

**CITY OF TAUNTON, MASSACHUSETTS
MAYOR CHARLES CROWLEY
TAUNTON MUNICIPAL COUNCIL**



**Federal Fiscal Year (FFY) 2008
Community Development Block Grant (CDBG)**

Application Packet

Due: Friday February 1, 2008 BY 4:00 P.M.

**Respond to:
Office of Economic & Community Development
45 School Street, 2nd Floor
Taunton, MA 02780
508-821-1030
508-821-1091 (fax)
dircomdev@tmlp.net**

APPLICATION INSTRUCTIONS

Federal Fiscal Year (FFY) 2008 (July 1, 2008 – June 30, 2009) Community Development Block Grant Program City of Taunton, Massachusetts

The City of Taunton's Office of Economic & Community Development is seeking proposals for inclusion in its Action Plan for eligible activities during Federal Fiscal Year 2008 (July 1, 2008 – June 30, 2009). CDBG funding varies annually. HUD usually notifies recipients of their anticipated allocation in January of each year. Last Federal Fiscal Year, FFY 2007 the City of Taunton received \$894,792 in Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). The City of Taunton anticipates a similar funding allocation for FFY 2008 and will provide public notification of the exact amount upon confirmation from HUD.

In order for the City of Taunton to consider applications for funding, applicants should be advised of the following:

1. The CDBG program is a federal program designed to improve the quality of life for all community residents, but principally for those of low and moderate incomes (see attachment for definition). Therefore, applicants should detail, to the greatest extent possible, how their project will benefit by at least 51% low and moderate Taunton residents;
2. Applicants will be evaluated based on how well they address the housing and community development needs identified in the City of Taunton's 2005-2009 Consolidated Plan and to the extent that they leverage other funding sources or collaborate with the services of other agencies;
3. Only those applications submitted for eligible activities in accordance with the governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200-570.207 (See attachments) will be considered for funding.
4. All applicants must complete the standard CDBG application for funding consideration. Applicants should submit two (2) copies of the application along with one (1) original signed by the applicant. All three (3) should be three hole punched. Applicants may respond in the space provided, or submit a separate narrative no more than five (5) pages.
5. The deadline for all applications will be: **Friday February 1, 2008 at 4:00 P.M.**
6. Applications may be hand delivered or sent by mail to: Office of Economic & Community Development, 45 School Street – 2nd Floor, Taunton, MA 02780;

If you are considering submitting an application for funding but are not sure if the project is eligible, you may contact Michael J. Mattos, Community Development Director at the Office of Economic & Community Development at 508-821-1032 or by e-mail at dircomdev@tmlp.net for assistance.

I. Applicant Information

Organization Name: _____

Address: _____

Phone/Fax: _____

E-Mail Address: _____

Website (if applicable): _____

Contact Person(s): _____

Signature: _____

II. Project Request

Project Title: _____

Project Address: _____

Brief Project Description: _____

Total Funding Request: \$_____

Total Leveraged Funds (from other sources): \$_____

Check the category that best describes the type of funding requested:

- | | | |
|---|---|---|
| <input type="checkbox"/> Housing Rehab | <input type="checkbox"/> Economic Development | <input type="checkbox"/> First Time Home Buyer |
| <input type="checkbox"/> Public Service | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Public Facilities (façade) |

III. Project Eligibility

Project meets at least ONE of the HUD National Objectives listed below (please check all applicable; definitions are included as attachments):

- Benefits low/moderate income individuals/households
- Addresses the prevention or elimination of slums or blight
- Meets an urgent community need threatening health and welfare

Check all statements that describe HOW this project or activity meets one of the National Objectives listed above:

____ *Area Benefit Activities:* The proposed project or activity meets the needs of low/moderate income persons residing in an area where at least 51% of those residents have incomes within 80% of the Area Median Income. The benefits of this activity are available to all persons regardless of income. Examples may include street improvements, water/sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts.

____ *Limited Clientele Activities:* The proposed project benefits a specific group of people (rather than all residents in a particular area), where 51% of the people are documented or presumed to be low/moderate income persons. Examples may include construction of a senior center, public services for the homeless, meals on wheels for the elderly, construction of a job training facility for the handicapped.

____ *Housing Activities:* The proposed project creates or improves permanent residential units that will be occupied by low/moderate income persons upon completion. Housing can be either owner occupied or rental one family or multi-family units. Examples may include property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing.

____ *Job Creation or Retention:* The proposed project creates or retains permanent jobs. At least 51% of those jobs must be available to low/moderate income persons. The neighborhood where the jobs are located are a low/moderate Examples may include loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close resulting in loss of employment for low/moderate income persons.

____ *Slum or Blighted Area:* The proposed project is located in a slum/blighted area and the anticipated results of the project addresses one or more of the conditions that qualified the area.

____ *Spot Blight:* The proposed project will eliminate specific conditions of blight or physical decay outside of a blighted area. Activities are limited to clearance, historic preservation, and rehabilitation of buildings (to the extent necessary to eliminate public health and safety issues).

IV. Project Type

- Public/Human Service
- Housing Rehabilitation
- Acquisition, Disposition or Clearance
- Economic Development
- First time Home Buyer
- Infrastructure
- Façade/ Public Facilities

V. Project Summary

Applicants may respond in the space provided or submit a separate narrative no more than five (5) pages.

A. Identify the accomplishments your agency intends to achieve with the proposed project/activity. Describe how the proposed project/activity will address a specific community need or problem for the City of Taunton. Please identify whether the activity is new, ongoing, or how it has expanded from previous years.

B. Identify who will benefit from this project/activity (e.g. elderly, homeless, youth, etc.). Please be specific with regard to income and number of persons/household.

C. Identify how will your agency specifically document that 51% or more of those assisted can be defined as low and moderate income Taunton residents.

D. Describe how your agency can use CDBG funding assistance to leverage other sources of funds. Also, describe present funding sources and amounts for your agency.

E. Provide the proposed project/activity timeframe/schedule including start and completion dates and other important project dates.

VI. Organizational Capacity

Applicants may respond in the space provided below or submit a separate narrative no more than five (5) pages.

A. Provide an overview of your organization including length of existence, mission statement and general services provided.

B. Describe your organization's experience in successfully conducting this type of proposed project/ activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity.

C. Identify any other agencies and/or partners in this project/activity and describe the roles and responsibilities of these partners.

VII. Financial Budget Information

In addition to the budget summary below, applicants must provide a separate itemized budget outlining how the CDBG assistance will be utilized. Please specify by line item the projected cost of the project/activity.

Leveraged (other funding sources) funds for the proposed project/activity should be clearly identified. Include breakouts for public services, acquisition and rehabilitation, construction (remember to consider Davis-Bacon wages for projects using over \$2,000 in CDBG funds), infrastructure, public facilities, and administrative.

Category Breakdown	CDBG Funds	Leveraged Funds	Source of Leveraged Funds	Total Funds
Public Services				
Acquisition/Rehab				
Construction				
Infrastructure				
Public Facilities				
Administrative				
Total CDBG Request	\$			
Total Other Funds		\$		
Total Project Funds				\$

VIII. Performance Measures

The U.S. Department of Housing & Urban Development (HUD) requires receipts of federal funds to assess the productivity and impact of their programs. Therefore the City of Taunton has adopted a Performance Measurement Chart.

The following chart helps to define clear outcomes and establishes a way to quantify the effectiveness of the CDBG programs in Taunton. The Performance Measurement Chart explains how the proposed project will meet the City's needs and established goals. The information provided in this chart will be reviewed to determine if funding for proposed projects /activities should be provided.

Performance Measurement Chart Guidance

It is recommended that applicants not “over promise” what the proposed project will actually deliver. Be realistic about timeframes, as well as implementation. If your project is funded and the projected results do not materialize, OECD reserves the right to delay or reprogram funds until corrective procedures are underway.

Be as specific and concise as possible.

Provide the appropriate number of goals and activities associated with the project. It is not necessary to over state the number of goals or activities for the purposes of OECD's evaluation. A very strong project application may have at a minimum one goal and one outcome for the proposed project/activity.

Should your project be funded, the Performance Measurement Chart will be used as the template for drafting your contract and scope of services, as well as for monitoring the implementation of your project/activities.

Example(s):

Goals – a statement that describes what can reasonably be achieved by the proposed project and is related to the mission of the organization.

- Increase the stock of affordable housing
- Create new job opportunities
- Improve/Increase the literacy skills of adults

Proposed Activities – a list of tasks associated with the proposed project that will allow the City to measure the effectiveness of the project and determine if the contract is being fulfilled. Activities will vary depending on the nature of the project. Applicants should define as best as possible the activities they propose to deliver and the number of those activities that they will provide.

- 12 Counseling sessions of 1.5 hours for low-moderate income people
- Create 30 units of affordable housing (as defined by HUD)
- Provide 5 small business loans/grants for eligible employers hiring low-moderate income employees

Expected Outputs – specific list of accomplishments that have an established timeframe and measurable outcome.

- To develop 15 units of affordable housing by December 31, 2007.
- To conduct 1 counseling session per month for up to 20 low-moderate income people.
- To provide 2 small business loans to eligible employers by November 23, 2007.

Expected Outcomes – describes what the hopeful result of the proposed project/activities will be. They are often evaluated based on Client Satisfaction surveys, which assess whether the clients (those directly benefiting from the project/activities) consider the outcomes to have been met. It is important that every expected outcome can be measured. In the Performance Measurement Chart, provide at least one expected output that relates to the services you will deliver, and at least one expected outcome that relates to the impact that the program is expected to have on the City of Taunton and/or the person(s) benefiting from the activity.

- 90% of new residents of the affordable housing units are expected to rate the housing as “very satisfactory” in a survey of all new residents.
- 80% of the of the counseled adults will increase their literacy level by 50%
- Eligible employers will increase their work capacity by 70%

Instructions - Use one (1) Performance Measurement Chart for each goal. For proposed projects/activities that have multiple goals, the chart may be copied.

PERFORMANCE MEASUREMENT CHART PROJECT GOALS & ACTIVITIES

Project Name:

**Sponsoring
Agency:**

Needs Statement:

Project Goal:

Proposed Activity (1)

Expected Output Number of persons served, jobs Created, housing units rehabbed, etc.	Expected Outcome Direct results of program/project	Measurement How the outcome was measured

Proposed Activity (2)

Expected Output Number of persons served, jobs Created, housing units rehabbed, etc.	Expected Outcome Direct results of program/project	Measurement How the outcome was measured

IX. Evaluation Criteria

Community Development Block Grants (CDBG) funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are checked first by the City's Office of Economic and Community Development (OECED) staff for completeness of application and content. OECED staff will then review and rank each application using the City of Taunton's Application Evaluation Worksheet. If a question arises during its review, the OECED reserves the right to contact the applicant for clarification. Based on OECED's review and ranking of proposals, recommendations will be presented to the Mayor's Office, which will render the final decision on grant awards.

While a well-written application is no guarantee of funding, this is a highly competitive process. Therefore, applicants should provide adequate attention to the completeness, conciseness and responsiveness of the information provided in response to the questions asked within the application.

Please contact OECED at 508-821-1030 if you have any questions concerning this or the application itself.

All completed applications are due without exception on Friday February 1, 2008 at 4:00 P.M.

Review Timeline

Submission Deadline
Feb. 1, 2008 – 4:00PM

**City of Taunton
Review**
Feb. 4 – Feb. 29

Action Plan Preparation
Mar. 3 – Mar. 21

**Publication of Draft
Action Plan**
Mar. 24 – Apr. 18

**Submission of Final
Action Plan to HUD**
Apr. 21 – May 15

Evaluation Criteria:

Maximum Points Possible: 60

Quality of Program Design

16 POINTS

Includes demonstration of an unmet need, consistency with the priorities of the City's consolidated Plan, overall program merit, coordination with existing services and evidence of community support.

Quality of Proposal Elements

16 POINTS

Includes expected outcomes, performance measurement, timeline and budget.

Capacity and Experience

12 POINTS

Includes direct experience, local experience, past grant administration, staffing, resources and partners.

Funding request

16 POINTS

Includes use of leveraged funds and other resources and program sustainability.

The following worksheet is the form that will be used in the review of all applications submitted for funding. This is offered only for informational purposes and requires NO action on the applicants' part.

CDBG APPLICATION EVALUATION WORKSHEET – FFY 2008

Scoring: 0 = Unacceptable 1 = Poor 2 = Fair 3 = Good 4 = Excellent

Evaluation Factors:

Quality of Program Design						
1	Does the proposed project/activities comply with the overall regulations, goals and objectives of the CDBG program?	0	1	2	3	4
2	Does the application include a demonstration of an unmet need?	0	1	2	3	4
3	Is the application proposal consistent with the needs and priorities of the City's 5-year Consolidated Plan?	0	1	2	3	4
4	Overall program merit including coordination with existing services (non-duplication) and evidence of community support	0	1	2	3	4
Quality of Proposal Elements						
5	Are the proposed project's goals and activities clearly defined?	0	1	2	3	4
6	Are there measurable outcomes and outputs for the proposed project activities?	0	1	2	3	4
7	Does the proposed project/activities take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?	0	1	2	3	4
8	Are the eligibility standards for low/moderate and limited clientele met, as set forth by the numbers provided in the application?	0	1	2	3	4
Capacity & Experience						
9	Does the organization have the experience and staff qualifications to meet the intended program goals?	0	1	2	3	4
10	Has the organization demonstrated past experience in implementing and complying with federal regulations?	0	1	2	3	4
11	Has the organization demonstrated an ability to deliver their services?	0	1	2	3	4
Funding Request						
12	Will the proposed project/activities require additional funding to fully correct the conditions and/or meet the needs that exist? If so, is this funding available?	0	1	2	3	4
13	Does the operating budget seem adequate for the organizational structure and proposed project/activities?	0	1	2	3	4
14	Does the proposed cost of the project/activities justify the number of persons who will directly benefit from the project/activities?	0	1	2	3	4
15	Has the organization demonstrated an ability to leverage and raise other funds? Are there other financial resources available beyond CDBG funds that could be used to fund the proposal?	0	1	2	3	4

Total Points Received _____ out of 60

X. Threshold Certification

Applicants must submit one original signed and two (2) copies to City of Taunton's Office of Economic & Community Development, 45 School Street, 2nd Floor Taunton MA 02780 by 4:00 P.M. on Friday February 1, 2008.

In order to for your application to be accepted, in addition to the application itself, your organization must meet and submit the following threshold items.

Submission Checklist

- Submit one (1) original and three (3) copies three-hole punched of the completed application
- Verify that all of the material requested with the application was included
- Include all requested attachments/certifications
- Verify that projects/activities proposed are eligible under CDBG regulations
- Demonstrate your administrative capacity and experience
- Complete all budget sheets and provide required financial documentation as follows:
 - Articles of incorporation
 - Current list of Board of Directors
 - Certified Organization Audit/Financial Statements of most recent year
 - Copy of OMB A-133 Audit (Required if \$300,000 or more in aggregate federal funds are expended); OR
 - Financial statements audited by a Certified Public Accountant (CPA) if not bound by the requirements of OMB A-133; OR
 - Profit and Loss Statement (Only those that do not meet the above criteria or first time applicants may submit);
 - Project budget (detailed, itemized budget for the proposed project/activity)
 - IRS 501c3 Designation Letter (if applicable)
 - Performance Measures
- Demonstrate that the proposed activity meets at least one (1) of the three (3) National Objectives of the CDBG program;
- Execute a Statement of Application Form
- Submit Application on, or before **4:00 P.M Friday February 1, 2008** to the City's Office of Economic & Community Development

I hereby confirm that this packet contains all required information and materials.

Signature and Printed Name
Authorized Signer

XI. Statement of Applicant

The undersigned acknowledges the following:

1. That to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
2. That the City of Taunton may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will cooperatively assist in the review process and will participate in an applicant interview if the City determines the need for such an interview for the purposes of project assessment.
3. That, if the project(s) is recommended and approved, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced or rescinded.
4. The City of Taunton reserves the right to reject any submissions received.
5. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
6. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines.
7. That past program and financial performance will be considered in reviewing this application.
8. That, if the project(s) is funded, the City (or its designated agency) may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments.
9. That if the project(s) is funded, the City will perform an Environmental Review prior to the obligation of funds.
10. That, if the project(s) is funded, a written agreement/contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
11. That a project's funding does not guarantee its continuation in subsequent action plans.

****CONTINUED ON NEXT PAGE****

12. That the applicant agrees to abide by the City of Taunton's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

PENAL PENALTY FOR FALSE OR FRAUDULENT STATEMENT TY FOR

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and making false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2008.

Name of Organization

By: _____
(Signature)

(Title)

Appendices - Table of Contents
2008-2009 Community Development Block Grant
City of Taunton, Massachusetts

- Appendix A.** **Summary of Eligible and Ineligible CDBG Activities**
- Appendix B.** **FY 2007 CDBG - HUD Income Guidelines for Taunton residents**
- Appendix C.** **2004 –2009 City of Taunton 5-year Consolidated Plan
Executive Summary**

APPENDIX A

SUMMARY OF ELIGIBLE AND INELIGIBLE **COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES**

This is a summary of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200 – 570.207. This summary is based upon the Final Rules published in March 1996.

General Policies – 570.200

The primary objective of the CDBG Program is the development of viable communities, by providing decent housing and sustainable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities that will carry out one of the three broad national objectives of: benefit to low and moderate-income families, aid in the prevention or elimination of slums or blight, or activities that meet an urgent community need due to existing conditions that pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 51% of the beneficiaries of the individual activities must be low an moderate-income persons.

Basic Eligible Activities – 570.201

CDBG funds may be used for the following activities:

(a) Acquisition. Acquisition in whole or in part by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose.

(b) Disposition. Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property.

(c) Public facilities and improvements. Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except buildings for the general conduct of government. Activities may include:

- Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements;
- Design features and improvements that promote energy
- Architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance
- Eligible facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims.

(d) Clearance activities. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites. Demolition of HUD-assisted or HUD-owned housing units may be undertaken only with the prior approval of HUD.

(e) Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must meet each of the following criteria:

- A new service or a quantifiable increase in the level of an existing service above that which has been provided with State and Local funds in the previous 12 calendar months ; and
- The amount of CDBG funds obligated for public services shall not exceed 15 percent of the annual grant, and 15 percent of program income received during the immediate preceding program year.

(f) Interim assistance. Activities may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where immediate action is and where permanent improvements will be carried out as soon as practicable in order to alleviate emergency conditions threatening the public health and safety in areas where an emergency condition exists and requires immediate resolution.

(g) Payment of non-Federal share. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities.

(h) Urban renewal completion. Payment of the cost of completing an urban renewal project funded under title I of the Housing Act of 1949 as amended

(i) Relocation. Relocation payments and other assistance for permanently and temporarily relocated individuals families, businesses, nonprofit organizations, and farm operations.

(j) Loss of rental income. Payments to housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by program activities assisted under this part.

(k) Housing services. Housing services such as tenant counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act.

(l) Privately owned utilities. CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including the placing underground of new or existing distribution facilities and lines.

(m) Construction of housing. CDBG funds may be used for the construction of housing assisted under section 17 of the United States Housing Act of 1937.

(n) Homeownership assistance. CDBG funds may be used to provide direct homeownership assistance to low- or moderate-income households in accordance with section 105(a) of the Act.

(o) Facilitate economic development. CDBG funds may facilitate economic development by:

- Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of micro enterprises;
- Providing technical assistance, advice, and business support services to owners of micro enterprises and persons developing micro enterprises; and
- Providing general support, including, but not limited to, peer support programs, counseling, childcare, transportation, and other similar services, to owners of micro enterprises and persons developing micro enterprises.

(p) Technical assistance. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities.

(q) Assistance to institutions of higher education. Provision of assistance to institutions of higher education if such institution has demonstrated a capacity to carry out eligible activities.

Eligible rehabilitation and preservation activities - 570.202

a) *Types of buildings and improvements eligible for rehabilitation assistance.* CDBG funds may be used to finance the rehabilitation of:

- Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building;
- Low-income public housing and other publicly owned residential buildings and improvements;
- Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations;
- Nonprofit-owned nonresidential buildings and improvements
- Manufactured housing when such housing that is part of the community's permanent housing stock.

(b) *Types of assistance.* CDBG funds may be used to finance the following types of activities, and related costs:

- Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or resale for residential purposes;
- Labor, materials, and other costs of rehabilitation of properties, including repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors

and dead bolt locks, and renovation through alterations, additions to, or enhancement of existing structures, which may be undertaken singly, or in combination;

- Loans for refinancing existing indebtedness secured by a property being rehabilitated;
- Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment;
- Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
- Connection of residential structures to water distribution lines or local sewer collection lines;
- For rehabilitation carried out with CDBG funds, costs of: Initial homeowner warranty premiums; Hazard insurance premiums, except where assistance is provided in the form of a grant; and Flood insurance premiums for properties covered by the Flood Disaster Protection Act of 1973; and Procedures concerning inspection and testing for and abatement of lead-based paint.
- Costs of acquiring tools to be lent to owners, tenants, and others who will use such tools to carry out rehabilitation;
- Rehabilitation services, such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in rehabilitation activities
- Assistance for the rehabilitation of housing under section 17 of the United States Housing Act of 1937;
- Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to buildings and improvements eligible for assistance under paragraph (a) of this section.

(c) *Code enforcement.* Costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.

(d) *Historic preservation.* CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance. Historic preservation, however, is not authorized for buildings for the general conduct of government.

(e) *Renovation of closed buildings.* CDBG funds may be used to renovate closed buildings, such as closed school buildings, for use as an eligible public facility or to rehabilitate such buildings for housing.

(f) *Lead-based paint activities.* Lead-based paint activities as set forth in part 35 of this title.

Special economic development activities - 570.203

A recipient may use CDBG funds for special economic development activities as part of an economic development project. The recipient must ensure that the appropriate level of public benefit will be derived before obligating funds. Special activities authorized under this section do not include assistance for the construction of new housing. Special economic development activities include:

- (a) The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions.
- (b) The provision of assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project.
- (c) Economic development services include, but are not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

Special activities by Community-Based Development Organizations (CBDOs). – 570.204

- (a) *Eligible activities.* CDBG funds may be used by CBDO to carry out a neighborhood revitalization, community economic development, or energy conservation project, including:
 - Activities listed as eligible; and
 - Activities not otherwise listed as eligible – excluding buildings for the general conduct of government business, general government expenses, and political activities.
- (b) *Activities must:* (1) meet the public service requirements, although services specifically designed to increase economic opportunities through job training and placement and other employment support services; (2) meet the requirements of the guidelines for evaluating and selecting economic development project under Section 570.209; and (3) must not result in the recipient exceeding the 20% limit on planning and administrative costs.
- (c) *Eligible Entities are:*
 - Non-profit or for-profit organizations engaged in community development activities primarily within an identified geographic area and whose primary purpose is the improvement physical, economic and social environment;
 - Section 301 (d) Small Business Investment Companies; including those which are profit making; State or local Development Companies; or Community Housing Development Organizations (CHDOs);
 - Organization similar in purpose, function and scope.

Eligible planning, urban environmental design and policy-planning-management-capacity building activities – 570.205

a) Planning activities which consist of all costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans, including, but not limited to:

- Comprehensive plans;
- Community development plans;
- Functional plans, in areas such as
 - Housing, including the development of a consolidated plan;
 - Land use and urban environmental design;
 - Economic development;
 - Open space and recreation;
 - Energy use and conservation;
 - Floodplain and wetlands management in accordance with the requirements of Executive Orders 11988 and 11990;
 - Transportation;
 - Utilities; and
 - Historic preservation.
- Other plans and studies such as:
 - Small area and neighborhood plans;
 - Capital improvements programs;
 - Reasonable costs of general environmental, urban environmental design and historic preservation studies.
 - Strategies and action programs to implement plans, including the development of codes, ordinances and regulations;
 - Support of clearinghouse functions, such as those specified in Executive Order 12372; and
 - Analysis of impediments to fair housing choice.
- Policy planning/management/capacity building activities which will enable the recipient to:
 - Determine its needs;
 - Set long-term goals and short-term objectives, including those related to urban environmental design;
 - Devise programs and activities to meet these goals and objectives;
 - Evaluate the progress of such programs and activities in accomplishing these goals and objectives; and
 - Carry out management, coordination and monitoring of activities necessary for effective planning implementation, but excluding the costs necessary to implement such plans.

Program administrative costs – 570.206

a) *General management, oversight and coordination.* Reasonable costs of overall program management, coordination, monitoring, and evaluation, including:

- Salaries, wages, and related costs of staff engaged in program administration. Program administration includes the following types of assignments:
 - Providing local officials and citizens with information about the program;
 - Preparing program budgets and schedules, and amendments thereto;
 - Developing systems for assuring compliance with program requirements;
 - Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities;
 - Monitoring program activities for progress and compliance with program requirements;
 - Preparing reports and other documents related to the program for submission to HUD;
 - Coordinating the resolution of audit and monitoring findings;
 - Evaluating program results against stated objectives; and
 - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i) through (viii) of this section.
- Travel costs incurred for official business in carrying out the program;
- Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services; and
- Other costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(b) *Public information.* The providing of information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of activities being assisted with CDBG funds.

(c) *Fair housing activities.* Provision of fair housing services designed to further the fair housing objectives of the Fair Housing Act (42 U.S.C. 3601–20) by making all persons, without regard to race, color, religion, sex, national origin, familial status or handicap, aware of the range of housing opportunities available to them;

(d) (Removed & Reserved)

(e) *Indirect costs.* Indirect costs may be charged to the CDBG program under a cost allocation plan prepared in accordance with OMB Circular A–21, A–87, or A–122 as applicable.

(f) *Submission of applications for federal programs.* Preparation of documents required for submission to HUD to receive funds under the CDBG and UDAG programs. In addition, CDBG funds may be used to prepare applications for other Federal programs where the recipient determines that such activities are necessary or appropriate to achieve its community development objectives.

(g) *Administrative expenses to facilitate housing.* CDBG funds may be used for necessary administrative expenses in planning or obtaining financing for housing;

(h) *Section 17 of the United States Housing Act of 1937*. Reasonable costs for overall program management of the Rental Rehabilitation and Housing Development programs authorized under section 17 of the United States Housing Act of 1937, whether or not such activities are otherwise assisted with funds provided under this part.

(i) Reasonable costs equivalent to those described in paragraphs (a), (b), (e), and (f) of this section for overall program management of:

- A Federally designated Empowerment Zone or Enterprise Community; and
- The HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12701 note).

Ineligible activities – 570.207

The general rule is that any activity that is not authorized under the provisions of §§570.201–570.206 is ineligible to be assisted with CDBG funds. This section identifies specific activities that are ineligible and provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

(a) The following activities **may not** be assisted with CDBG funds:

- *Buildings or portions thereof, used for the general conduct of government*
- *General government expenses;*
- *Political activities.*

(b) The following activities **may not** be assisted with CDBG funds unless carried out as a special economic development activity, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.

- *Purchase of equipment;*
- *Construction equipment;*
- *Fire protection equipment.* Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c);
- *Furnishings and personal property;*
- *Operating and maintenance expenses;*
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities;
- New housing construction;
- Income payments.

Appendix B

City of Taunton, MA
Federal Housing and Community Development Programs*

FY 2007 Income Guidelines
(FY 2008 UNAVAILABLE AT THIS TIME)

Taunton - Mansfield - Norton: HUD Metro Fair Market Area (HMFA)

Median Family Income: \$79,300

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Low-Income	\$ 46,300	\$ 52,950	\$ 59,550	\$ 66,150	\$ 71,450	\$ 76,750	\$ 82,050	\$ 87,350
Very Low Income	\$ 28,950	\$ 33,100	\$ 37,200	\$ 41,350	\$ 44,650	\$ 47,950	\$ 51,250	\$ 54,600
30% of MEDIAN	\$ 17,350	\$ 19,850	\$ 22,350	\$ 24,800	\$ 26,800	\$ 28,800	\$ 30,750	\$ 32,750

- **Governing the Community Development Block Grant (CDBG) & HOME Investment Partnerships Program**

Source: U.S. Department of Housing & Urban Development

Appendix C

EXECUTIVE SUMMARY



**City of Taunton, Massachusetts
MAYOR ROBERT G. NUNES
TAUNTON MUNICIPAL COUNCIL**

FIVE YEAR CONSOLIDATED PLAN

2004- 2009

**PREPARED BY:
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT
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TAUNTON, MA 02780
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INTRODUCTION

The City of Taunton receives approximately \$1 million per year through the U.S. Department of Housing and Urban Development through the Community Development Block Grant Program (CDBG). These funds can be spent on a wide range of activities within the City such as: Public Services & Facilities, Affordable Housing, Infrastructure Improvements, and Economic Development. The City CDBG program represents the second largest Federal program in the City with the School System's Title I programs being the largest.

The Office of Economic & Community Development (OECD) administers these funds and oversees all the federal requirements tied to them. One of these requirements is to complete a Consolidated Plan. This plan is the guide that directs how the funds will be allocated and spent within the City's neighborhoods over the next five years (July 1, 2004 through June 30, 2009).

The consolidated planning process presents a unique opportunity to engage a community in an analysis of its assets and needs. OECD facilitated the consolidated planning process for the City of Taunton. OECD used the consolidated planning process as a way to encourage citizen participation by providing opportunities to influence how CDBG funds are spent in their neighborhood. The consolidated planning process also was used to improve linkages with community-based organizations, listen to citizens regarding their concerns, and to inform the public about resources that are available to help them address their needs.

The goals and objectives outlined in this plan were identified as a direct result of input from the majority of stakeholders in the community. Consequently, the following plan is the result of an inclusive planning process that included a variety of community resources.

Lead Agency

OECD has been designated the lead agency in the City of Taunton's Consolidated Planning process. The mission of OECD is to facilitate an inclusive process of community development and neighborhood revitalization efforts. OECD staff members are active participants within the established networks of private and public service providers, agencies, non-profit corporations, and neighborhood groups that work collaboratively to identify and solve community problems. For example, OECD staff members currently collaborate with the Heart of Taunton, The WEIR Corporation CDC; The Greater Taunton Health and Human Services Coalition, The Greater Attleboro / Taunton Coalition on Homelessness, Pro-Home, and the Taunton's Safe Neighborhood Initiative. When appropriate, OECD also fosters the development of new partnerships by bringing to the table key decision makers that can help address the issues at hand. OECD Staff have formed and facilitated a number of collaborative initiatives including: the Sustainable Taunton Committee, Taunton Fair Housing Commission, and the forming of the Greater Attleboro/Taunton HOME Consortium.

Citizen Participation in the Development of the Consolidated Plan

As part of a comprehensive data gathering strategy, The United Way of Greater Attleboro and Taunton conducted a needs assessment of the City of Taunton and its surrounding areas that was published in March 2000. OECD staff worked closely with the United Way to prevent duplication of efforts and to assist in gathering relevant data that could be used for the consolidated planning process.

The United Way is now up-dating their 2000 needs assessment. An interview with the agency Director indicated that the findings of the last assessment were becoming evident as the priority needs of this current assessment. They are: Education, Housing, Crime/Safety/Violence, Youth Issues, Healthcare, and Child Care.

In addition, phone interviews were conducted with key stakeholders to gather more in-depth information on community needs. OECD emphasized the importance of citizen participation in the development of the Plan, and in the ongoing performance review of CDBG-funded programming

Notification of a public hearing and of the publication of the draft Executive Summary of the Consolidated Plan and the First Year Action Plan occurred through classified advertisements in the Taunton Daily Gazette on May 10th, 2004. The OECD Director and Deputy Director also informed numerous agencies and community groups through their routine attendance at various public forums. CDBG Post cards were sent out to targeted service providers, advocacy groups, and various municipal departments.

A second notice was published in the Taunton Gazette on May 28th informing the public that copies of the draft plan will be made available at the Mayor's Office, The Office of Economic & Community Development Office (OECD), and the Taunton Public Library. Both the classified advertisements and the publication of the executive summary included information as to where copies of the plan or executive summary could be obtained and the date of the public hearing on the Consolidated Plan. The public comment period of 30 days will start on May 29th 2004 and end on June 30th 2004.

All comments received during the public comment period by the City will be considered during the preparation of the final Consolidated Plan submission. A summary of the comments will be attached to this final submittal. The City's responses to those comments will also accompany the plan.

STRATEGIC FIVE YEAR CONSOLIDATED PLAN

Below is a brief description of the amount of funds, types of activities, and number of beneficiaries that OECD intends to support over the next five years as identified through the Consolidated Planning process.

Administration

The general need identified and strategy developed for Administration is to support neighborhood planning and research efforts, hire specialized consultants when needed, and to support the growth of grass roots organizations that further community development initiatives. The majority of these funds are used to support OECD staff in the administration of the CDBG program.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$1,125,000 for:

- *Administer CDBG funds in a timely and efficient manner by ensuring that 100% of funds are allocated to eligible activities and that 80% of all funds are spent within the program year.*
- *Provide support to at least three non-profit community development grass root organizations*

Affordable Housing

The general need identified and strategy developed for Affordable Housing is to support transitional housing for single headed households, homeless persons and families, renovate more multi family rental units, build new affordable units, and create/retain long term affordability, and create home ownership opportunities.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$1,350,000 for the following:

- Renovation subsidies to low and moderate-income households to correct code violations including lead abatement, deferred maintenance issues and general renovations for up to 60 housing units;
- Support the creation of Home Ownership opportunities for up to 60 low and moderate-income households by providing first time home buyers with down payment and closing cost assistance;
- Create up to 10 units of affordable housing through Acquisition and Development;
- Affirmatively further Fair Housing opportunities by supporting the Fair Housing Commission / Board
- Provide Historic Preservation funds for all improvements made to buildings on the National Register of Historic Places

Infrastructure

The general need identified and strategy developed for Infrastructure is to concentrate the improvements within a smaller neighborhood in order to have a significant impact on the quality of life. Improvements will first be made to all underground services before road or sidewalk improvements are made. All ADA issues must be addressed for any improvement.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$1,350,000 for the following:

- Replace up to 3,500 linear feet of water lines;
- Replace up to 3,500 linear feet of sewer lines;
- Repair up to 7,500 linear feet of sidewalks;
- Repair up to 10 streets in low and moderate-income neighborhoods;
- Implement the removal of architectural barriers;
- Ensure compliance with ADA for all CDBG funded projects
- Correct drainage problems and separate storm water run-off from sewers on up to five streets.

Economic Development

The general need identified and strategy developed for Economic Development is to broaden the range of funding tools to address the variety of issues. Workforce development and training, favorable financing for Micro-enterprises, and technical assistance are among the largest issues identified. Downtown and business villages need targeted funds such as dedicated revolving loan pools. Partnerships with Institutions of Higher Education are also needed to help address workforce development issues.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$1,000,000 for the following:

- Support workforce development through job training and placement services for up to 1000 individuals;
- Provide technical assistance for up to 56 micro enterprises and 35 small businesses;
- Create a minimum of 25 new jobs through revolving loan pools;
- Create revolving loan pools for up to 25 loans
- Provide funding for needed infrastructure and rehabilitation of publicly or privately owned commercial property, building acquisition and construction, or commercial infrastructure development.
- Provide financing to create at least one additional upper floor ADA compliant commercial, office, or retail space within one business center
- Leverage other funding sources such as the section 108, EDI, BEDI, and Brownfield clean-up programs to provide economic growth within the downtown and surrounding business villages.

Public Services

The general need identified and strategy developed for Public Services is to target services within Housing Authority communities. Services that target youth within the context of their families are also needed. Services for other sub-populations such as seniors are needed, including services made accessible to the Hispanic and Portuguese communities within Taunton.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$850,000 for the following:

- Provide youth services in a family context to up to 125 low and moderate-income youth and their families through the development of diverse youth programming;
- Provide health services (including mental health services) and job training to up to 350 low and moderate income individuals and families
- Provide support services to up to 5,000 persons including Seniors, Youth, Families, Single Headed Households, and the Homeless;
- Provide services targeted for families with Portuguese and Hispanic cultural backgrounds

Public Facilities

The general need identified and strategy developed for Public Facilities is to make physical improvements to existing structures and create new facilities for community wide use such as recreation, community, senior, youth, or cultural centers.

In response to the needs identified within the consolidated planning process, OECD proposes to provide up to \$275,000 for the following:

- Design and fund Façade Improvements in the Down Town and business villages;
- Provide funding that supports the development of 1 community facility such as a youth, senior, recreation, cultural, or community center

CONCLUSION

OECD continues to approach community development as a participatory, democratic process. OECD participates in Public Hearings, professional networks, attendance on agency boards and meetings, etc, as opportunities to learn of community needs, resources, and initiatives. Consequently, the consolidated planning process is active on a day-to-day, year round basis. OECD wishes to stress this open access to influencing the way in which CBDG funds are allocated and used for the City of Taunton.

The annual funding awards from HUD are insufficient to fully address Taunton's community development needs. Consequently, the CDBG funds are used to fill gaps in services, leverage additional funding, support and add momentum to existing and new initiatives, influence and facilitate collaboration, and to represent the municipal government in its support of its residents on a neighborhood-by-neighborhood level.