/Guardian

Date: ____/____/____

ORAL REVOCATION: Client/Parent/Guardian revoked all authorizations for the above specified client.

Signature of Advocate

Date: ____/____/____

WHAT AUTHORIZATION(S) IS REVOKED? ☐ Ability to sign applications ☐ Permission to advocate for me in any way.

THE CALL 1-800-HOMELESS
A program of Catholic Social Services
1600 Bay Street P.O. Box M-So Station
Fall River, MA 02724
Ph: 508-674-4551 ■ Fx: 508-675-2224



REVOCATION OF AUTHORIZATION HOW YOU CAN STOP AN ADVOCATE FROM WORKING ON YOUR BEHALF

WRITTEN REVOCATION: I hereby revoke all authorization for the releases specified on the Authorization for Release of Information form that I previously signed.

Signature of Client/Parent/Guardian

Date: ____/____/____

ORAL REVOCATION: Client/Parent/Guardian revoked all authorizations for the above specified client.

Signature of Advocate

Date: ____/____/____

WHAT AUTHORIZATION(S) IS REVOKED? ☐ Ability to sign applications ☐ Permission to advocate for me in any way.

THE CALL 1-800-HOMELESS
A program of Catholic Social Services
1600 Bay Street P.O. Box M-So Station
Fall River, MA 02724
Ph: 508-674-4551 ■ Fx: 508-675-2224



1/27/2016

Appendix P Disability Accommodation Form



Disability Accommodation

A Disability Accommodation Request is used to place a household on the Prioritized By-Name List that was unable to participate in the HMIS Client Consent Form and VI-SPDAT due to a disability. This accommodation should be used sparingly and must include evidence that at least three documented attempts have been made to complete the triage tool with the household. Please fill out this form entirely.

Person completing Assessment/Agency	
Client Unique Identifier/Name	

How many attempts have been made to offer this individual an assessment? When did these attempts occur?
What are the barriers or disabilities this individual is experiencing?
Why does the individual need the accommodation?

I certify that the information I have provided is accurate to the best of my knowledge.

Assessor Signature	Date
Print Name	Title
Phone Number	Email

Appendix Q Grievance Form



CALL Grievance Form

Name:	
Date:	
Contact Information:	
Best Time/ Way to Reach You:	
Explanation of your concern/ grievance:	
Action you believe would solve the problem:	

Signature: _____ Date: _____

Please return signed form to:

CALL Grievance
Department of Planning, Housing & Community Development
2nd floor 608 Pleasant Street
New Bedford, MA 02740

*The Department of Planning, Housing & Community Development
will respond to your grievance in writing within ten (10) business days.*

APPENDIX III

HUD FORMS

- **HUD Applications for Federal Assistance SF-424 Forms**
 - **HUD Non-State Grantee Certifications**

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

4600142

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of New Bedford

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

04-6001402

*** c. Organizational DUNS:**

0757191870000

d. Address:

*** Street1:**

133 William Street

Street2:

*** City:**

New Bedford

County/Parish:

*** State:**

MA: Massachusetts

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

02740-86000

e. Organizational Unit:

Department Name:

DPHCD

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Patrick

Middle Name:

J.

*** Last Name:**

Sullivan

Suffix:

Title:

Director

Organizational Affiliation:

Dept. of Planning, Housing & Community Development (DPHCD)

*** Telephone Number:**

508-979-1500

Fax Number:

508-979-1575

*** Email:**

Patrick.Sullivan@newbedford-ma.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.219

CFDA Title:

Community Development Block Grant Program

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY2018 Action Plan for various community development programs to help maintain the community's economic, social and physical infrastructure.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant **MA-09*** b. Program/Project **Tenth**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: **07/01/2018*** b. End Date: **06/30/2019****18. Estimated Funding (\$):**

* a. Federal	896,847.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	1,541,695.00
* f. Program Income	735,159.00
* g. TOTAL	3,173,701.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: **Mr.** * First Name: **Jonathan**
Middle Name: **F.**
* Last Name: **Mitchell**
Suffix:

* Title: **Mayor*** Telephone Number: **508-979-1410** Fax Number: * Email: **Jonathan.Mitchell@newbedford-ma.gov*** Signature of Authorized Representative: * Date Signed: **05/15/2018**

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: 4600142				
5a. Federal Entity Identifier: <input type="text"/>			5b. Federal Award Identifier: <input type="text"/>			
State Use Only:						
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>				
8. APPLICANT INFORMATION:						
* a. Legal Name: <input type="text" value="City of New Bedford"/>						
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="04-6001402"/>			* c. Organizational DUNS: <input type="text" value="0757191870000"/>			
d. Address:						
* Street1: <input type="text" value="133 William Street"/>						
Street2: <input type="text"/>						
* City: <input type="text" value="New Bedford"/>						
County/Parish: <input type="text"/>						
* State: <input type="text" value="MA: Massachusetts"/>						
Province: <input type="text"/>						
* Country: <input type="text" value="USA: UNITED STATES"/>						
* Zip / Postal Code: <input type="text" value="02740-86000"/>						
e. Organizational Unit:						
Department Name: <input type="text" value="DPHCD"/>			Division Name: <input type="text"/>			
f. Name and contact information of person to be contacted on matters involving this application:						
Prefix: <input type="text" value="Mr."/>		* First Name: <input type="text" value="Patrick"/>				
Middle Name: <input type="text" value="J."/>						
* Last Name: <input type="text" value="Sullivan"/>						
Suffix: <input type="text"/>						
Title: <input type="text" value="Director"/>						
Organizational Affiliation: <input type="text" value="Dept. of Planning, Housing & Community Development (DPHCD)"/>						
* Telephone Number: <input type="text" value="508-979-1500"/>		Fax Number: <input type="text" value="508-979-1575"/>				
* Email: <input type="text" value="Patrick.Sullivan@newbedford-ma.gov"/>						

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

Home Investment Partnership Program

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY2018 Action Plan for the expansion of affordable housing opportunities, particularly for rental housing for low and very low income households.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant **MA-09*** b. Program/Project **Tenth**

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: **07/01/2018*** b. End Date: **06/30/2019****18. Estimated Funding (\$):**

* a. Federal	2,630,602.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	377,057.00
* f. Program Income	325,000.00
* g. TOTAL	3,332,659.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: **Mr.*** First Name: **Jonathan**Middle Name: **F.*** Last Name: **Mitchell**Suffix: * Title: **Mayor*** Telephone Number: **508-979-1410**Fax Number: * Email: **Jonathan.Mitchell@newbedford-ma.gov*** Signature of Authorized Representative: * Date Signed: **05/15/2018**

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: 4600142			
5a. Federal Entity Identifier: <input type="text"/>			5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text" value="City of New Bedford"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="04-6001402"/>			* c. Organizational DUNS: <input type="text" value="0757191870000"/>		
d. Address:					
* Street1: <input type="text" value="133 William Street"/>					
Street2: <input type="text"/>					
* City: <input type="text" value="New Bedford"/>					
County/Parish: <input type="text"/>					
* State: <input type="text" value="MA: Massachusetts"/>					
Province: <input type="text"/>					
* Country: <input type="text" value="USA: UNITED STATES"/>					
* Zip / Postal Code: <input type="text" value="02740-86000"/>					
e. Organizational Unit:					
Department Name: <input type="text" value="DPHCD"/>			Division Name: <input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: <input type="text" value="Mr."/>		* First Name: <input type="text" value="Patrick"/>			
Middle Name: <input type="text" value="J."/>					
* Last Name: <input type="text" value="Sullivan"/>					
Suffix: <input type="text"/>					
Title: <input type="text" value="Director"/>					
Organizational Affiliation: <input type="text" value="Dept. of Planning, Housing & Community Development (DPHCD)"/>					
* Telephone Number: <input type="text" value="508-979-1500"/>			Fax Number: <input type="text" value="508-979-1575"/>		
* Email: <input type="text" value="Patrick.Sullivan@newbedford-ma.gov"/>					

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

Department of Housing and Urban Development (HUD)

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:

Emergency Solutions Grant

*** 12. Funding Opportunity Number:**

*** Title:**

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

FY2018 Action Plan for assisting emergency shelters with operation support and direct financial support for homeless prevention and rapid re-housing.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="218,352.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="54,537.00"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="272,889.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

4/30/2018 _____
Date

Mayor
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2018 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

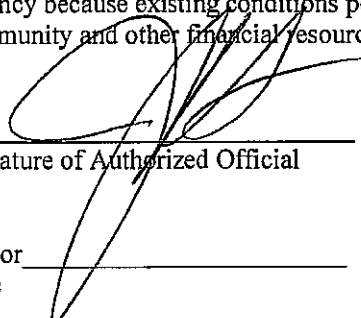
4/30/2018_____
Date

Mayor
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.



Signature of Authorized Official

4/30/2018_____
Date

Mayor_____
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature of Authorized Official

4/30/2018

Date

Mayor
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

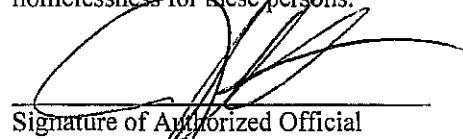
Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature of Authorized Official

4/30/2018 _____
Date

Mayor _____
Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature of Authorized Official

4/30/2018_____
Date

Mayor
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.