



City of New Bedford, Massachusetts

Mayor Scott W. Lang

**FINAL SUBSTANTIAL AMENDMENT OF THE
FISCAL YEAR 2008-2009 ANNUAL ACTION PLAN**

FOR

**AMERICAN RECOVERY AND REINVESTMENT ACT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT – RECOVERY (CDBG-R)
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING (HPRP)**



May 9, 2009

**Office of Housing and Community Development
Patrick J. Sullivan, Director
608 Pleasant Street, 2nd Floor
New Bedford, MA 02740**

Substantial Amendment to the Consolidated Plan 2008 Action Plan

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II. Homeless Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	City of New Bedford, Massachusetts
Name of Entity or Department Administering Funds	Office of Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Patrick J. Sullivan
Title	Director
Address Line 1	608 Pleasant Street
Address Line 2	2 nd Floor
City, State, Zip Code	New Bedford, MA, 02740
Telephone	508.979.1581
Fax	508.979.1575
Email Address	Patrick.Sullivan@newbedford-ma.gov
Authorized Official (if different from Contact Person)	Scott W. Lang
Title	Mayor
Address Line 1	608 Pleasant Street
Address Line 2	2 nd Floor
City, State, Zip Code	New Bedford, MA, 02740
Telephone	508.979.1581
Fax	508.979.1575
Email Address	
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$1,228,020
Amount Grantee is Requesting	\$1,228,020

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City of New Bedford Office of Housing and Community Development (OHCD) has coordinated several public meetings to solicit input and conceptual ideas for the implementation of the HPRP Program in New Bedford. These included a presentation to the New Bedford Homeless Service Providers Network (HSPN) at the April 16, 2009 meeting. OHCD provided an overview of the HPRP Program guidelines and process and participated in a dialogue with the HSPN for the implementation of the program in New Bedford. Participants at the April 16th meeting included emergency, transitional, and permanent housing providers; housing counseling agencies; and private sector homeless advocates.

The OHCD also coordinated two public meetings to solicit input on program designs and implementation of the proposed homelessness prevention and rapid re-housing activities. The first meeting, held April 23, 2009, also sought advice on the proportional allotment of funding for homeless prevention and rapid re-housing activities, as well as suggestions for individual program designs. The OHCD presented information on the HPRP program elements and requirements and received critical input into the distribution of resources that would best meet the needs of New Bedford's Continuum of Care. The second meeting on April 28, 2009 provided an opportunity for stakeholders to comment on the draft substantial amendment to the City's Action Plan regarding HPRP funding.

On April 28, 2009, the city made available a complete draft of the substantial amendment for a twelve-day public review and comment period. OHCD placed an announcement of the substantial amendment in the New Bedford Standard-Times and on the City's Office of Housing and Community Development (OHCD) website. OHCD also placed draft copies of the substantial ammedment at the New Bedford Free Public Library ,City Hall, and OHCD headquarters. Comments received at the April 28 meeting and during the twelve-day public comment period will be included in the final version of the substantial amendment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
 - Grantee did not receive public comments.
 - Grantee received and accepted all public comments.
 - Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

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Three public comments were received during the public comment period. Two comments indicated agreement with the allocation of funding for the categories for Homeless Prevention and Rapid Re-housing. A third comment, summarized the need for legal services to assist individuals and families that are at risk of being homeless and require assistance to retain housing, and those individuals and families that are homeless that seek housing alternatives.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

The Office of Housing and Community Development will undertake a competitive Request for Proposal (RFP) process to solicit sub-grantees for homeless prevention, rapid re-housing, and housing stabilization activities. A Review Committee will review and rank each proposal for quality of program design, readiness to proceed, and consistency with the RFP guidelines and review criteria. The committee will also evaluate the respondent's capacity, experience, and ability to implement the program. The Review Committee will select final funding recommendations and sub-grantees. Each sub-grantee will receive a (3) three year contract for the proposed activities and will be re-evaluated for funding each subsequent year to ensure compliance with program guidelines.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice.

Response:

The Office of Housing and Community Development intends to undertake the Request For Proposal (RFP) solicitation, review, and selection process for sub grantees of the Housing Prevention, Rapid Re-Housing and Housing Stabilization Services from early June through mid-July. OHCD will complete all Homeless Prevention Program contracts with sub grantees and initiate all components of the Plan will by no later than September 30, 2009.

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4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees.

Response:

The OHCD will directly monitor sub-grantees that will perform the HPRP activities in accordance with its established policies and procedures to ensure compliance with program guidelines and timely disbursement of funding. The OHCD currently monitors all CDBG, ESG and HOME activities for compliance. This includes execution of grant agreements, performance measurements, and sanctions for non-compliance. The OHCD will directly monitor all activities through a minimum of one site visit per year. In addition, sub grantees are required to submit quarterly reports that demonstrate program activities, accomplishments and funding disbursements.

Through daily, weekly and monthly reporting in HMIS, OHCD will collect data on use of funds and persons served. OHCD will follow the requirements established by HUD to prepare and submit quarterly and annual reports. OHCD will monitor internal programmatic activities and sub-grantee programmatic activities monthly to ensure that established goals for the number served and quarterly expenditures are met. OHCD will also monitor HPRP activities to ensure that households that are 50% or below area median income are being served and that monies are expended timely: 60% of funds are spent by year 2 and 100% of funds are spent by year 3.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The planning process includes identifying all local agencies that may receive American Recovery Funds and establish a linkage and collaboration to assist households with housing stability. OHCD will make all possible linkages to assist households in housing retention and stability. The City will collaborate with the local Workforce Investment Board to maximize residents' access to ARRA assisted job training and employment services programs. The City will also collaborate with agencies receiving ARRA funds for weatherization and energy efficiency, education and child care assistance, counseling and enrollment assistance to maximize access to food stamps, school meals, fuel assistance, subsidized employment, etc.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

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Response:

The OHCD is the lead entity for the City's Continuum of Care and for the Continuum's HMIS. The OHCD will also be responsible for coordinating the HPRP assistance. In its capacity as the convening agency for the Homeless Service Providers' Network (the membership component of the City's Continuum of Care), the OHCD organizes monthly meetings, helps to set the planning agenda for CoC activities, and maintains constant communication with HSPN member agencies in order to be able to respond to priorities and needs as they emerge. HPRP recipients will collaborate with the HSPN partners that offer mediation services, legal services, veteran services, case management, and related assistance to clients with mainstream benefits, employment services, clinical services and disability services. The OHCD will coordinate HPRP efforts with other City programs and services – the school system, Council on Aging, Work Force Investment, etc. The OHCD will also coordinate efforts with the New Bedford Housing Authority and landlords in placing individuals in housing throughout the community.

The OHCD is also actively engaged in developing the South Coast Regional Network, recently identified as the tenth regional network to come out of the Commonwealth's Interagency Council on Housing and Homelessness systems change initiative. Regional partners in the New Bedford, Fall River, and Greater Attleboro-Taunton CoCs are coordinating this network to support regional homeless prevention and re-housing efforts throughout Bristol County. All regional networks throughout the Commonwealth will coordinate HPRP-funded programs with the state and privately funded regional projects to create a richer array of homeless prevention and rapid re-housing services that will alleviate pressure on the emergency shelter system in the state and move toward true systems change in housing and homeless service provision.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The 2005-2010 Consolidated Plan states that despite the ongoing and consistent efforts to address the critical needs for housing and services faced by those experiencing or threatened with homelessness in New Bedford, homelessness remains a persistent threat to many residents. The Consolidated Plan identifies key strategies to address homelessness and provide prevention assistance and housing options. The plan aims to prevent episodic and chronic homelessness for individuals and families by:

- ◇ *Providing financial assistance of the kind eligible under the HPRP to individuals and families to ensure that they can remain in their existing housing and are not compelled by circumstance to become homeless;*
- ◇ *Making additional emergency and transitional housing available to individuals and families experiencing homelessness to fill the gap that exists within the City's Continuum of Care; and*
- ◇ *Facilitating the movement of those experiencing homelessness through the Continuum of Care into permanent housing and independent living by equipping individuals and families with the life skills and capacity needed to sustain permanent housing and independent living.*

The Consolidated plan identifies specific activities to alleviate homelessness including:

- *supporting advocacy and connection activities to mainstream resources,*
- *supporting legal assistance and advocacy*
- *increasing training and employment opportunities*

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- *providing assistance to households threatened with shut-off notices through utility assistance and advocacy program*
- *supporting life-skills training [budgeting, nutrition skills, etc.] in order to build capacity in the homeless population to achieve permanent housing and independent living*
- *increasing job training and vocational training opportunities to improve the economic stability of individuals experiencing homelessness*

The OHCD will award HPRP funding to agencies that not only can demonstrate the capacity and experience to carryout activities, but to those agencies that present programs that are consistent with the Consolidated plan.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$552,730	\$270,725	\$823,455
Housing Relocation and Stabilization Services ²	\$236,884	\$ 67,681	\$304,565
Subtotal (add previous two rows)	\$789,614	\$338,406	\$1,128,020
Data Collection and Evaluation ³			\$ 38,599
Administration (up to 5% of allocation)			\$ 61,401
Total HPRP Amount Budgeted⁴			\$1,228,020

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F. Authorized Signature

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)

Signature/Authorized Official

Date

Title

III. PUBLIC HEARING NOTIFICATION

IV. PUBLIC COMMENTS

3 PUBLIC COMMENTS RECIEVED

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V. CERTIFICATIONS

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COMMUNITY DEVELOPMENT BLOCK GRANT - RECOVERY FUNDING - CDBG-R

A. General Information

Grantee Name	City of New Bedford, Massachusetts
Name of Entity or Department Administering Funds	Office of Housing and Community Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Patrick J. Sullivan
Title	Director
Address Line 1	608 Pleasant Street
Address Line 2	2 nd Floor
City, State, Zip Code	New Bedford, MA, 02740
Telephone	508.979.1581
Fax	508.979.1575
Email Address	Patrick.Sullivan@newbedford-ma.gov
Authorized Official (if different from Contact Person)	Scott W. Lang
Title	Mayor
Address Line 1	608 Pleasant Street
Address Line 2	2 nd Floor
City, State, Zip Code	New Bedford, MA, 02740
Telephone	508.979.1581
Fax	508.979.1575
Email Address	
Web Address where this Form is Posted	

Amount Grantee is Eligible to Receive*	\$802,671
Amount Grantee is Requesting	\$802,671

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B. Citizen Participation and Public Comment

4. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City has complied with the provisions set forth in the Citizen Participation Plan of New Bedford to seek input, comment and participation from New Bedford residents and residents residing in low and moderate-income areas. The release of the American Recovery and Reinvestment Act and CDBG-R funding coincided with the City's development of its Annual Action Plan. The intent of the CDBG-R funding, included activities that created/retained jobs and provided economic stimulus activities. In addition, there was a requirement to contract these activities within 120 days. The City carefully evaluated those activities that were submitted during the request for proposal process for its Fiscal year 2009-2010 Action Plan and prioritized those activities that would best meet the intent of the CDBG-R funding. A number of activities were identified and prioritized for CDBG-R funding. The activities selected for funding with CDBG-R funding were part of the comprehensive Citizen Participation Process involved with the development of the FY 2009-2010 Action Plan.

All activities supported with CDBG-R funds are included in this substantial amendment to the City's Fiscal Year 2008 One-Year Action Plan. On April 28, 2009, the city made available a complete draft of the substantial amendment for a twelve-day public review and comment period. An announcement of the substantial amendment was placed in the New Bedford Standard Times and on the City's Office of Housing and Community Development (OHCD) website. The draft substantial amendment was also made available for review at the OHCD office, the New Bedford Free Public library, and at City Hall. The public hearing about the Substantial Ammendment was held on April 28, 2009 at the Office of Housing and Community Development. Comments received at this meeting and during the twelve-day public comment period will be included in the final version of the substantial amendment.

5. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
 - Grantee did not receive public comments.
 - Grantee received and accepted all public comments.
 - Grantee received public comments and did not accept one or more of the comments.
6. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

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C. Distribution and Administration of Funds

3. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides CDBG-R funds.

Competitive Process

Formula Allocation

Other (Specify: _____)

4. Briefly describe the process(es) indicated in question 1 above.

Response:

The Office of Housing and Community Development, through its project evaluation and selection process in coordination with the Mayor's office, selected the identified CDBG-R activities in accordance with its development of the FY2009 Action Plan. In order to comply with the intent of the American Recovery and Reinvest Act, the City identified projects that had an emphasis on economic development and could be contracted within 120 days. The City identified projects selected for funding under the allocation process of our FY 2009 CDBG program and shifted those activities that would best comply with the CDBG-R funding. The City was then able to fund other activities under its traditional CDBG process.

5. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds to sub grantees within 120 days.

Response:

The City of New Bedford will send preliminary notifications for funding to each entity identified for funding to instruct sub grantees that all CDBG-R funding must be under contract within 120 days of signing the HUD agreement. The OHCD will work closely with each entity and provide the technical assistance necessary to ensure that all CDBG-R funded activities will be under contract within the 120-day time frame. The OHCD intends to utilize existing CDBG grant agreement forms and related documentation for the delivery of funding.

6. Describe the grantee's plan for ensuring the effective and timely use of CDBG-R grant funds on eligible activities. Include a description of how the grantee plans to oversee and monitor the administration and use of its own CDBG-R funds, as well as those used by its sub grantees.

Response:

The OHCD will directly monitor sub-grantees that will perform the CDBG-R activities in accordance with its established policies and procedures to ensure compliance with program guidelines and timely disbursement of funding. The OHCD currently monitors all CDBG, ESG and HOME activities for

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compliance. This includes execution of grant agreements, performance measurements, and sanctions for non-compliance. The OHCD will directly monitor all activities through a minimum of one site visit per year. In addition, sub grantees are required to submit quarterly reports that demonstrate program activities, accomplishments and funding disbursements.

D. Collaboration

4. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor.

Response:

The City is pursuing additional funding through the American Recovery and Reinvestment Act for activities including workforce development, energy efficiency improvements to public and private buildings, public safety, education, and more. The City will work with all local entities receiving ARRA funding to the maximum extent possible to ensure that ARRA funding is coordinated to achieve the maximum economic benefit to the City. The City is receiving a direct allocation of homeless prevention and rapid re-housing funding and will work with individuals and families that are currently homeless or are at-risk of becoming homeless to provide short term financial assistance to prevent individuals and families from becoming homeless and to rapid re-house those that are currently homeless

5. Briefly describe how CDBG-R grant funds for job creation/retention and other economic stimulus activities will be used in a manner that is consistent with the grantee's Consolidated Plan.

Response:

The City's FY 2005-2009 Consolidated Plan identifies economic development priorities that include the creation of jobs for low and moderate-income persons through direct lending assistance to New Bedford companies and microenterprises. These activities help the city retain existing businesses and attract new businesses and new industries.

The activities funded through the CDBG-R dollars will lead to the creation of jobs for low and moderate-income New Bedford residents and enable the City to attract new emerging businesses as the economic climate and needs change. The activities selected for funding include three construction projects that will immediately employ construction workers. In addition, two of the projects will create permanent employment opportunities for New Bedford residents upon the project completion. Finally, one project funded involves an economic development loan fund to assist in the expansion and development of new and/or existing companies in New Bedford with the goal of creating jobs, of which, fifty one percent will be held by or made available to low and moderate income persons. The following is a breakdown of the jobs to be created:

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CDBG-R FUNDED ENTITIES

Project	Responsible Entity	Contact Information
Street and Sidewalk Improvements	City of New Bedford, Department of Public Infrastructure	Ronald Labelle, Commissioner 1105 Shawmut Ave., New Bedford, MA 02745 508-979-1550 Ronald.Labelle@newbedford- ma.gov
Construction - Child Care Facility	Southeast Regional Network	Steven Montembault, Vice President/COO Residential & Shelter Division 100 N. Front St. New Bedford, MA 02740 774-628-1001 stevem@hptc.org
Economic Development Loan Fund	New Bedford Economic Development Council	Matthew A. Morrissey, Executive Director 1213 Purchase St. 3 rd floor New Bedford, MA 02740 508-991-3122 mmorrissey@nbedc.org
Andre McCoy Community Center	Office of Housing and Community Development	Patrick Sullivan, Director 608 Pleasant St. New Bedford, MA, 02740 508-979-1500 Patrick.Sullivan@newbedford- ma.gov

JOB CREATION SUMMARY

Project	Est. Construction Jobs	Est. Permanent Jobs
Street and Sidewalk Improvements	10 construction jobs	N/A
Construction - Child Care Facility	12 construction jobs	2 full time 1 part time jobs
Economic Development Loan Fund	N/A	4 permanent FTE jobs
Andre McCoy Community Center	35 construction jobs	3 permanent jobs

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ENERGY EFFICIENCY/CONSERVATION SUMMARY

Project	ENERGY EFFICIENCY	CONSERVATION
Street and Sidewalk Improvements	No	Yes—new sidewalks use grass ribbons to improve stormwater management
Construction - Child Care Facility	Yes—Facility will be rehabbed with energy efficient materials, and equipped with Energy Star appliances and with energy saving measures	Yes
Economic Development Loan Fund	Yes—for loans related to capital improvements and construction, priority will be given to entities employing energy saving and green building measures in rehabilitation and construction	Yes—priority will also be given to entities employing water conserving materials and methods
Andre McCoy Community Center	Yes—Rehabilitation of existing structure will utilize all possible energy saving measures in the installation of windows, lighting, heating, and electrical systems. Project will not install central air conditioning, but instead rely upon enhancing air flow	Yes—Rehabilitation will involve installation of water-saving receptacles in bathroom and kitchen facilities

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F. Authorized Signature

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)

Signature/Authorized Official

Date

Title

III. CDBG- ACTIVITY DATA SPREADSHEET

IV. PUBLIC HEARING NOTIFICATION

V. PUBLIC COMMENTS

NO PUBLIC COMMENTS RECIEVED

VI. CERTIFICATIONS