



# First Program Year Action Plan

The CPMP First Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

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1CPMP.XLS

NEEDS.XLS

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## GENERAL

### Executive Summary

*The Executive Summary is required. Include the objectives and outcomes identified in the plan as well as an evaluation of past performance, a summary of the citizen participation and consultation process (including efforts to broaden public participation) (24 CFR 91.200 (b)), a summary of comments or views, and a summary of comments or views not accepted and the reasons therefore (24 CFR 91.105 (b)(5)).*

#### **Program Year 1 Action Plan Executive Summary:**

##### **Executive Summary Response: Include the objectives and outcomes identified in the plan**

This Action Plan provides the basis and strategy for the use of federal funds granted to the City of Medford by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. This Plan presents proposed objectives and outcomes for the first program year of the Five Year Consolidated Plan beginning July 1, 2010 and ending June 30, 2011.

The primary objective of the CDBG program is to develop viable communities and to meet the needs of its low and moderate income residents through a broad range of activities that provide:

- a suitable living environment,
- decent, safe, and sanitary housing, or
- economic opportunities.

The City of Medford, under the leadership of the Mayor, administers Community Development Block Grant funds through the Office of Community Development. The City has identified a number of pressing needs through input from agencies and residents, data collection and analysis. As part of the process to establish priorities and strategies, public and private agencies and organizations serving populations within the City, are invited to propose projects. These proposals are then reviewed by staff who make project funding recommendations to the Mayor.

The City plans to focus efforts this year on the following areas:

- Economic Development/Jobs
- Livability
- Housing

- Historic Preservation
- Public Facilities and Improvements
- Handicap Accessibility
- Public Services

Principal among the issues confronting low and moderate income Medford residents are housing affordability and jobs. Funding for small businesses and businesspersons is essential to allow for business development and to foster the creation of jobs for residents.

The City will explore the concept of livability and continue to expand the notion of transit-oriented development as modeled in the Station Landing project. The concept of working, living and socializing in compact neighborhoods, close to public transit, will guide the development of underutilized areas. The extension of the Green Line through the Hillside area of Medford necessitates a review of land use impacts and the development of a strategy to protect residents, preserve and create affordable housing, and increase pedestrian and bicycle access for environmental justice populations. The construction and management of parking will be prioritized to ensure a healthy business climate in the commercial areas. The development of a job creation and retention plan will be considered to support the investment of funds.

The City works to encourage economic activity and eliminate deteriorated conditions in areas designated as slums and blight and targeted areas that meet HUD's low and moderate income threshold. Medford is a city with an aging infrastructure and traditional centers of city commerce and civic life that are in need of significant repair. Targeting of improvements and evaluation of structures and areas for assistance will continue.

Housing activities will continue with the majority of funding expected to continue with public and private resources. To assist in the development of affordable housing the City will continue to seek financial support from the North Suburban HOME Consortium (NSC). NSC, which includes the communities of Arlington, Chelsea, Everett, Malden, Medford, Melrose, Revere and Winthrop, provides resources for the development of new or the rehabilitation of existing affordable housing units and assistance to low and moderate income first-time homebuyers. The HOME program will assist the City of Medford in its plan to increase housing choices for low and moderate income Medford households. This has been successful in the past in a number of private developments that have sought administrative relief from zoning. CDBG funds will be used to leverage HOME and private resources.

The City is closely monitoring foreclosures and plans to continue this assessment. The City has determined that foreclosures have increased in the City but not to the alarming rate of our sister cities.

The Medford Housing Authority (MHA) operates public housing for elderly and disabled persons and low income families in Medford. The MHA also administers Section 8 rental assistance vouchers through its membership in the Metropolitan Boston Housing Partnership. The Medford Housing Authority plans to implement an aggressive schedule of improvements to several of its developments.

The City will continue to preserve structures and landscapes of historic value. Planning efforts to support the Historical and Historic District Commissions to document the historic value of properties. The Salem Street Burying Ground Master Plan will be completed. Funds will be utilized to eliminate the deteriorated conditions of the cemetery. State funds will be sought to leverage the investment of CDBG funds. The Brooks Estate Preservation Association will pursue a strategy for the nonfederal funding of major capital improvements which is necessary to realize the reuse of this important asset. Other efforts will be considered as opportunities arise.

Public Facilities and Improvements will continue to be a high priority for the City. Street, Sidewalk and Infrastructure improvements, handicap access from the Medford High School to the recreational facilities on its grounds will be studied and constructed, the senior center will be evaluated to assess long-term needs, system repairs and energy efficiency. Park improvements are planned for Hormel Stadium, if approved for funds. Accessibility for pedestrians, the disabled and bicyclists will be evaluated in the park systems connecting the Medford Square Area to major employment and transit nodes.

The City is engaged in several initiatives that will focus resources on improving the quality of life, housing choices and economic opportunities throughout the City. The implementation of the Medford Square Master Plan will improve business opportunities and services in Medford Square and address community development and housing objectives. The Medford Square Master Plan is focused on improving a central business district that serves economically diverse residents throughout the city. Efforts this year, using local, state and federal resources, will include the construction of the realignment of Clippership Drive and the planning and design of a public park along the waterfront which will increase access to the waterfront to the general public while providing senior citizens improved mobility to the Square, the design of a parking and transit facility and the preparation of plans to retain and attract businesses and jobs in the downtown area.

Progress continues at River's Edge with 220 units of housing developed by Criterion Development Partners that has been completed. Fifteen (15) % of the units will be rented to those with incomes equal to or less than 120 % of area median income. Phase Two, an office building with 400,000 square feet of space has also been completed, with Marriott Corporation the first significant tenant. Linear Park and landscape improvements have also been completed with pathways and landscaping installed along the Malden River.

The City is committed to continuing to work with and support public non-profit agencies such as the Medford Housing Authority, Human Services department, the Council on Aging and other elder service organizations, homeless providers and other special needs providers in their mission to meet the needs of the underserved population of the area.

**Resources:**

The City and related housing agencies expect to receive the following sources of federal funds for the program year July 1, 2010 - June 30, 2011:

**Table 1: Federal Resources**

<b>Source</b>	<b>Amount</b>
HUD Community Dev. Block Grant (CDBG)	\$1,899,022
CDBG Program Income from Revolving Loan	\$7,000
HOME	\$100,000
Public Housing Operating Funds	\$1,603,000
Public Housing Capital Funds	\$796,010
ACC HCV	\$9,151,040
COC - Medford Portion of McKinney Request	\$595,290
<b>Total</b>	<b>\$ 14,151,362</b>

It is estimated that 90% of specific CDBG expenditures will benefit low and moderate income persons. According to Federal regulations governing the block grant program, a minimum of 70% of these funds must be allocated to benefit the City's low and moderate income residents. In addition, 15% of funds are appropriated for public service programs.

Additionally, the City and related housing agencies will continue their expenditure of American Recovery and Reinvestment Act of 2009 (ARRA) funds. The City's Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds will be expended through subrecipient contracts to provide case management, housing search and rental assistance. The following ARRA resources are available for the program year July 1, 2010- June 30, 2011:

**Table 2: ARRA Resources**

<b>Source</b>	<b>Amount</b>
HUD Community Dev. Block Grant-Recovery (CDBG-R)	\$ 152,430*
HUD Homelessness Prevention/Rapid Re-Housing (HPRP)	\$ 616,681*
Public Housing Capital Fund	\$1,013,263
Section 8 Project-Based Rental Assistance	\$ 345,285

Source	Amount
<b>Total</b>	\$2,127,659
*ARRA remaining balance.	

**Program Year 1 Action Plan**

**Summary of Statement of Objectives and Budget**  
**For The Thirty-Sixth Program Year**  
**July 1, 2010 – June 30, 2011**

The City’s objectives for the use of \$1,899,022.00 in CDBG funds in 2010-2011 are summarized below. \$150,000.00 of funds previously designated for the Housing Rehabilitation program will be reallocated to fund the Walkling Court State Elderly/Disabled public housing development project.

**HOUSING**  
**24 CFR 570.202(a)(2)/570.208(a)(3)**  
**\$ 5,000.00**

The City seeks to improve the quality of housing and increase housing opportunities available to low and moderate income households. Activities will be overseen by the City’s Affordable Housing Production Specialist. This year’s allocation is supplemented by \$150,000.00 in Housing funds not expended last year. Specific objectives include the following:

- Fund improvements for installation of flooring and related improvements at Walkling Court, a State Elderly/Disabled public housing development, to preserve affordable housing;
- Oversee affordable housing lotteries and ensure timely delivery of affordable units at market rate developments where affordable units have been required;
- Assist and possibly fund area non-profit housing developers in identifying appropriate development sites and in accessing funding for the development of those sites;
- Develop and implement procedures, and strategies to prevent foreclosures and homelessness;
- Administrate the various housing activities;
- Develop affordable rental housing opportunities for low to moderate income households;

- Monitor foreclosed properties within the City.
- Utilize Homelessness Prevention and Rapid Re-Housing funds to prevent homelessness and rapidly re-house homeless families.

**HISTORIC PRESERVATION**

**24 CFR 570.202 (d)**

**\$ 38,000.00**

The City will continue to support preservation planning, fund improvements to the Salem Street Burying Ground and support efforts to continue the preservation and reuse of the Shepherd Brooks Estate.

**PHYSICAL IMPROVEMENTS TO CITY SYSTEMS AND  
PUBLIC FACILITIES**

**24 CFR 570.201( c )/570.208 (a) (1) & (b)**

**\$ 1,191,169.00**

The City seeks to reconstruct its infrastructure, park, water, sewer, drainage, sidewalk, and roadway facilities, community facilities and handicapped accessibility projects so basic services may be efficiently provided to its citizenry. Commitments are described below:

- The upgrading and replacement, where necessary, of the water, sewer, sidewalk, drainage, and street systems including: sewer, water and drainage reconstruction; fire hydrant and water gate replacement; removal and replacement of lead service connections; sidewalk reconstruction, tree planting, traffic signalization and road improvements;
- The provision of handicap accessibility from Medford High School to the recreational facilities on its grounds;
- Hormel Stadium improvements, if deemed eligible.

**ECONOMIC DEVELOPMENT**

**24 CFR 570.203(a)**

**\$ 20,000.00**

Revitalization of existing commercial centers, creation and retention of jobs and supporting projects that create livability will be the focus of activities.

- The Storefront and Business Improvement Program provides financial incentives toward storefront and related rehabilitation in economically deteriorating business areas and to those that create low and moderate income jobs;
- A business and retention plan, as well as a parking plan, will be done to foster job growth and retention in the downtown area;
- A partnership with ACCION, USA will enable the support of business expansion for low and moderate income persons;
- This year's allocation will be supplemented with \$40,000.00 in existing funds for the Storefront Program.

**PUBLIC SERVICES**  
**24 CFR 570.201(e)/570.208(a)(2)(i)**  
**\$ 284,853.00**

The City seeks to provide a variety of public service programs and to continue to support non-profit community development agencies to encourage the development of affordable housing. The City objectives include:

- Combating social illnesses, public safety and substance abuse, which weaken the stability of the City's households and neighborhoods;
- Improving quality of life for Medford's school children, through the provision of after school child care programs;
- Improving the quality of life for Medford's elder population, through the provision of social and recreational activities, transportation to congregate meals, medical appointments and nutritional shopping.
- Providing English language education for non-English speaking residents;
- Improving the resources available to the City's population at risk of homelessness, residents in crisis, local consumers, and the physically and emotionally disabled population;
- Encouraging the creation of affordable housing and assisting those with emergency and transitional housing needs. Programs include legal aid, food pantry and meals, and referral and counseling services;

- Providing vocational, social, recreational and educational opportunities for mentally challenged Medford residents and their families;
- Developing a program to monitor and prevent foreclosures within the City of Medford.

**PLANNING AND ADMINISTRATION**

**24 CFR 570.206**

**\$ 350,000.00**

The City seeks to conduct the above activities in an efficient manner according to an overall strategy. In administering the CDBG program the Office of Community Development shall strive to maximize the impact of the funds expended.

The City will work through the Office of Human Diversity regarding regulations concerning Fair Housing, Section 3 Requirements, and the Americans with Disabilities Act (ADA).

Whenever possible, the City will make every effort to attract discretionary and formula grant funds from federal and state sources to meet community development objectives.

**CONTINGENCY**

**\$ 10,000.00**

Contingency reserve is allocated for unforeseen costs for proposed projects.

**PROGRAM INCOME**

**24 CFR 570.504**

**\$ 7,000.00**

Estimated income from housing rehabilitation loan payments is proposed for use in housing programs.

**HOME BUDGET**

**24 CFR 570.208(a)(1)**

**Low/Moderate Housing Benefit**

**Citation 570.201(m) & (n)**

The City may apply for HOME money to fund owner-occupied or investor-owned housing rehabilitation and construction.

**Proposed Home Accomplishments:**

1. Support the development of new rental housing units. This will be a combination of federally assisted units and privately funded units with affordability restrictions.
2. Provide a series of certified First-Time Homebuyer Workshops in Medford.
3. Assist with the lotteries for affordable units.
4. Provide first-time homeowners with downpayment and/or closing cost assistance.

Medford is a member of the North Suburban Consortium (NSC) that is comprised of eight communities located north of Boston (Arlington, Chelsea, Everett, Malden, Medford, Melrose, Revere and Winthrop). The member communities focus cooperative efforts to maintain and create affordable housing for all low income residents in the region. Medford will participate in the HOME First-Time Homebuyers Workshop Program providing counseling, training and downpayment assistance to low and moderate income prospective homebuyers in purchasing affordable housing.

**American Recovery and Reinvestment Act of 2009**

The City will continue programs funded through the American Recovery and Reinvestment Act of 2009 (ARRA).

**Community Development Block Grant – Recovery Program (CDBG-R)**

The City plans to expend the remaining \$152,430.00 in CDBG Recovery Act funds. The City proposes to use these funds in an expeditious and efficient manner while maximizing the number of low and moderate income residents served. Toward that end, the funds will be utilized to reconstruct streets in identified low and moderate income neighborhoods and for job retention activities.

**Homelessness Prevention and Rapid Re-housing Program (HPRP)**

The City will continue to expend the remaining \$616,681 in Homeless Prevention and Rapid Re-housing funds through contracts awarded to four sub-grantees through a Request for Proposal process which took place in August 2009. The following contracts for services were awarded:

- Tri-City Community Action Program, Inc. (Tri-CAP) was awarded \$400,000 for Homelessness Prevention;

- Heading Home, Inc. was awarded \$146,000 for Homelessness Prevention and Rapid Re-housing;
- Housing Families, Inc. was awarded \$84,846 for Homelessness Prevention;
- Mediation for Results was awarded \$15,000 for Homelessness Prevention.

Tri-CAP, Heading Home, Inc., and Housing Families, Inc. are providing case management, housing search and placement as well as financial assistance to families and individuals who are having a housing crisis. Financial assistance can include: funds for security deposit, first month and last month rent, rental assistance up to eighteen months and moving cost assistance, using HPRP funds.

Through March of 2010, thirty-seven households have been served with case management; seventeen households have received rental assistance to prevent them from becoming homeless; and three homeless families have received case management, with one of those households currently receiving rental assistance.

State funds expected to support CDBG activities in the community are as follows:

1. State Public Housing Operating Funds	\$549,087
2. State Modernization for State Public Housing	\$1,180,279
3. State MRVP (Vouchers)	\$106,537

**Table 3: Community Development Block Grant Budget: July 1, 2010 – June 30, 2011**

**Year 36 Allocation: \$ 1,899,022.00**

**Reallocated funds: \$ 150,000.00**

<b>HOUSING</b>	<b>\$ 5,000.00</b>
<i>Housing Programs</i>	\$ 5,000.00
<i>Walking Court *</i>	
<b>HISTORIC PRESERVATION</b>	<b>\$ 38,000.00</b>
<b>PHYSICAL IMPROVEMENTS</b>	<b>\$ 1,191,169.00</b>
<i>Water, Sewer, Drainage, Streets, Sidewalks</i>	
<i>&amp; Park Improvements</i>	\$ 1,041,169.00
<i>Handicap Accessibility Medford High School</i>	\$ 150,000.00
<b>ECONOMIC DEVELOPMENT</b>	<b>\$ 20,000.00</b>
<i>ACCION, USA</i>	\$ 20,000.00
<i>Storefront Improvement and Job creation **</i>	

<b>PUBLIC SERVICES</b>	<b>\$ 284,853.00</b>
<b>PLANNING &amp; ADMINISTRATION</b>	<b>\$ 350,000.00</b>
<b>CONTINGENCY</b>	<b><u>\$ 10,000.00</u></b>
<b>TOTAL YR 36 ALLOCATION:</b>	<b>\$ 1,899,022.00</b>

**REALLOCATED FUNDS** **\$ 150,000.00**

**\* \$150,000.00 in prior year funds allocated to Housing Programs will be reallocated to fund the Walkling Court project, a State Elderly/Disabled public housing development.**

**\*\* \$40,000.00 in prior year funds allocated to the Storefront Improvement program will be utilized for an expanded Storefront Improvement program to assist with job creation.**

**Year 36 Public Service Funding  
July 1, 2010 through June 30, 2011**

**Table 4: Public Service Funding**

<b>Agency</b>	<b>Year 36 Funding</b>
1. A Better Tomorrow Services, Inc.	\$ 5,000.00
2. Arc of East Middlesex	\$ 6,000.00
3. Boys & Girls Clubs	\$ 2,500.00
4. Bread of Life	\$ 1,350.00
5. Community Family, Inc.	\$ 2,250.00
6. Consumer Advisory	\$ 9,000.00
7. Council on Aging	\$ 69,221.00
8. Heading Home/Medford Family Life	\$ 5,000.00
9. Immigrant Learning Center	\$ 5,000.00
10. Malden YMCA	\$ 2,000.00
11. Medford Housing Authority	\$ 16,380.00
12. Medford Public Schools - After School	\$ 10,000.00
13. Mystic Valley Elder Services	\$ 10,800.00
14. Salvation Army	\$ 1,500.00
15. SCM Transportation	\$ 104,558.00
16. Triangle, Inc.	\$ 3,000.00
17. Tri-Cap	\$ 7,200.00
18. West Medford Community Center	\$ <u>24,094.00</u>
<b>TOTAL</b>	<b>\$ 284,853.00</b>

For the first year of the 5 year period (2010-2011), the objectives and outcomes are listed below:

**Table 5: Summary of Housing and Community Development Objectives**

<b><u>Housing Objectives</u></b>	<b><u>Outcomes</u></b>
<b>Decent Housing:</b> Rental – Monitor the Impact of Expiring Use Properties.	Maintain <b>availability</b> of current affordable restrictive housing Stock.
<b>Decent Housing:</b> Rental - Affordable Housing Production	Increase the supply of <b>affordable</b> rental units.
<b>Decent Housing:</b> Monitor foreclosure activity	Monitor and advise homeowners who are going through process of foreclosure.
<b>Decent Housing:</b> Affordable homeownership	Increase access to <b>affordable</b> homeownership opportunities in the City.
<b>Decent Housing:</b> Public Housing improvements	<b>Sustainability:</b> Increase safety in all public housing units. Improve living environments.
<b>Decent Housing:</b> Homeless – Assist homeless persons and those at risk of homelessness	<b>Availability:</b> Utilize HPRP funds to prevent homelessness and rapidly re-house homeless families
<b><u>Historic Preservation</u></b>	
<b>Suitable Living Environment:</b> Eliminate slums and blight.	<b>Sustainability:</b> Increase public safety in public buildings.
<b><u>Physical Improvements to Public Facilities and City Systems</u></b>	
<b>Suitable Living Environment:</b> Water, sewer, street & park improvements. Handicap accessibility.	<b>Sustainability</b> for the purpose of creating suitable living environments.
<b><u>Economic Development</u></b>	
<b>Creating Economic Opportunities:</b> Partner with ACCION, USA will enable the support of business expansion for low and moderate income persons;	<b>Sustainability:</b> Promote viable communities create and retain jobs.
Expand Storefront Program to include activities to assist with low and moderate income job creation and retention; continue with economic development planning.	Eliminate slums and blighted conditions and create and retain low and moderate income jobs.
<b><u>Public Services</u></b>	
<b>Suitable Living Environment:</b> Programs to improve quality of life for low and moderate income persons.	<b>Availability/Accessibility:</b> Making the basics of daily living available and accessible to low and moderate income residents.

## **Executive Summary Response: Evaluation of Past Performance**

The City of Medford received \$1,752,284.00 in federal Community Development Block Grant funds for the thirty-fifth program year. The City's Office of Community Development administered these funds. Over \$1.2 million dollars in CDBG funds has been expended since July 1, 2009. The City's accomplishments in meeting objectives set forth in the Consolidated Plan are as follows:

### **Objective: Decent Housing**

Under this objective, the City aims to assist low income owners in maintaining dwelling units that meet all safety codes and to increase the amount of permanently affordable housing in Medford.

*First Time Homebuyers Program:* The City will continue to participate in the North Suburban HOME Consortium's First Time Home Buyers program. Financial assistance will be given to income qualified first- time homebuyers for downpayment and/or closing costs. In Program Year 35 eight households will receive downpayment and closing cost assistance through the North Suburban Consortium (NSC).

*Public Housing Improvements:* To increase safety and improve living conditions for low income residents of public housing developments, the City will fund much needed upgrades to public housing developments.

*Affordable Housing:* The City focused resources on creating eight restricted homeownership units at the Lincoln Kennedy School affordable. Additionally, Medford Community Housing is expected to acquire a condominium unit using HOME and CDBG funds by June of 2010. This unit, an affordable rental unit, will be restricted for thirty years and may only be occupied by a household of 60% median income.

*Homeless:* ARRA funds for the Homelessness Prevention and Rapid Re-housing program (HPRP) were used to provide case management and financial assistance to homeless persons and those at risk of homelessness. Tri-CAP, Heading Home, Inc., and Housing Families, Inc. provided case management, housing search and placement as well as financial assistance to families and individuals having a housing crisis. Financial assistance can include: funds for security deposit, first month and last month rent, rental assistance up to eighteen months and moving cost assistance.

Through March of 2010, thirty-seven households were served with case management; seventeen households received rental assistance to prevent them from becoming homeless; and three homeless families received case

management, with one of those households also receiving rental assistance, using HPRP funds.

**Objective: Suitable Living Environment**

*Improvements to public facilities and city systems:* The City has expended over \$1,083,000.00 since July 1, 2009 on the installation of street and sidewalk improvements including the completion of Hancock and Lyman Avenues and Orchard Street and the design on commencement of construction of the Bow Street, Revere Place and Kilsyth Road project. The City also completed street and sidewalk improvements on Mayberry and Wheeler Avenues, Willard Street and Strathmore Road using CDBG-R funding awarded pursuant to the American Recovery and Reinvestment Act of 2009 (ARRA). These improvements will increase safety and accessibility in these target areas.

*Public Services:* CDBG funds were used to provide a broad range of public service activities which are effective in promoting self sufficiency and addressing the supportive service needs among low and moderate income families, disabled individuals and the elderly. These services include transportation for the elderly and disabled, hot meals and food pantry programs, adult day health care and senior programs, security and crime prevention programs, emergency supportive services, occupational training and employment opportunities for persons with mental and physical disabilities, day care services, and youth activities. To date, the City has expended over \$180,000.00.

*Historic Preservation:* The City has completed the West Porch stabilization project at the Shepherd Brooks Estate. Planning is in progress for a project to restore the Salem Street Burying Grounds with funds being allocated this program year for construction.

**Objective: Creating Economic Opportunities**

The Mystic Avenue Area was documented and is designated as a slums and blighted area. Meetings with State officials were conducted to address area resident's concerns relative to traffic and pedestrian safety.

Implementation of the Medford Square Master Plan progressed with the award of a construction contract for the Clippership Drive realignment, improvements to Condon Shell Park and planning for a garage at Governors Avenue.

The River's Edge Business Park is a 215-acre public/private development site which will provide training and jobs in the telecommunications industry as well as some other support industries. The River's Edge development is a joint development of the cities of Malden, Medford and Everett. Progress continues with 220 units of housing developed by Criterion Development Partners that has been completed. Fifteen (15) % of the units will be rented

to those with incomes equal to or less than 120 % of area median income. Phase Two, an office building with 400,000 square feet of space has also been completed, with Marriott Corporation the first significant tenant. Linear Park and landscape improvements have also been completed with pathways and landscaping installed along the Malden River. The City has made its final disbursement of the \$1million Section 108 loan.

**Executive Summary Response: A Summary of the Citizen Participation and Consultation Process (24 CFR 91.200 (b)).**

The City sponsored a series of information gathering sessions, public meetings and hearings on relevant issues with nonprofit providers, private entities, the public and elected officials to refine housing and community development needs, define the first year action plan and receive approval for the CDBG plan and application.

Agencies and organizations with programs that use or could use resources outlined in the Annual Action Plan were notified of the development of the plan and were invited to submit suggestions, ideas and requests for support.

The City received oral testimony during the preparation of the Action Plan. Input was received from seniors, public housing development residents, City Departments and public service agencies and beneficiaries. People expressed their continued support of the on-going public service programs.

To ensure inclusion of underserved populations, agencies and groups that serve housing and public service needs serving minorities and low income persons were invited to participate in the process to identify goals and suggest strategies. Agencies specifically representing the underserved were contacted to verify needs as identified in the plan.

Consultations also included the input of private real estate developers, property owners, business persons and residents for community development needs at various meetings throughout the year on project or area specific issues.

The following, advertised, public meetings were conducted for public input:

<b><u>Date</u></b>	<b><u>Meeting Type</u></b>	<b><u>Location</u></b>
February 9, 2010	Public Meeting	Senior Center
	Public service input session	Medford, MA
March 16, 2010	Public Meeting	Medford City Hall
	Committee of the Whole	Medford, MA
April 27, 2010	Public Hearing with	Medford City Hall
	Medford City Council	Medford, MA

Representatives from each public service agency attended, informing citizens of the services provided and responding to questions. Medford City Councilors also attended to hear from the public service agencies and to inquire about the agencies.

The City also invited proposals for specific uses of CDBG funds.

In addition, attendees were invited to submit data and written comments after the meetings. Any input received from organizations and citizens was considered and incorporated into this plan, if appropriate.

The draft Plans were made available on April 12, 2010 at City Hall, online at [www.medford.org](http://www.medford.org) and by request, during the 30-day public comment period.

**Executive Summary Response: A Summary of Comments or Views and a Summary of Comments or Views not Accepted and the Reasons therefore (24 CFR 91.105 (b)(5)).**

Written comments on the Plan received during the public comment period are delineated and responded to in Attachment B.

## General Questions

- 1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*
- 2. Describe the basis for allocating investments geographically within the \*jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.*
- 3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.*
- 4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.*

**Program Year 1 Action Plan General Questions response:**

1. *Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*

The City of Medford, a historic suburban city located on the Mystic River, was incorporated as a city in 1892. Medford is bordered by Everett and Malden to the east, Stoneham on the north, Somerville on the south, Arlington to the west and Winchester to the northwest. Medford had an estimated 2008 population of 53,856 residents with a population density of approximately 6,183 persons per square mile in 8.71 square miles. Medford households are composed of 56.4 percent homeowners and 38.5 percent renters. The housing stock in Medford is dominated by two and three-unit buildings with a significant number of single-family, colonial style homes, particularly in the northern and western regions of the city. American Community Survey estimates that the 2008 median annual household income for Medford is \$68,766. Medford has a predominantly Caucasian population, with an historic middle-class African American community in West Medford. Data from the 2000 Census counts showed a total population of 55,765 with 86.5% being White, 6.1% Black, 3.9% Asian and 2.6% Hispanic. American Community Survey estimates prepared by the Census Bureau for 2006 – 2008 indicate a decrease in total population to 53,856, with 81.5% White, and a slight increase in minorities to 10.9% Black, 6.9% Asian and 6.4% Hispanic.

The City of Medford dedicates resources to low & moderate income households as set forth by census & HUD. To gain a better understanding of the municipal needs, following are profiles of Medford neighborhoods by census tract. These profiles refer to 2000 Census information, which will be updated when the 2010 Census data becomes available

The low/moderate income areas which have been defined by HUD are the gray shaded areas as follows:

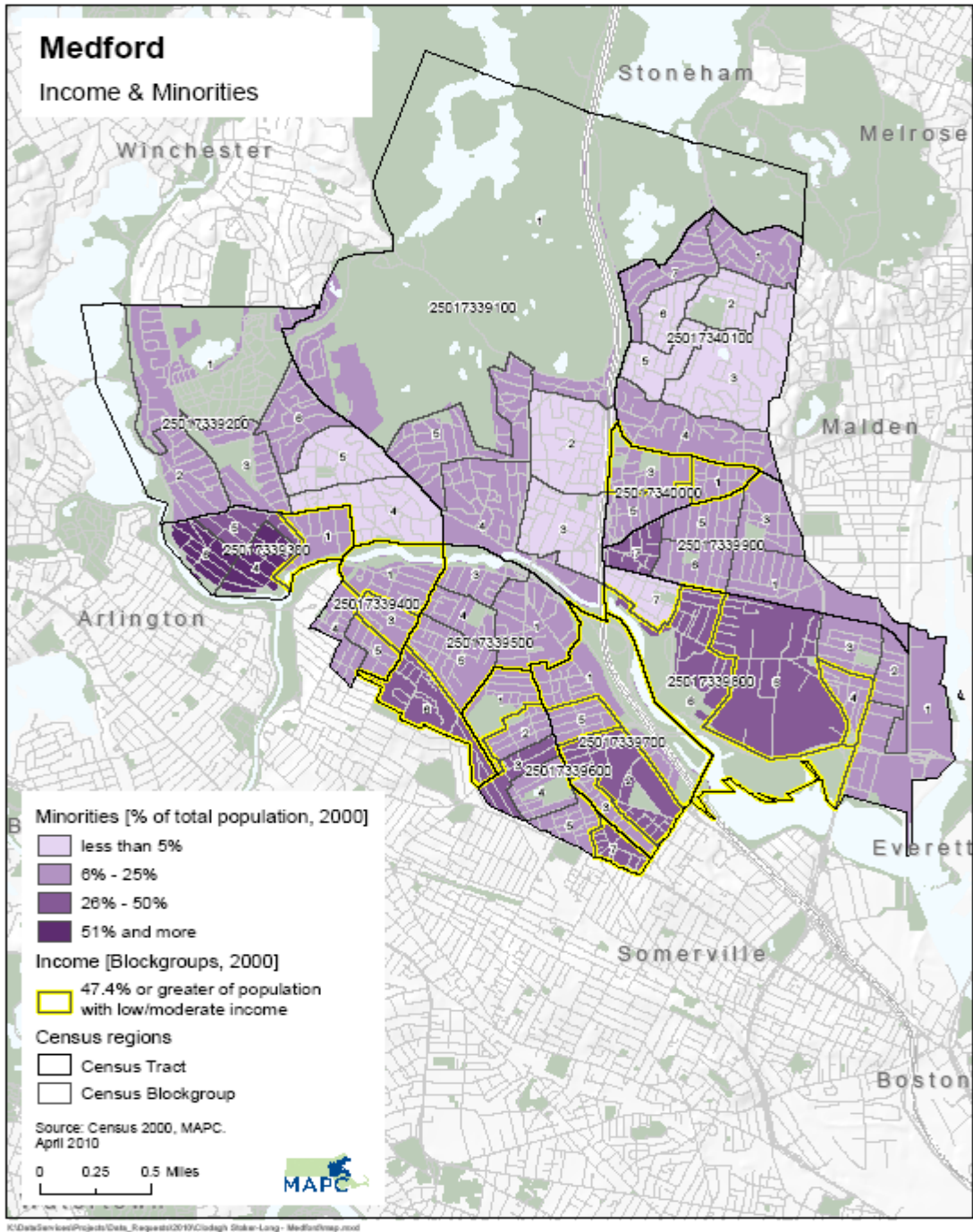
**Table 6: HUD Defined Low/Mod Percentages by Census Tract and Block Group<sup>1</sup>**

Tract	Block Group	Low Mod #	Universe	Low Mod %
340000	1	659	1009	65.3
339800	6	1554	2457	63.2
339300	1	450	763	59
339500	6	158	274	57.7
339400	1	549	994	55.2
339800	4	305	567	53.8
339700	2	860	1628	52.8
339600	1	477	908	52.5
339400	3	516	993	52
339700	1	308	626	49.2
339700	3	479	977	49
339600	7	410	846	48.5
339900	7	345	718	48.1
340000	3	395	833	47.4
339800	2	284	621	45.7
339100	1	342	771	44.4
340000	5	300	681	44.1
340100	4	609	1403	43.4
339900	3	437	1026	42.6
339500	5	472	1116	42.3
340100	6	275	652	42.2
339700	5	334	808	41.3
339500	1	518	1261	41.1
339100	3	516	1274	40.5
339600	4	316	807	39.2
339300	6	236	622	37.9
339100	4	697	1847	37.7
339900	6	368	985	37.4
339900	1	593	1616	36.7
339400	5	221	610	36.2
339200	3	345	980	35.2
339800	1	311	906	34.3
339800	5	394	1187	33.2
339500	4	280	847	33.1
339600	3	223	681	32.7
339100	2	466	1434	32.5
339600	5	293	908	32.3
340100	5	173	536	32.3
339200	2	328	1029	31.9
339200	1	217	684	31.7
340100	7	296	938	31.6
339800	7	236	767	30.8
340100	1	228	758	30.1
339500	3	196	670	29.3
339400	4	259	887	29.2
339300	5	218	748	29.1
339800	3	225	805	28
339300	4	238	868	27.4
339600	2	242	892	27.1
339900	5	254	951	26.7
340100	3	351	1574	22.3
339100	5	255	1187	21.5
339200	6	146	822	17.8
340100	2	90	585	15.4
339200	5	109	868	12.6
339200	4	154	1361	11.3

*Note: The highlighted Blocks are eligible for area benefit designation of CDBG funds.*

<sup>1</sup> HUD Low-Mod Census Tracts

Chart 1: City of Medford Census Tracts



Refer to full size map in Appendix Maps.

*NOTE: Population information included in neighborhood descriptions is taken from the 2000 Census and will be updated when 2010 data becomes available.*

### **Medford Square/Central Medford/Lawrence Estates – Tract 3391**

Tract 3391 comprises three distinctive areas: Medford Square, which is the central business district; Lawrence Estates, a generally upper income residential area; and the Middlesex Fells, a large undeveloped wooded area owned and managed by the Department of Conservation and Recreation. The population of this tract is predominantly White, 93.24%, with an Asian population of 2.69%, an African American population of 1.69%, a Hispanic Population of 1.45% and all other groups together accounting for less than 1%.

Medford Square is an older business district, which in the past has had a poor image and suffered from lack of economic investment, traffic congestion, limited vehicular and transit accessibility, as well as an inadequate supply and sub optimal location of parking facilities. The City has invested considerable funding in traffic, parking, urban design, façade improvements, and historic preservation to revitalize this area. The City of Medford completed a master plan for Medford Square that has involved extensive public involvement, analysis, planning and design. The City of Medford is working on the development of improved circulation, parking, open and recreational space, housing and business opportunities in Medford Square. The City is currently working on the realignment of Clippership Drive, the first phase of development of the Condon Shell Park and on a feasibility study for a new parking garage in Medford Square.

The Central Medford section of this tract is a densely developed residential area. There are three elderly housing developments located within the square, which explains why almost 25% of the tract's residents are aged 65 or over. This population is serviced by the Senior Center, located on Riverside Avenue. The Senior Center offers a lunch program and a variety of structured activities to the city's elderly population.

### **Brooks Estates – Tract 3392**

The Brooks Estates section of Medford is a relatively stable residential neighborhood of single and two-family homes. It abuts the West Medford business district and extends northward to meet the Winchester town line. To the west it abuts the Department of Conservation and Recreation-owned Mystic Lakes and park. The population here is 94.58% White, 1.38% African American, 1.41% Asian and 1.27% Hispanic with all other groups together accounting for 1.36%.

Also located in this tract is the Shepherd Brooks Estate. This property, located adjacent to the Oak Grove Cemetery, contains a historic manor house set in 60 acres of overgrown woodlands and is listed on the National Register of Historic Places. The City owned estate, which was placed under a

conservation restriction in 1997, is in a severely deteriorated condition and was designated as a Slums and Blight Spot in July of 1991. Stabilization of the West Porch, which is being funded using Community Development Block Grant funds is nearing completion.

### **West Medford – Tract 3393**

West Medford is one of the most densely populated neighborhoods in the city. Over 45% of the housing units are renter occupied and 62% of the housing units were built in 1939 or earlier. The area is home to 30% of the City's African American residents and the neighborhood itself is 34.44% African American. The area also has a small Hispanic population, 4.2% of residents. The tract contains a 59% low/moderate income area, Block Group #1. This area is bounded by High Street to the north, Mystic Valley Parkway to the south, Mystic Street to the east, and Playstead Road to the west. The West Medford Community Center, serving predominantly minority and low income clients, is also located in this area. In 2008 the City completed a \$1.4 million community center facility as a joint venture between the City (using HUD funds) and the West Medford Community Center Board (using private funds). The City supports programs operated by the West Medford Community Center on an annual basis, through its public service funding.

### **Hillside – Tract 3394**

Hillside is an older, concentrated residential area with 65% of the housing stock built pre 1939. The tract contains two areas of low and moderate income population concentrations. The first area, Block Group #1, is defined by Mystic Valley Parkway to the north and west, Winthrop Street to the east, and Marshall Street to the south. This area has a 55.2% low and moderate income population. The second area, at 52% low and moderate income, is bounded by Marshall Street to the north, Winthrop Street to the east, and Boston Ave. to the south and west. The population is predominantly White (85.76%), with 3.67% being African American, 3.13% Hispanic and 4.07% Asian/Pacific Islander. The area is home to a large transient population because of its proximity of Tufts University, which has a major impact on this modest densely populated neighborhood. Over 58% of the housing units are renter occupied. Plans to extend the Massachusetts Bay Transportation Authority (MBTA) Green Line light rail public transit service to this area are currently in the design phase and will have a major impact on the physical and economic environment when implemented.

### **Central Medford – Tract 3395**

Central Medford is also a concentrated neighborhood, which contains two quite dissimilar populations. The southwestern section of the tract is home to Tufts University, a privately owned educational institution with many student-occupied apartments. The remainder of the tract, in contrast, is an older multi-family residential area. The low and moderate income area, (58%), block group 6, includes Tufts University. This area is defined by

Boston Avenue to the north, Medford/Somerville line to the south, Harvard Street to the east and Winthrop Street to the west. The population of this tract is 82% White, with an African American population of 4%, a Hispanic population of 3.98%, and an Asian/Pacific Islander population of 7%.

### **South Medford – Tracts 3396 and 3397**

The South Medford neighborhood is comprised of two census tracts, 3396 and 3397. This is a densely populated residential area with a strong commercial/retail district. Housing in the area is predominantly two and multi-family, with 71% of the stock built before 1939 and 38% of the housing units occupied by renters. Approximately 50% of the neighborhood is classified as a low and moderate income area. According to the 2000 Census, the neighborhood is 88.77% White, with 6.94% African American, 3.70% Asian or Pacific Islander and 3.37% Hispanic.

Much of the commercial area along Main and Medford Streets is in a deteriorated condition.

### **Wellington – Tract 3398**

The Wellington area has a mix of residential, commercial and industrial land uses. Two block groups in this tract have a high low and moderate income percentage. Block Group #4 is 53.8% low and moderate income; Block Group #6 is at 63.2% and contains one of the City's major public housing projects. The population is 78.63% White, 8.67% African American, 6.83% Asian, 3% Hispanic and all other groups accounting for less than 1%. Census information indicates that 47% of the housing units in this tract are occupied by renters. There are essentially two residential neighborhoods in Wellington. They are separated by areas of commercial and industrial land, and by an intricate road system. Both industrial areas and their environs contain underutilized, deteriorated and sometimes vacant buildings. The commercial area along Middlesex Avenue and similarly, the Wellington Circle area, which includes land along Corporation Way contained blighted properties. Using CDBG funds the city created a new open space/recreation facility along the Mystic River in this neighborhood which was completed in 2003. The installation of an artificial turf infill system is a goal for this park.

### **Glenwood/Haines Square – Tract 3399**

The Glenwood/Haines Square neighborhood is one of the more densely populated areas of the city. The housing stock here is older, with over 70% being built prior to 1939 and with over 48% of the housing units renter occupied. This neighborhood is 88.53% White, 3.79% African American, 2.43% Hispanic and 2.77% Asian/Pacific Islander. The western corner of the neighborhood is a low and moderate income pocket defined by Salem Street to the north, Park Street on the east, Lauriat Place to the south and Cross Street to the west.

The commercial and residential areas along Spring Street, from Washington Street to Central Avenue, and along Salem Street have several structures in a deteriorated state.

**Glenwood/Fulton Heights – Tract 3400**

Glenwood/Fulton Heights is also heavily populated with over 75% of the housing stock built pre-1939. Approximately 55% of dwellings are renter occupied and 70% of housing takes the form of two or multi-family dwellings. This neighborhood is 85.91% White, 5.49% African American, 2.49% Hispanic and 3.93% Asian/Pacific Islander. The eastern corner of the neighborhood is a low and moderate income pocket defined by the Fellsway to the north, Salem Street to the south and Almont Street to the west.

**North Medford – Tract 3401**

North Medford is the newest section of the City, with only 38% of the housing stock built before 1939. This is a residential area with over 88% owner occupied housing units. The population is 93.07% White, 1.84% African American, 2.87% Asian/Pacific Islander, 1.32 % Hispanic and all other population groups each accounting for less than 1% of the whole. There are no HUD qualified low/moderate income block groups in this tract.

The following table lists the census tracts in terms of racial concentration.

**Table 7: Medford Minority Concentration by Census Tract<sup>2</sup>**

<b>Medford Census Tract</b>	<b>% Minority 2000 Census</b>	<b>% Minority 2009 ESRI Estimate</b>
3391	6.76%	8.14%
3392	5.42%	6.39%
3393	48.53%	53.25%
3394	14.24%	15.85%
3395	18.00%	20.60%
3396	17.60%	20.95%
3397	18.12%	20.73%
3398	21.37%	25.29%
3399	11.47%	12.81%
3400	14.07%	16.48%
3401	6.93%	8.49%

Data from the 2000 Census indicates that eight census tracts in Medford have minority concentrations of more than 10% with two of these having concentrations of over 20%. Population estimates prepared by ESRI for 2009 suggest that minority concentrations have increased and now five census tracts having concentrations over 20%.

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<sup>2</sup> ESRI 2009 and 2014 forecasts

*2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.*

Because the primary objective of the Consolidated Plan and Annual Action Plan programs is to benefit low and moderate income residents, the City of Medford is focusing community development investments in neighborhoods with a high concentration of low and moderate income households. In 2004, the City of Medford completed an extensive, public planning process that identified community needs and visions for future developments and improvements in Medford. Developed under the provisions of the Commonwealth of Massachusetts Executive Order 418, the City of Medford identified priority needs throughout the City of Medford. Subsequently the Medford Square Master Plan developed in 2005 identified targeted program of improvements in the City's historic downtown, Medford Square. In addition to municipal planning and outreach, Medford also uses data from the 2000 U.S. Census and HUD's Low/Mod Income Summary Data (LMISD) to identify neighborhoods that are eligible to receive block grant funds for eligible activities such as physical improvements to city systems, reconstruction of parks and playgrounds. The LMISD deems as eligible neighborhood target service areas, those that have a percentage of low and moderate income families equal to or greater than 47.4%. Areas of the city eligible to receive CDBG funds are delineated on the City low/mod map in the Appendix Maps. This information will be updated and areas redefined where necessary when the 2010 census data becomes available. Areas of minority concentrations will also be targeted.

In addition to specific neighborhoods, Medford has categorical needs for services and investments that meet the needs of low and moderate income Medford residents on a citywide basis. Priority needs were identified through input from residents and service providers, as well as statistical analysis of U.S. Census, state and locally provided data.

*3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.*

The primary obstacle to meeting the underserved housing needs of low income and moderate income populations continues to be the availability of funds. Except for special populations unable to work (some elderly, most extra elderly, some disabled and those institutionalized), the critical need is jobs. When working with agencies to develop this plan, many agencies noted that a shift in clients had occurred. Previously, many of the clients had no employment or sporadic employment histories. Now, formerly regularly employed persons are seeking help.

Organizations serving these populations continue to experience significant reductions in funding from both governmental and private sources. Reductions in state aid to local budgets have increased the funding

shortfall, leaving many worthy and valuable programs unfunded or underfunded.

Another obstacle to meeting the needs of the underserved is coordinating efforts to assist those individuals with mental health issues. Too often there are individuals that need direct assistance with mental health, and the lack of assistance can ultimately affect their ability to maintain housing. There is a reduction in services for this population as state cutbacks occur. The city must better coordinate with area mental health providers so those individuals with both needs to live day to day and to retain housing do not lose it.

While many of these obstacles may be beyond the capacity of the local jurisdiction to address satisfactorily, the City is committed to continuing to work with and support public and private non-profit agencies such as the Medford Housing Authority, the Council on Aging and other elder service organizations, homeless providers and other special needs providers in their mission to meet the needs of the underserved population of the area. Moreover, the City continues to actively educate Medford organizations and citizens about removing barriers to the development of affordable housing.

See Attachment A for more detail on Fair Housing programs

*4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.*

Refer to Tables on Page 5 and Pages 14ff

## Managing the Process

- 1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.*
- 2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.*
- 3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.*

**Program Year 1 Action Plan Managing the Process response:**

*1. Identify the lead agency or entity for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.*

The City of Medford Office of Community Development is the lead agency for the development of this Annual Action Plan as well as the five-year Consolidate Plan that outlines proposed activities and expenditures under CDBG. The Office of Community Development coordinates and consults with necessary city departments in order to more effectively and efficiently administer block grant programs. The City of Medford receives HOME funds through its participation in the North Suburban HOME Consortium, where the Malden Redevelopment Authority is the lead agency for HOME funds. The major homeless needs in the area are delivered through the Tri-City CoC using McKinney-Vento funding. Medford also administers funds received through the American Recovery and Reinvestment Act of 2009 (ARRA).

Other major agencies and organizations that execute programs include:

**Other Public Organizations**

Medford Consumer Advisory Commission  
Medford Council on Aging  
Medford Housing Authority  
Medford Public School Afterschool Care  
Mystic Valley Development Commission  
North Suburban HOME Consortium

**Private Nonprofit Organizations and Agencies**

A Better Tomorrow	Malden YMCA
ARC of E. Middlesex	Medford Community Housing
Boys and Girls Clubs	Mystic Valley Elder Services
Bread of Life	Salvation Army
Community Family, Inc.	SCM Transportation, Inc.
Heading Home/Medford Family Life	Triangle, Inc.
Housing for Families	Tri-City Community Action Program
Immigrant Learning Center	West Medford Community Center
Just-A-Start Corporation	

The major homeless needs in the area are primarily delivered through the Tri-City CoC using McKinney-Vento funding. The lead agency for the CoC is Tri-CAP. The key agencies responsible for the McKinney-Vento program are:

Disabled Family Leasing	Homeless to Housing
Homeless to Housing Expansion	Kaszanek Transitional House
Medford Family Life	Mobile Homeless Outreach Team
Tri-City Shelter+Care	Tri-City Stepping Stones 3

2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations and others who participated in the process.

**Community Participation**

A series of public meetings and consultations were held to receive input from low and moderate income residents, social service agencies and the general public on the development of the City’s Five-Year Consolidated Plan and Action Plan for the 2010-2011 program year. The City of Medford and its Consolidated Plan consultants met with a wide range of human services, housing, elder services and municipal officials to receive data and feedback regarding Medford’s housing and community development needs. The schedule of meetings, consultations and public hearings was drafted to ensure that service providers and low and moderate income residents from neighborhoods throughout the City of Medford were able to provide timely input into the preparation of analyses, strategies and objectives. The public hearings were advertised in the local newspaper. The first two meetings, held on February 9, 2010 and March 16, 2010, were intended to obtain views on the development of the City’s Five-Year Consolidated Plan and Program Year 1 consolidated action plan and to review accomplishments and activities for the current program year. The third public hearing was held on April 27, 2010. The following page includes the list of organizations consulted.

City of Medford Community Participation Meetings:

<b><u>Date</u></b>	<b><u>Meeting Type</u></b>	<b><u>Location</u></b>
January 14, 2009	Public Service Input Meeting	Medford City Hall
April 16, 2009	HPRP meeting with Malden	Medford City Hall
October 14, 2009	Homeless Prevention Meeting	Medford City Hall
February 9, 2010	Public Meeting	Senior Center
	Public service input session	Medford, MA
March 16, 2010	Public Meeting	Medford City Hall
	Committee of the Whole	
April 27, 2010	Public Hearing with City Council	Medford City Hall

In addition to meetings, organizations were contacted through surveys and interviews.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

The consultations are also described in the Citizen Participation section below.

**Organizations and Municipal Departments Consulted in Preparation of the Consolidated Plan**

Organizations contacted, interviewed or attending meetings were:

**Municipal Offices and Departments**

Office of the Mayor  
City Council  
Office of Community Development  
Office of Diversity  
Office of Engineering  
Department of Public Works

**Other Public Organizations**

Fair Housing Commission  
Malden Redevelopment Agency  
Medford Brooks Estate Land Trust  
Medford Consumer Advisory Commission  
Medford Council on Aging  
Medford Housing Authority  
Medford Human Rights Commission (HRC)  
Medford Public School (Afterschool Care)  
Mystic Valley Development Commission  
North Suburban HOME Consortium

**Private Nonprofit Organizations and Agencies**

A Better Tomorrow	Malden YMCA
ARC of E. Middlesex	Medford Community Housing
Boys and Girls Clubs	Mystic Valley Elder Services
Bread of Life	Salvation Army
Community Family, Inc.	SCM Transportation, Inc.
Heading Home/Medford Family Life	Triangle, Inc.
Housing for Families	Tri-City Community Action Program
Immigrant Learning Center	West Medford Community Center
Just-A-Start Corporation	

Elliot Human Services. Inc.  
Medford Community Housing  
Tri-City Continuum of Care  
Community Economic Development Assistance Corporation (CEDAC)  
Citizens Housing and Planning Association (CHAPA)

The planning and citizen participation activities for these plans also utilized community outreach meetings. These meetings were conducted for the purpose of soliciting public comment and included information for project proposals relative to community needs and program priorities for the first annual plan. Groups active in areas which use or could use resources were made aware of the process by advertisements and public notices. A survey

was sent to organizations and agencies representing many of the community's needs, seeking input on their perception or knowledge of needs and their priority ranking of those needs, for the purposes of planning. The meetings, widely advertised throughout the City, include three significant components:

1. a brief explanation of the Consolidated Plan process, including the role of the Plan in making allocations and guiding the selection of projects to be funded;
2. a report on prior year activities and progress on five year goals;
3. a forum for the general public to brainstorm and discuss priority needs for the City for the coming years.

Meetings were held as follows:

January 14, 2009	Public Service Input Meeting Medford City Hall Medford, MA
April 16, 2009	HPRP meeting with Malden Medford City Hall Medford, MA
October 14, 2009	Homeless Prevention Meeting Medford City Hall Medford, MA

Participants in this planning process drew attention to the following specific sub-populations and issues:

- moderate income working families who have lost their jobs or have had wage and salary and/or benefits cuts,
- people with short-term housing needs,
- persons recovering from substance abuse,
- persons in need of supportive housing due to their inability to live independently,
- the need for economic and business development which can provide jobs,
- the frail elderly, especially nutrition and transportation,
- the home-life of poor children struggling to close the achievement gap in environments not conducive to school preparedness,
- young people (18-24) unable to live at home any longer,
- veterans,
- mentally disabled people being moved out of group homes,
- immigrants trying to enter into full participation in communities, and
- elderly homeowners who may have minimal mortgages struggling to manage on a daily basis because of their fixed incomes.

These were incorporated into the draft Plans which were then made available on April 12, 2010 at the Community Development Office of the City of Medford located at Room 308-City Hall, 85 George P. Hassett Drive, Medford, MA 02155. The draft plans were also available online at [www.medford.org](http://www.medford.org) and by request during the 30-day public comment period.

The City of Medford considered comments or views of citizens received in writing, or orally at the public hearing, in preparing action plans, the final consolidated plan, amendment of the plan, and in the future, performance report. A summary of these comments or views, and a summary of any comments or views not accepted and the reason(s) therefore are attached to the final consolidated plan, amendment of the plan, or performance report. The City of Medford will provide a timely and substantive written response to every written citizen complaint, within 15 working days, where practicable. The City shall amend the Consolidated Plan, and/or one-year action plan in order to carry out a new activity, not previously described, or when an activity undertaken constitutes a substantial change in the Consolidated Plan and/or one-year action plan.

## Citizen Participation

1. *Provide a summary of the citizen participation process.*
2. *Provide a summary of citizen comments or views on the plan.*
3. *Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.*
4. *Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.*

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

### **Program Year 1 Action Plan Citizen Participation response:**

1. *Provide a summary of the citizen participation process.*

The City of Medford adopted the following Citizen Participation Plan in respect to the planning and development of its Consolidated Plan.

#### **Purpose**

The City of Medford, Massachusetts, an eligible Grantee under Section 106(a) of the Housing and Community Development Act of 1974, as amended, is required by said provision to follow a detailed Citizen Participation Plan. With respect to the development and implementation on the Consolidated Plan and/or any one-year action plan. It is the City's intent that citizens, in particular those of low/moderate income, and who are residents of slum and blighted areas, have maximum opportunity to participate in the development, review and evaluation of federally funded projects. However, all citizens, including minorities and non-English speaking

persons, as well as persons with mobility, visual or hearing impairments will have equal opportunity and be encouraged to participate. The City of Medford, in conjunction with the Medford Housing Authority, will encourage the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan.

### **Statement of Policy**

It is the policy of the City of Medford to adhere to this Citizen Participation Plan delineated below. This Plan shall be administered by the City's Office of Community Development and will include positive and aggressive steps to insure that the City provides for and encourages citizen participation in all areas including the creation of, amendments to, and the performance of the Consolidated Plan.

### **Citizen Participation Plan**

The City will provide for and encourage citizen participation, with particular emphasis on participation by low and moderate income Medford residents. Agencies or groups representing citizens, who collectively are otherwise disadvantaged, at high risk, or in crisis circumstances such as the elderly, disabled, homeless, children, etc., shall be contacted so that they may effectively participate.

Technical assistance is provided to assist individuals and community groups in contributing to the planning and development of proposals for program activities. The Office, through public advertisement and direct contact of community groups and agencies, shall offer this assistance annually for a week through appointments with a designated Office of Community Development staff person.

### **Public Meetings in Development of Program Year 1 Action Plan**

The planning and citizen participation activities for these plans generally begin in December or January of the preceding fiscal year, utilizing community outreach meetings. These meetings are conducted for the purpose of soliciting public comment and include information for project proposals relative to community needs and program priorities for the first annual plan. Groups active in areas which use or could use resources were made aware of the process, by advertisements and public notices. Many different organizations and agencies were sent a survey also, seeking input on their perception or knowledge of needs and their priority ranking of those needs, for the purposes of planning.

The meetings, widely advertised throughout the City, include three significant components:

1. a brief explanation of the Consolidated Plan process, including the role of the Plan in making allocations and guiding the selection of projects to be funded;

2. a report on prior year activities and progress on 5 year goals;
3. a forum for the general public to brainstorm and discuss priority needs for the City for the coming years.

Public hearing minutes are available upon request and comments received (if any) are summarized in the section below. In addition to these broader public forums, additional technical assistance is provided to assist people with the preparation of proposals for funding and if requested, the formation of a CBDO.

Meetings were held as follows:

<b><u>Date</u></b>	<b><u>Meeting Type</u></b>	<b><u>Location</u></b>
April 16, 2009	HPRP meeting with Malden	Medford City Hall
October 14, 2009	Homeless Prevention Meeting	Medford City Hall
January 14, 2009	Public Service Input Meeting	Medford City Hall
February 9, 2010	Public Meeting	Senior Center
	Public service input session	Medford, MA
March 16, 2010	Public Meeting	Medford City Hall
	Committee of the Whole	Medford, MA
April 27, 2010	Public Hearing	Medford City Hall

### **Organizations and Municipal Departments Contacted and Consulted in Preparation of the Program Year 1 Plan**

In addition to meetings, organizations were contacted through surveys and interviews as described in the prior section – *Managing the Process*.

Once proposals have been submitted, reviewed and tentatively selected, this information is blended with the public-driven needs assessments for the City and a draft 5 Year Consolidated Plan and Annual Action Plan is developed. These draft plans are made available (usually on or around April 1<sup>st</sup>), in the Office of Community Development and on the City website for public review and comment for a period of thirty days. Any comments received are addressed and where appropriate, included in the final plans which are then submitted to HUD for approval in May of each year.

The draft Plans were made available on April 12, 2010 at the Community Development Office of the City of Medford located at Room 308-- City Hall, 85 George P. Hassett Drive, Medford, MA 02155. The draft plans were also available online at [www.medford.org](http://www.medford.org) and by request during the 30-day public comment period.

*2. Provide a summary of citizen comments or views on the plan.*

The City of Medford received a wide range of public comments during preparation of the Consolidated Plan and Program Year 1 Action Plan. Residents, service providers and municipal employees and officials actively participated in meetings and hearings throughout the planning process. Elder services were identified as a clear need in the community. Many elderly residents expressed support for transportation services (principally for medical transportation, shopping and social activities), home nursing visits, and the range of services and activities provided through the Senior Center. The need for assisted living facilities and eviction protection services (legal aid) for seniors was also highlighted. Housing affordability issues, especially for seniors, was also highlighted as a major concern by many residents. Significant increases in housing sales prices and steady increases in rental costs make it increasingly difficult for households across income ranges from 30 percent of median income up to middle-class residents seeking to purchase their first homes.

Residents and service providers expressed support for a range of services offered in Medford. Developmentally disabled residents benefit from recreational activities and services that reduce isolation and provide other benefits. Community policing activities in Medford public housing have provided a better framework for reducing fear and crime while improving community relations among all neighborhood residents and safety providers. The City of Medford was also urged to continue participation in the Tri-City Continuum of Care and investments that can reduce incidence of homelessness and assist the transition to permanent affordable housing. Those speaking on homeless issues also strongly supported increased production of affordable housing, particularly units targeted at extremely low and very low incomes.

The City of Medford believes that it has incorporated all of the comments received during the preparation and approval of the Consolidated Plan in a good faith manner. Given scarce public and nonprofit resources, it is difficult to allocate sufficient resources to meet the maximum need that exists, particularly in the public services and infrastructure areas. However, the needs assessments, strategies and objectives contained in the Consolidated Plan reflect the concerns noted above.

*3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.*

In order to fully inform citizens of the proposed Consolidated Plan, the following information will be made available upon request, at the Office of Community Development, Room 308; the amount of assistance the jurisdiction expects to receive and the range of activities that may be

undertaken, including the amount that will benefit persons of very low and low income and the plans to minimize displacement of persons and to assist any persons displaced.

A summary of the proposed consolidated plan and/or one-year action plan will be published in a newspaper with local circulation and will include a description of the contents and purpose of these plans and a list of locations where copies of the entire plan may be examined. By this process, the Office of Community Development will notify citizens, or units of general local government, as appropriate, of the availability of these plans as adopted, any amendments, and its performance report, as these documents are developed, to afford citizens a reasonable opportunity to examine the contents. A period of not less than 30 days will be provided to receive comments from citizens, or units of general local government, on the plan, amendments, or report that is to be submitted to HUD before its submission. Citizens, public agencies, and other interested parties will have reasonable and timely access to these plans and the City of Medford's use of assistance under the programs covered during the preceding five years.

After dissemination of the Consolidated Plan and/or annual plan information, as well as technical assistance, the City will hold at least two public hearings per year to obtain citizen's views that will be conducted at a minimum of two different stages of the program year. Together, the hearings will address housing and community development needs, development of proposed activities, and a review of program performance. At least one of these hearings will be held before the proposed consolidated plan and/or action plan is published for comment to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. Hearing(s) may be held with one or more members of the other communities that comprise the North Suburban Consortium.

In cases where notice of a public hearing is required, this notice shall be given by publication in a newspaper of general circulation in the City not less than fourteen (14) days before the day of the hearing, and by posting this notice in the Office of City Clerk for a period of not less than forty-eight hours before the time of such meeting.

If, at any time, it is anticipated that a significant number of non-English speaking residents can be reasonably expected to participate in public meetings or participate in the planning and evaluation process of the Consolidated Plan, an interpreter will be secured. Also, the hearings will be held at times and locations convenient to potential and actual beneficiaries, and with the accommodations for persons with disabilities.

The City of Medford will consider any comments or views of citizens received in writing, or orally at the public hearing, in preparing action plans, the final consolidated plan, amendment of the plan, or performance report.

A summary of these comments or views, and a summary of any comments or views not accepted and the reason(s) therefore, shall be attached to the final consolidated plan, amendment of the plan, or performance report. The City of Medford will provide a timely and substantive written response to every written citizen complaint, within 15 working days, where practicable. The City shall amend the Consolidated Plan, and/or one-year action plan in order to carry out a new activity, not previously described, or when an activity undertaken constitutes a substantial change in the Consolidated Plan and/or one-year action plan.

*4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.*

There were no comments received that were not accepted and addressed.

## Institutional Structure

*1. Describe actions that will take place during the next year to develop institutional structure.*

### **Program Year 1 Action Plan Institutional Structure response:**

The Office of Community Development (OCD) is the designated department of the City responsible for planning and managing the block grant program. It reports to the Mayor and the City Council. Program funds are expended based on plans and budgets either developed jointly with City departments as the Diversity Office, Public Works and Engineering Offices or submitted to the City by nonprofit agencies for approval by the Mayor and the City Council.

The vast array of agencies in Medford and the tri-city area provide an integrated network to address the service needs of the low and moderate income population. This fact was underscored in the public meetings with the public service agencies where so many of them cited their collaboration and coordination of the service delivery system. The Housing Development Specialist will continue to work to improve the institutional structure to develop and maintain affordable housing by working with nonprofit housing providers, assisting agencies that would like to begin to develop housing and working with for profit entities to provide affordable housing. The CDBG Administrator will work with public service providers to improve their efficiency in the delivery of CDBG funded services and to meet with interested agencies that may utilize CDBG funds in the future.

The Medford Housing Authority (MHA) provides 481 units of federal public housing, 377 units of state public housing, and provides 987 HCV (Section 8 Vouchers) to assist households in renting affordable housing in the private sector. The Housing Authority is a quasi-independent agency with four members of the Board of Commissioners appointed by the Mayor and one by the Governor. The City of Medford has an effective working relationship with the MHA and has consistently supported the housing authority with CDBG funding, whether it be for physical improvements of primarily state funded public housing or public service funding for security.

## Monitoring

1. *Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.*

### **Program Year 1 Action Plan Monitoring response:**

#### ***Monitoring Plan***

The City of Medford's accomplishments are reported in the HUD required Consolidated Annual Performance and Evaluation Report (CAPER) due on October 1 of each program year. The CAPER will be available for public comment and will be advertised in local newspapers.

The City will perform an ongoing monitoring process in compliance with HUD regulations. The purpose of the monitoring process is to evaluate performance with regard to: meeting goals and objectives; compliance with HUD rules, regulations and administrative requirements; timely use of funds; and prevention of fraud and abuse of funds.

There are two aspects to ensuring long-term compliance with program and comprehensive planning requirements. One is the monitoring of sub-recipients; the other is monitoring specific completed CDBG funded projects for compliance with any required inspections schedule, with any recapture and resale provisions, beneficiary eligibility, as well as recertification monitoring for income and rent compliance.

The City ensures compliance with federal CDBG regulations through a comprehensive monitoring process. OCD staff monitor all sub-recipients by clearly delineating the outcome measures of programs and by working collaboratively with each of its sub-grantees.

The following describes the standards and procedures the City of Medford uses to monitor housing and community development projects to

ensure long-term compliance with program requirements and comprehensive planning requirements.

The following measures ensure long-term compliance with requirements of the programs involved including minority business outreach and comprehensive planning requirements.

**Performance Assessment**

As part of its annual performance assessment, the City of Medford will review the following:

- Progress of individual activities funded with CDBG funds.
- Audits: Audit results will be reviewed by Community Development staff to determine if the agency is operating its programs in accordance with generally accepted accounting principles.
- Timeliness of Expenditures: The City of Medford has worked diligently to meet the timeliness requirement. All projects are now underway or completed and expenditures have been made. The City will continue to review this and other program requirements to ensure compliance.
- Consolidated Plan/One Year Action Plan. In developing the plan a review of the City's goals and objectives will be undertaken.

**Monitoring Schedule**

The City of Medford will conduct on-site monitoring visits to a sampling of subrecipients on an annual basis, as part of the performance assessment. Quarterly performance reports will also be required and reviewed from public service subrecipients.

**On-Site Monitoring Process**

The CDBG Administrator will notify each subrecipient when it will be monitored with an on-site visit. This process will consist of the following steps:

1. The agency will be notified of the upcoming visit. A date and time will be mutually established.
2. Prior to the visit, the CDBG administrator will review the agency's past monitoring reports; audits and responses; and any performance reports submitted by the agency.
3. During the review, the CDBG administrator will inspect a representative sampling of program files and relevant financial documents including ledgers, invoices and disbursements for compliance with CDBG requirements. The administrator will review the following areas to ensure that:
  - i. program guidelines are in place and are being followed;
  - ii. accounting and financial management procedures, including internal control systems, are in place;
  - iii. personnel policy & procedures are in place;
  - iv. project goals and objectives are being met and are on schedule;

- v. the project is serving the projected number of people and the intended client group;
- vi. eligibility determinations are in place, selected households are income eligible and a system is in place to maintain personal privacy and confidentiality;
- vii. required reports are accurate and submitted on a timely basis.

The monitoring visit is also an opportunity to provide technical assistance to subrecipients.

***Monitoring Report***

The CDBG administrator will prepare a written response if there are areas of concern after the visit. Areas needing improvements will be discussed and specific deadlines will be set for any necessary responses.

***Performance Measurement System***

The City of Medford's CDBG Performance Measurement System provides the Department of Housing and Urban Development (HUD) and citizens of the community with an accounting for the results of the expenditures of public funds towards achieving the strategic goals and objectives of the City's CDBG program. The Office of Community Development (OCD) administers the City's CDBG program and regularly monitors CDBG program outputs and accomplishments. These accomplishments are reported to HUD on the Integrated Disbursement Information System (IDIS) and annually in the Consolidated Annual Performance and Evaluation Report (CAPER).

The components of the City's Performance Measurement System has been developed with the guidance of CPD Notice 03-09, Development of State and Local Performance Measurement Systems for Community Planning and Development Formula Grant Programs and HUD Final Rule 24 CFR Parts 91 and 570 Consolidated Plan Revisions and Updates.

The City's CDBG Performance Measurement System is outlined in the following steps.

1. A needs assessment is initiated during the development of the Five Year Strategic Plan. Long-term, multi-year goals and objectives are established to alleviate these needs. Short-term, annual goals and objectives are stated in the Annual Action Plans developed during each year's planning process.
2. Inputs such as funding, staff, equipment and supplies, are the resources allocated to and utilized by the proposed programs to accomplish the objectives. Inputs and the budget are detailed in the Narratives Section, Statements of Objectives, Needs Tables and Projects Sections of the Action Plans.
3. Activities are what the program does with the inputs to meet the objectives of the program or fulfill its mission.

4. Outputs are the products of a program's activities. Outputs are usually measured in terms of number of units as the number of low and moderate income households served, number of units rehabilitated, linear feet of curb and sidewalk installed, or the number of jobs created or retained.
5. Outcomes are benefits that result from an activity. Indicators that are used to measure outcomes include improved quality of life for program participants, neighborhood revitalization, increase in affordable housing, reduced energy costs as a result of implementing Energy Star building standards or the number of businesses utilizing the storefront improvement programs. Activities, outputs and outcomes are described in tables in the Plan Narratives, Needs Tables and under the Projects section of the Annual Action Plan.

### ***Davis Bacon Compliance***

In addition, OCD staff oversees federally funded projects which require Davis Bacon compliance. OCD's agreements include all necessary information that must be included in a sub-recipient's contract for construction projects including:

- HUD Form 4010 – Federal Labor Standards Provisions
- U.S. Department of Labor Payroll forms
- the appropriate wage determination
- a copy of the "Notice to All Employees" poster, to be posted at job site
- a copy of the "Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects", which is to be provided to the prime contractor

Staff conduct site visits, conduct employee interviews and check the weekly payroll forms for accuracy and compliance.

### ***Section 3 Compliance***

The purpose of Section 3 of the Housing and Urban Development Act of 1968, is to provide economic and employment opportunities to low and very-low income individuals to the "greatest extent feasible" and businesses that are majority owned by Section 3 residents or whose permanent, full-time employees are 30% Section 3 residents or are businesses that contract in excess of 25% of subcontracts to such Section 3 businesses. Recipients of HUD funds in excess of \$200,000 and individual contracts or subcontracts in excess of \$100,000 are subject to Section 3.

If the Agency issues a contract in excess of \$100,000 it will require a Section 3 plan from the contractor and will monitor that plan to ensure that businesses used and individuals hired are used to the greatest extent possible as delineated in that plan.

The Diversity Office works with the Purchasing Department on all bids in the City of Medford. When a bid proposal is being prepared, a 'contract requirements determination form' is sent from Purchasing to Diversity. The bid package is individually coordinated with all necessary documents, depending on source of funding. Federal packages include the Section 3 information and sign off. Once the low bid is accepted a letter is sent to the appropriate company, and the Diversity Office is notified. The Diversity Office then contacts the bidder and fills out a 'Diversity Office Contract Form'. This form has a check off for all required documents (including Section 3). Once the contractor complies with all information the form is checked 'paperwork complete' and is sent to the Purchasing Department so the contract can be signed.

### ***Fair Housing Compliance***

Fair housing outreach and education is conducted annually throughout the community. The Diversity Office contacts local banks and realtors informing them of their fair housing obligations. Local organizations are contacted and brochures are distributed in five languages. Annually, fair housing advertisement is placed in a local newspaper for follow up with regard to housing complaints. On an ongoing basis the Diversity Office holds fair housing workshops, forums, and discussions which are open to the public.

The Diversity Director has been compiling data to update its Analysis of Impediments. This data consists of any information, complaints, feedback, or anecdotal information on fair housing and/or language need issues from the following sources: Mass. Office on Disability, the Disability Policy Consortium, Tri-CAP, the local Disability Commission, local Homeless Shelter, Medford Health matters, the Special Education PAC, the Immigrant Learning Center, the Medford Family Network, Mass. Commission Against Discrimination, and the Fair Housing Center of Greater Boston.

The City of Medford will hire an individual to review and utilize the information to update our Analysis of Impediments.

## Lead-based Paint

- 1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low income, low income, and moderate income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.*

**Program Year 1 Action Plan Lead-based Paint response:**

A new regulation promulgated by the U.S. Environmental Protection Agency takes effect on April 22, 2010 that will require contractors working in homes built prior to 1978 be certified in the safe handling of lead containing materials. Additionally, before a contractor begins work on a project that contractor must test the surface to be disturbed for lead or assume the materials contain lead. Lead safe work practices must be employed whenever lead surfaced or materials will be disturbed. This regulation covers all contractors including carpenters, painters, electricians, plumbers, HVAC personnel, property maintenance personnel and any other professional working in a residential structure. This should further ensure that lead is removed from older houses.

Other strategies for addressing the problem during the next five years are as follows:

- Provide local information booklets and outreach programs to make residents aware of lead based paint hazards and to generate referrals for lead based paint identification and abatement.
- Make residents aware of programs which are available to low and moderate income homeowners and investors who need financial assistance with lead based paint abatement.
- Encourage code enforcement which can lead to homes being de-leaded.
- The City also requires tests for and treatment or removal of lead contamination during the course of any funded rehabilitation activities, which it will continue to do.

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## HOUSING

### Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.*
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

**Program Year 1 Action Plan Specific Objectives response:**

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve over the next year.*

The City of Medford is committed to supporting preservation, production and access to decent housing for its low and moderate income residents. The Affordable Housing Development Specialist will continue to implement the City's proposed housing activities, and will convene an affordable housing task force to increase community involvement in setting priorities and identifying solutions around affordable housing issues.

### Objective #1 – Housing Preservation, Decent Housing

A primary housing objective is to preserve the existing housing stock, whether it is already subsidized by government agencies as the Medford Housing Authority or whether it is affordable to households with low or moderate incomes. CDBG funds are also allocated for public housing modernization activities.

### Objective #2 – Affordable Housing Production, Decent Housing

The City of Medford seeks to support the development of permanently affordable housing for low and moderate income households by requiring affordable units when public and private land is redeveloped, collaborating with private developers and supporting nonprofit housing programs.

The City places a high priority on partnerships with nonprofit affordable housing providers. The Affordable Housing Specialist has worked with the remaining members of the Medford Community Housing board to rebuild the community development corporation's board under CHDO guidelines, so that the organization may receive CHDO funds to support operations. In Program Year 1, the Affordable Housing Specialist will continue to assist nonprofits with organizational development, the identification of sites and other resources for development.

The City places a high priority on production of rental housing for low to moderate income households.

### Objective #3 – Homeownership, Decent Housing

The City of Medford supports homeownership for low and moderate income households through participation in the North Suburban HOME Consortium's First Time Homebuyers program. This program includes \$7,500 - \$9,500 in downpayment and closing cost assistance through North Suburban HOME Consortium, access to the Soft Second Mortgage through the State's Department of Housing and Community Development (DHCD), and the certified first time homebuyers' program. The City will continue to offer the First Time Home buyer seminars at Medford City Hall this program year. Winners of affordable housing lotteries in Medford can receive assistance from the Affordable Housing Specialist in downpayment and closing cost assistance.

All housing programs, plans and proposed projects will attempt to leverage sources of private, state or federal resources.

**Summary of Community Development Block Grant Housing Objectives**

Objective #1- Housing Preservation, Decent Housing:  
Preserve and improve the quality of the existing housing stock.

**Table 8: Housing Programs – Objectives and Performance Measures**

<b><u>Program Activity Description</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishment Outcome Indicators</u></b>
<b><u>Public Housing Improvements:</u></b> Modernization activities at Walkling Court State Elderly/Disabled public housing development	<b><u>Sustainability:</u></b> for the purpose of providing a suitable and decent living environment. Increase <b>availability</b> of decent quality affordable housing units for low and moderate income people.	Increase safety and improve living conditions for low income households. 144 public housing units improved.

Objective #2 – Affordable Housing Production, Decent Housing: Create affordable housing units for low/moderate income individuals and families.

<b><u>Program Activity Description</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments Outcome Indicators</u></b>
<b><u>Nonprofit Affordable Housing Development:</u></b> Provide financial assistance for developers who want to create affordable rental units for households below 60% median income.	Increase <b>availability</b> of decent affordable housing	The development of at least 4 units of permanently affordable rental housing

Objective #3- Homeownership, Decent Housing:  
Increase and encourage homeownership for moderate income households.

<b><u>Program Activity Description</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments Outcome Indicators</u></b>
<b><u>First Time</u></b>		

<u>Program Activity Description</u>	<u>Proposed Outcomes</u>	<u>Proposed Accomplishments Outcome Indicators</u>
<p><b><u>Homebuyer Program:</u></b>                      Provide access for Medford residents to the North Suburban HOME Consortium’s First Time Home Buyer Program: First Time Buyer Counseling, downpayment and closing cost assistance and/or Soft Second Mortgage</p>	<p><b>Affordability</b> of decent housing</p>	<p>At least 5 low or moderate income households will become homeowners with the assistance of this program</p>

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

The City makes special efforts to identify federal and state programs that can be used in conjunction with CDBG funds.

As noted above, there has been a significant reduction in state and local revenues and programs which in turn has led to a reduction or elimination of funding. Moreover the decline of capital and consequently loans from financial institutions, especially for low and moderate income households and developers, makes the next year uncertain and difficult for leveraging resources.

Refer to Table 1 and Table 2 on Page 5 for available resources.

**Needs of Public Housing**

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

**Program Year 1 Action Plan Public Housing Strategy response:**

*1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.*

The City of Medford seeks to improve the conditions and to provide suitable living environments for low income residents of public housing developments by funding public housing modernization that ensures a safe environment for residents.

The Medford Housing Authority (MHA) attempts to establish realistic goals in relation to the needs and objectives of its community, as well as the available financial and staffing resources of the MHA, both for the coming program year and the foreseeable future. MHA's most immediate objective is to maintain, protect and improve the quality of the living environment for its current residents, and to provide a physical plant, financial policies and management structure which will enable the MHA to continue to offer quality housing to its residents.

The MHA has ongoing needs to rehabilitate public housing, improve housing authority infrastructure and provide services to its residents. A modernization project is planned at Walkling Court State Elderly/Disabled public housing development, to maintain a safe living environment. A high priority is placed on the safety of its residents. Therefore, safety will further be maintained through security patrols at Walkling Court which are funded with CDBG public service funds .

The City has extremely limited resources to assist the needs of the MHA and its residents, especially when compared with the needs of those who do not have access to affordable housing.

The MHA encourages participation of its residents through membership on the Medford Housing Authority Governing Board, and through regularly scheduled monthly meetings with resident representatives.

The MHA continues to support its residents and participants who apply for homeownership assistance, focusing on those coming out of Family Self Sufficiency programs. The MHA offers homeownership opportunities to Medford residents through the Housing Choice Voucher Homeownership Program (HCV). Under the terms of the program, first-time homebuyers or persons with disabilities have the option of using Section 8 assistance to purchase a home rather than rent. Currently there are two (2) residents with HCV vouchers for homeownership; The Lynn Housing Authority administers Medford's HCV Homeownership Program.

The MHA is willing to use Section 8 project-based assistance to support the construction of additional affordable housing units in the City of Medford. The MHA is open to project applications from community-based housing developers or other potential affordable housing development partners. As the HUD regulations permit, up to 20% of the Section 8 allocation is to be used for this purpose, having the potential for developing more than 197 affordable housing units in Medford. In addition, the State has the potential to create more than 3,800 project based housing units.

In Addition, the MHA is currently working with the City of Medford requesting proposals from qualified nonprofit property owners for the purpose of providing affordable housing within the geographical limits of the City of Medford.

**Physical Investment Objective For Medford Public Housing**

**Objective: Suitable Living Environment**

Improve conditions and provide a suitable living environment for low income residents of public housing developments.

<b><u>Program/Activity Description</u></b>	<b><u>IDIS Matrix Code(s)</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments Outcome Indicators</u></b>
<b><u>Public Housing Improvements:</u></b> Modernization activities at Walkling Court State Elderly/Disabled public housing development	03	<b>Sustainability:</b> for the purpose of providing a suitable and decent living environment	Increase safety and improve living conditions for low income households. 144 public housing units improved.

*2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.*

The Medford Housing Authority has not been designated as troubled by HUD and there are no indications that it has been performing poorly.

**Barriers to Affordable Housing**

*1. Describe the actions that will take place during the next year to remove barriers to affordable housing.*

**Program Year 1 Action Plan Barriers to Affordable Housing response:**

There is a state law [Chapter 40B] that requires local governments to have at least 10% of its housing stock affordable to households below 80% of median in order to retain full control over the zoning permit process when affordable units are proposed. The nature of that affordability is defined by the state and generally must be for at least 15 years for homeownership and 30 years for rental units. The law gives the state the power to override local decisions regarding affordable housing projects, whether those decisions are based on zoning by-laws, or other arguments such as impact on schools, environmental issues, infrastructure limitations etc. A local community can amend its by-laws and procedures for a specific project and gain exemption from this law under what is known as and what is controlled by state regulations – Local Initiative Plan or LIP.

The City has been successful in negotiating or conditioning a certain percentage of housing units to be affordable to persons of low and moderate income as a condition of certain special permits.

**Table 9: Chapter 40B Subsidized Housing Inventory (SHI) as of September 29, 2009**

<b>2000 Census Year Round Housing Units</b>	<b>Total Development Units</b>	<b>Total SHI Units</b>	<b>Percent SHI Units</b>
22,631	1,666	1,640	7.20%

At this time, the production of new housing supply seems constrained. To combat this trend, the City can make exceptions for the production of affordable housing.

The City of Medford has the ongoing commitment to ensure that homeownership and rental programs are available and understood by all Medford residents, particularly residents of low and moderate incomes. The City of Medford will continue to ensure that all residents, including residents with disabilities or language barriers, have full access to housing and other programs. The City of Medford has an ongoing program to further fair housing in Medford.

**HOME/ American Dream Down payment Initiative (ADDI)**

1. *Describe other forms of investment not described in § 92.205(b).*
2. *If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.*

3. *If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:*
  - a. *Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.*
  - b. *Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.*
  - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*
  - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer.*
  - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.*
  - f. *State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*
  
4. *If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:*
  - a. *Describe the planned use of the ADDI funds.*
  - b. *Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.*
  - c. *Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.*

**Program Year 1 Action Plan HOME/ADDI response:**

1. *Describe other forms of investment not described in § 92.205(b).*

None are proposed in the first year.

*2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.*

The HOME funds are sought from the North Suburban Consortium (NSC), of which the City of Medford is a member. The NSC distributes funds on a project basis, not a geographic basis. The NSC First-time Homebuyer's Program provides \$5,500 – 9,500 in downpayment and closing cost assistance.

We anticipate that we will use one HOME loan in Program Year 1.

Resale Restrictions are administered by the North Suburban HOME Consortium.

*3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt.*

No refinancing is proposed in the first year.

*4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives.*

ADDI has been discontinued.

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## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

*1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.*

2. *Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.*
3. *Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.*
4. *Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.*
5. *Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.*

**Program Year 1 Action Plan Special Needs response:**

*1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction’s plan for the investment and use of funds directed toward homelessness.*

HUD defines homelessness as “those living on the streets, in a place not meant for habitation, in inadequate housing, living in someone else’s household without the guarantee of continuity, or in an emergency shelter; a person in transition or supportive housing for homeless persons who originally came from the street or an emergency shelter.”

The following list of agencies are those with which the City of Medford has a close working relationship and have (in some instances) been funded through CDBG, HPRP or HOME to leverage their resources to meet the needs of the homeless:

**Table 10: 2010-2011 Awards to Organizations Serving Medford**

<b>Provider Organization</b>	<b>Award Amount 2010-2011</b>
Bread of Life	\$1,350.00
Heading Home, Inc./Medford Family Life	\$5,000.00
Medford Housing Authority	\$16,380.00
Tri-City Community Action Program, Inc.	\$407,200.00
Housing Families, Inc.	\$84,846.00

<b>Provider Organization</b>	<b>Award Amount 2010-2011</b>
Heading Home, Inc.	\$146,000.00
Mediation for Results	\$15,000.00
<b>Total:</b>	<b>\$675,776.00</b>

*2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.*

The ultimate goal in providing shelter for homeless households is to maximize those who are able to secure and maintain themselves in permanent housing. For those who are placed in transitional housing, the CoC will work to increase access to affordable permanent housing by working with Medford Housing Authority to identify supply and to adopt waiting list preferences. Secondly, the CoC will work to expand community-based services so that people will feel comfortable making that change to permanent housing, knowing that there will be necessary supports available, should they need them.

To ensure long-term stability for those who are placed in permanent housing, the CoC will continue to monitor this group, addressing challenges as soon as they identified ranging from transportation to access to mainstream services and crisis response services.

The CoC will continue to monitor and ensure needs of the clients are identified and resources are made available in order to facilitate successful transition into permanent housing.

*3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.*

Medford looks to Tri-CAP, Housing Families, Inc., Heading Home, Inc. and Continuum of Care recipients of McKinney-Vento funds, to address the homeless issues, particularly the chronic homeless. In addressing the needs of the chronically homeless, there is a multi-pronged approach; prevention, aggressive outreach, assessment and case management, mainstreaming benefits and resources and housing. Housing must be linked to stabilization and community-based services that will ensure successful tenancies. The strategies identified are central to the focus of addressing chronic homelessness. Chronically homeless individuals are likely to also suffer from the effects of substance abuse and/or mental illness. A national homeless study conducted by the National Coalition for the Homeless indicated that 25

percent of the homeless suffer from mental illness and that 60 percent of homeless individuals are drug dependent. Permanent supportive housing is a high priority for the chronically homeless population. As indicated above, Medford continues to support Tri-CAP, Housing Families, Inc., and Heading Home, Inc./Medford Family Life Education Center, all of whom serve this population.

The Commonwealth of Massachusetts has been funding regional networks of homeless providers. Metro Boston Housing Partnership (MBHP) is the co-convener of the network for the Metro Boston Network, which is the network for the area that includes Medford. This has as one of its primary tasks, addressing the problems of chronic homelessness. Regional information, cooperation and new innovative strategies are expected to be particularly effective in impacting this problem. Improved data collection procedures will ensure that this population is correctly counted so that planning can be optimized. Appropriate discharge planning by mental health facilities, medical hospitals, substance abuse treatment centers and prisons are all key in assisting chronically homeless. Additionally, as a member of the Massachusetts Housing and Shelter Alliance (MHSA), the CoCs participate in advocacy at the state level to insure that monitoring and discharge protocols are given ongoing priority. In conjunction with this outreach, every effort will be made to connect the chronically homeless with benefits and resources with the goal of achieving economic self-sufficiency.

*4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.*

The CoC Task Force will continue to work together to develop a fully elaborated continuum of care for local residents. The Task Force will: continue outreach and assessment, continue to provide transitional housing and supportive services for families and individuals, and continue to offer intensive case management to the homeless providing enough stability to move to more permanent housing. Permanent housing placement, rather than emergency shelter creation, has become the focus for the Continuum of Care.

Preventing further homelessness is a top priority for the City of Medford. The breadth of the population dealing with the potential of homelessness has grown dramatically. Agencies throughout the area have seen a dramatic increase in those with long-term work histories at significant risk of losing their housing, due to unemployment and underemployment. Hundreds of households have been at risk of foreclosure, either as part of the sub-prime loan crisis or due to economic hardship. As of April 1, 2010 there are 48 bank-owned properties due to foreclosure, 37 in default and 16 scheduled for auction.

The City will also utilize HPRP funds to prevent homelessness. The funds will target two populations: those at risk of homelessness and < 50% median income who need short-term financial assistance to prevent homelessness, and those who are already experiencing homelessness who need housing search, case management and financial assistance.

The City will continue to expend the remaining \$616,681 in Homeless Prevention and Rapid Re-housing Funds through contracts awarded to four sub-grantees through a Request for Proposal process which took place in August 2009. The following contracts for services were awarded:

- Tri-City Community Action Program, Inc. (Tri-CAP) was awarded \$400,000 for Homelessness Prevention;
- Heading Home, Inc. was awarded \$146,000 for Homelessness Prevention and Rapid Re-housing;
- Housing Families, Inc. was awarded \$84,846 for Homelessness Prevention;
- Mediation for Results was awarded \$15,000 for Homelessness Prevention.

Tri-CAP, Heading Home, Inc., and Housing Families, Inc. are providing case management, housing search and placement as well as financial assistance to families and individuals who are having a housing crisis. Financial assistance can include: funds for security deposit, first month and last month rent, rental assistance up to eighteen months and moving cost assistance, using HPRP funds.

*5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.*

Medford recognizes the importance of an effective policy for supporting individuals who need assistance reintegrating into the community as institutions close or individuals are discharged from mental health facilities, medical hospitals, substance abuse treatment centers, prisons and other service systems. The CoC strategy includes engaging representatives of local health care systems in quarterly meetings to review the data the CoC agencies have collected and to review discharge protocols and policies. Additionally, as a member agency of the Massachusetts Housing and Shelter Alliance (MHSA), the CoC participates in advocacy at the state level to insure that monitoring of discharge protocols be given ongoing priority. For further detail, refer to the CoC Submission.

## Emergency Shelter Grants (ESG)

*(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.*

**Program Year 1 Action Plan ESG response:**

**N/A**

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**COMMUNITY DEVELOPMENT**

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**Community Development**

\*Please also refer to the Community Development Table in the Needs.xls workbook.

- 1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.*
- 2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low and moderate income persons.*  
*\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.*

**Program Year 1 Action Plan Community Development response:**

- 1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), – i.e., public facilities, public improvements, public services and economic development.*

This section of the Annual Action Plan discusses the non-housing community development needs within Medford. The City of Medford, under the leadership of its Mayor, works to encourage economic activity, eliminate slums and blight in targeted areas and improve living conditions in areas that meet the low and moderate income threshold. Medford is a city with an aging infrastructure and traditional centers of city commerce and civic life

that are in need of significant repair. The City works to meet those needs through its Neighborhood Façade, Commercial Area Improvement, Water, Sewer, Street, Sidewalk and Park Rehabilitation programs. In addition, Medford supports programs that have demonstrated successful results in meeting the needs of a range of Medford residents including senior services, human services and youth services.

In 2004, the City of Medford completed an extensive, public planning process that identified community needs and visions for future developments and improvements in Medford. Developed under the provisions of the Commonwealth of Massachusetts Executive Order 418, the City of Medford identified priority needs throughout the City of Medford, as well as a targeted program of improvements in the City's historic downtown, Medford Square (a map of identified needs and projects is attached in Appendix Maps). Community improvements include improved traffic and pedestrian safety, parking, parks and open space, housing and business development. In addition to Medford Square, the River's Edge development is a joint development of the cities of Malden, Medford and Everett that has recently created 200 units of housing and 460,800 square feet of office space. River's Edge was formally known as TeleCom City. The River's Edge project is a project of the Mystic Valley Development Commission, which is under development by a master developer for the project, Preotle Lane & Associates of New York.

Medford Square is the historic downtown of Medford that has, in recent decades, suffered from business decline, fragmentation of its civic space from the construction of roads and parking lots and general neglect. The City of Medford is engaged in an effort to improve economic, housing and civic opportunities in Medford Square through a comprehensive program of planning, community engagement and a program of public and private investments. The investments are scheduled to improve business opportunities and services in Medford Square, traffic circulation and safety, parking, community facilities and recreational opportunities, connectivity to civic amenities such as the waterfront and City Hall, and housing opportunities for Medford residents at all income levels. The Medford Square Master Plan is focused on improving a central business district that serves low and moderate income residents throughout the city. Phase 1 of the realignment of Clippership Drive and Phase 1 of the Condon Shell Park improvements will go into construction in spring of 2010.

The River's Edge development is a joint project of the cities of Everett, Malden and Medford under the oversight of the Mystic Valley Development Commission to redevelop a former underutilized Brownfield site. A master developer for the project, Preotle Lane & Associates of New York, continues progress at River's Edge with 220 units of housing developed by Criterion Development Partners that has been completed. Fifteen (15) % of the units will be rented to those with incomes

equal to or less than 120 % of area median income. Phase Two, an office building with 400,000 square feet of space has also been completed, with Marriott Corporation the first significant tenant. Linear Park and landscape improvements have also been completed with pathways and landscaping installed along the Malden River.

The Section 108 loans for the three cities are leveraged by a \$1.2 million HUD Brownfield Economic Development Initiative (BEDI) grant. This BEDI grant will cover the costs of the Section 108 loan for the first eight years of the Loan. Medford has disbursed its \$1 million Section 108 loan.

The City of Medford continues to support the development of Station Landing, a private mixed-use development at Wellington Station. Station Landing, which includes 650 units of housing and retail and office space, is the culmination of 25 years of planning and effort to create a vibrant neighborhood near the Mystic River. The Station Landing project features elements of new urbanist design and is a transit-oriented development with direct access to the MBTA Orange Line.

Community development priorities are based on the City's ongoing evaluation of public infrastructure and programmatic needs among low and moderate income households, slums and blight in targeted areas and key initiatives designed to improve quality of life and economic opportunities. These priorities will create a livable community where coordinated housing, transportation and environmental policies can link good education and jobs with sustainable development. In addition, the Consolidated Plan planning process has engaged Medford residents and public service providers, experts and other officials to identify priority community development needs. Neighborhoods throughout Medford have outdated and aging infrastructure in need of repairs. Programs to improve small businesses and neighborhood centers through storefront improvements and commercial area improvements serve to expand privately available services, expand employment and improve community life. Medford continues to support expanded recreational opportunities and necessary public facilities that meet the diverse needs of Medford's population, especially children, elders and households with low and moderate incomes. Medford places a high priority on continued support to public service agencies and organizations that provide essential services.

The City of Medford has also engaged in extensive, collaborative and public planning to improve economic opportunity, housing choices, parks and recreational facilities and overall quality of life in Medford through implementation of the Executive Order 418 plan for neighborhood revitalization and the Medford Square Master Plan. The envisioned community improvements and investments will utilize public and private resources to address the needs identified through the planning process. The City of Medford investments will add to the revitalization of Mystic Avenue,

Hillside, Salem Street and West Medford business districts and provide adequate infrastructure to support private developers (i.e., Station Landing and River’s Edge).

*Priority community development needs are shown in the Community Development sheet in needs.xls in the CPMP.*

*2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low and moderate income persons.*

The City of Medford has identified several long and short-term objectives that serve the range of priority needs identified above. Specific community development needs and objectives are described in detail below. The public service, crime prevention, senior service, housing rehabilitation and storefront improvement objectives are accomplished on an annual basis. The facilities and infrastructure improvement projects will be accomplished during the next five years. Improvements at Medford Square and River’s Edge are long-range projects and will not be fully complete by 2015. Total costs for Medford Square include all funding sources. The long and short-term objectives are summarized in the table below.

**Physical Improvements to City Systems and Public Facilities**

Objective #1 - Suitable Living Environment

Make improvements to public facilities and City systems for provision of basic services to citizens, especially in low and moderate income areas.

**Table 11: Physical and Public Facilities Improvement Programs – Objectives and Performance Measures**

<b><u>Program/Activity Description</u></b>	<b><u>IDIS Matrix Code(s)</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments or Outcome Indicators</u></b>
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<b><u>Program/Activity Description</u></b>	<b><u>IDIS Matrix Code(s)</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments or Outcome Indicators</u></b>
<b><u>Historic Preservation</u></b> West Porch at Shepherd Brooks Estate	16B	<b><u>Sustainability:</u></b> Eliminate dangerous conditions, removing slums and blight	Complete reconstruction of historic resource. Increase public safety.
<b><u>Historic Preservation</u></b> Salem Street Burying Grounds	16B	<b><u>Sustainability:</u></b> Eliminate dangerous conditions, removing slums and blight	Planning and reconstruction of historic resource. Increase public safety.
<b><u>Physical Improvements to City Systems and Public Facilities</u></b> Upgrade and replace street systems including water, sewer, drainage, lead service connections, sidewalks, traffic signals, trees and landscape improvements.	03J, 03K 03L,03I 03	<b><u>Sustainability:</u></b> Promote livable Communities, creating suitable living environments.	Improve living conditions in designated low and moderate income neighborhoods. Reconstruction and improvements completed on Revere Place, Kilsyth Road and Bow Street, Hancock and Lyman Avenues, and Orchard Street.
Provide handicap access from Medford High School to recreational facilities on its grounds.	03	<b><u>Accessibility:</u></b> Create suitable living environments.	Handicap access from the Medford High School to the recreational facilities on its grounds will be studied and constructed.
Hormel Stadium improvements; if deemed eligible.	03F	<b><u>Accessibility:</u></b> Create suitable living environments.	Completion of artificial turf field at Hormel Stadium (if deemed eligible).

**Economic Development:**

Objective #1 - Creating Economic Opportunities

Revitalize existing commercial centers by supporting economic development activities.

**Table 12: Economic Opportunity Programs – Objectives and Performance Measures**

<b><u>Program/Activity Description</u></b>	<b><u>IDIS Matrix Code(s)</u></b>	<b><u>Proposed Outcomes</u></b>	<b><u>Proposed Accomplishments or Outcome Indicators</u></b>
<b><u>Medford Square</u></b> Revitalize area through infrastructure investments, public facilities, parks, parking improvements and public/private partnerships for housing and commercial development.	17D	<b><u>Sustainability:</u></b> Implement the Medford Square Master Plan via outreach to developers and solicitation of public funds.	Begin revitalization of civic and commercial areas via leveraging private funds, developing a job creation plan, realign Clippership Drive, and identify a parking facility project. Funds leveraged from private sources. (long-term, multi-year objective)
<b><u>Creating Economic Opportunities:</u></b> Partnership with ACCION, USA	17D	<b><u>Sustainability:</u></b> Promote viable communities, create and retain jobs.	Provide financial education to low/mod micro-enterprises and enable the support of business expansion for low and moderate income persons for five (5) micro-enterprises.
<b><u>River’s Edge</u></b> Redevelop an under-utilized brownfield site.	17D	<b><u>Sustainability:</u></b> Promote viable communities by providing job creation benefits to low and moderate income persons.	Complete Phase I and II, revitalization of 30-acre site. Funds leveraged from private sources. (long term, multi-year objective)
<b><u>Storefront Program</u></b> Commercial area improvements	17D	<b><u>Sustainability:</u></b> Eliminate slums and blighted conditions.	One (1) Storefront

Public Services Programs:

Objective #1 – Suitable Living Environment

Improve the quality of life for low and moderate income Medford residents and promote increased self-sufficiency.

**Table 13: Public Service Programs and Outcomes**

	<b>Agency Program. Activity Description. Goals</b>	<b>Budget</b>	<b>IDIS Matrix Code</b>	<b>Proposed Outcomes</b>	<b>Proposed Accomplishments &amp; Outcome Indicators</b>
1	<b><u>A Better Tomorrow</u></b>				
	Recreation and social programs for developmentally disabled Medford residents and their families.	\$5,000	05A	<b>Availability and Accessibility:</b> Provide emotional and social services to Haitian elderly.	Provide approx. 22 Haitian elderly with a variety of social and emotional wellness programs.
2	<b><u>ARC of E. Middlesex</u></b>				
	Recreation and social programs for developmentally disabled Medford residents and their families.	\$6,000	050	<b>Availability/ Accessibility:</b> Provide recreational/social services to developmentally disabled persons.	Provide approx. 80 Medford residents and their families with a variety of recreation, social and therapeutic support programs.
3	<b><u>Boys &amp; Girls Clubs</u></b>				
	Afterschool program for Medford Youth.	\$2,500	05D	<b>Affordable:</b> Provide social and educational programs	Provide approx. 70 Medford youth with after school educational and social programs to meet needs of at-risk youth
4	<b><u>Bread of Life</u></b>				
	Emergency Food Pantry services provided to all needy individuals. Free hot meals provided 4 days at local church, holiday food baskets	\$1,350	05	<b>Availability:</b> Provide free basic food to low and moderate income people.	Reduce hunger, homelessness, need for 400 low-income Medford residents.

	and coupons to needy families.				
5	<b><u>Community Family</u></b>				
	Financial assistance to adult Medford residents with Alzheimer’s disease who require care and supervision to remain in the community and delay nursing home care. Provides critical respite services for the primary caregiver.	\$2,250	050	<b>Affordability:</b> Provide affordable Alzheimer’s day care services.	Provide specialized dementia-specific adult day health services, including round trip transportation for approx. 4 qualified individuals.
6	<b><u>Consumer Advisory</u></b>				
	Advocacy program offers consumers advice and complaint mediation services on landlord/tenant issues, discrimination and labor complaints, credit problems and business transactions.	\$9,000	05C	<b>Availability/ accessibility:</b> Provide affordable consumer services, decrease fraud for low and moderate income persons	Provide approximately 300 individuals and seniors with consumer advice or mediation services.
7	<b><u>Council on Aging</u></b>				
	The Council on Aging provides the following programs for Medford elders: home maintenance, drop-in center transportation, facility utilities, shoppers’ transportation and an exercise class at W. Medford Community Center.	\$69,221	05A	<b>Availability/ Accessibility:</b> Increase access to and use of community resources for seniors.	Provide 795 senior households with the following programs: safety-related simple home maintenance, drop-in center and nutritional shoppers transportation, social worker, utilities, meals at W. Medford Community Center.
8	<b><u>Immigrant Learning Center</u></b>				

	The Immigrant Learning Center offers a continuum of English As A Second Language classes to all levels of students so they can lead productive lives in the U.S.	\$5,000	05	<b>Availability</b> to provide continuum of English As A Second Language classes to adults.	Provide 22 adults with classes to become proficient in the English language.
9	<b><u>Heading Home, Inc. /Medford Family Life Education</u></b>				
	Assist homeless families with temporary housing and case management services.	\$5,000	05	<b>Availability/ accessibility</b> to transitional housing and social services.	Provide 4 families with temporary housing and support services.
10	<b><u>Malden YMCA</u></b>				
	Enhance after school program with academic services at Willis Ave. housing development.	\$2,000	05D	<b>Availability and Accessibility:</b> Provide support for academic programs.	Provide approx. 85 at-risk Medford youth with afterschool academic support programs five days/week.
11	<b><u>Medford Housing Authority</u></b>				
	Security patrol services at Walkling Court State Elderly/Disabled public housing development	\$16,380	05A	<b>Sustainability</b> Promote livable communities. Improve safety & security for seniors in the neighborhood.	Provide 144 seniors with security patrol services at the Walkling Court State Elderly/Disabled public housing
12	<b><u>Medford Public Afterschool Childcare</u></b>				
	Assist families with the cost of after school care expenses at Columbus, McGlynn, and Roberts schools.	\$10,000	05L	<b>Affordability:</b> Access to income eligible families for afterschool child care.	Provide approx. 14 families with financial assistance for childcare.
13	<b><u>Mystic Valley Elder Services</u></b>				

	Medical transportation services for critically ill elder residents who are receiving chemotherapy, radiation or dialysis. Transport services for wheelchair-bound seniors to medical appointments.	\$10,800	05A	<b>Affordability:</b> Free medical transportation services for seniors.	Provide 15 seniors with medical transportation services.
14	<b><u>Salvation Army Emergency Services</u></b>				
	The Emergency Service Program offers emergency financial assistance and budget counseling in crisis situations.	\$1,500	05Q	<b>Availability and accessibility:</b> Provide affordable basics of daily living for emergencies.	Provide emergency assistance for 5 very low and low income families and individuals.
15	<b><u>SCM Transportation, Inc.</u></b>				
	Transportation services to senior citizens and mobility impaired Medford residents. Medical-dial-a-ride, congregate meals and recreational transportation are provided.	104,558	05A	<b>Affordability:</b> Provide access to affordable senior transportation services. Increased access for seniors to community resources and activities.	Serve approx. 500 Medford seniors and handicapped residents with over 8140 one-way trips or units of service annually.
16	<b><u>Triangle, Inc.</u></b>				
	The Adult Day Program provides aging individuals with significant disabilities and mental retardation case management, nursing support, services.	\$3,000	05B	<b>Affordability:</b> Access to affordable supportive day programs for aging, mentally challenged individuals.	Increase support for individuals and families to delay or prevent nursing home care, benefiting 165 residents.
17	<b><u>Tri-City Community Action Program</u></b>				

	The Pro Bono Legal Project provides free legal services to low income Medford residents with civil law cases, with housing eviction cases being the highest priority. Creation of a Foreclosure Assistance Program	\$ 7,200	05C	<b>Affordability:</b> Access to free legal advice and services.	Reduction in the number of homeless adults and families. Prevention of involuntary dislocation of low income families and individuals with disabilities or seniors. Assist approx. 87 families
18	<b><u>West Medford Community Center</u></b>				
	The Elder Services program provides exercise and lunch programs. These programs will be expanded with the hiring of a Director.	\$24,094	05A	<b>Availability/ accessibility:</b> Increase access and use of community resources for seniors.	Provide elder service programs including lunch, social, wellness and recreational activities for approx. 300 people.

**Economic Development, Public Facilities, and Improvements**

The City of Medford is engaged in an ongoing program to rehabilitate water, sewer and drainage systems, and rebuild streets, sidewalks and parks in low and moderate income neighborhoods. The City’s water mains were all constructed prior to 1910 and are in urgent need of reconstruction. The process of reconstructing the water mains involves total street reconstruction with improved sewer and water, sidewalks and landscaping. The reconstruction of the City’s water mains costs an estimated \$250 per linear foot. With the city’s approximately 50 miles of water main that is 100 years or older, the overall need for repair is estimated at \$56 million. The City is focusing resources on 15 high-priority streets that serve low and moderate income Medford residents. The total cost of those repairs is estimated to be \$5,682,000.

Medford has identified high-priority need and projects throughout the city’s low and moderate income neighborhoods. The identified needs and priorities fulfill community and economic development objectives for low and moderate income residents that range from the rehabilitation of public spaces and facilities, traffic and intersections to the implementation of complex public/private partnerships through extensive community visioning processes and technical analysis.

**Economic Development and Job Creation**

The City of Medford is committed to the revitalization and development of its existing commercial areas. The City also encourages and supports private

initiatives which will provide economic development opportunities for city residents especially for low and moderate income individuals.

The City's efforts will be focused on a number of areas which are described briefly as follows:

### **Medford Square**

Medford Square is the city's historic central business district, in addition to being its cultural and institutional core. Over the years this area has suffered from a variety of problems including serious traffic congestion, inadequate parking and sub-optimal development. The City has made significant strides in improving the area with roadway, urban design, façade and lighting and landscaping improvements. However, there is still much to be done if the potential of this area is to be realized. The City is now focused on the development of the square with renewed vigor. Following a public process, funded under the Commonwealth of Massachusetts Executive Order 418, the City developed a vision for Medford Square. This has led to the development of a Master Plan for the area. The plan was completed in 2005 and recommended a number of public and private actions and investments which will help create an attractive, vibrant, economically successful downtown which will serve the needs of Medford residents. These actions will include public/private partnerships as a catalyst for development and change, including mixed use developments, as well as construction of transit center, one or two parking garages, traffic roadway improvements, creation of a Medford Common and a park along the Mystic River. Work has begun on the realignment of Clippership Drive and Phase 1 of the Condon Shell Park improvements. The City is also working on a feasibility study for a parking garage with links to public transit in Medford Square. The City will continue to pursue public and private funding to implement further components of the Medford Square Master Plan.

### **South Medford/Hillside/West Medford/Haines Square/ Middlesex Avenue**

The City contains a number of smaller commercial areas which serve local neighborhoods. All of these include small businesses and contain areas which have been designated as slums and blight. The City seeks to improve these areas by providing financial incentives towards storefront rehabilitation in addition to providing parking, lighting, landscaping, tree plantings and related street and sidewalk improvements.

The South Medford district is a commercial strip situated on Main Street between Stearns Avenue and the Somerville line. It contains a variety of single and two storey stores and businesses which serve the surrounding densely-developed, predominantly low income area. This has traditionally been the city's Italian neighborhood, but has recently become more diverse and now includes Asian and Brazilian businesses.

The Hillside district, which is located on Boston Avenue between Harvard Avenue and Piggot Road, is a commercial strip of single and two storey businesses, which cater to the demands of the nearby Tufts University student population in addition to the local densely developed neighborhoods. Plans to extend light rail public transit service to the Hillside are currently in the planning and design stage and one or possible two stations will be located in the area. The project has significant environmental and economic development implications for this neighborhood. The City will work to insure that the positive impacts of this development are maximized, while the negative impacts are mitigated to the greatest extent possible.

West Medford Square, located on Route 60 between Allston Street and Boston Avenue, has a village center character with a school and church, a commuter rail station and a variety of small businesses which serve the local neighborhood, but also a few restaurants and offices which serve a broader local area. This neighborhood is the home of the city's historic middle class African American community.

Haines Square is located at the Fellsway end of Salem Street. Haines Square is a commercial node with a variety of small businesses serving the predominantly low income neighborhood. The area, which is heavily travelled, also contains a supermarket and a gym.

Middlesex Avenue is a small commercial strip located on Middlesex Avenue between Third and Fifth Streets. It contains a number of small stores and restaurants.

### **Mystic Avenue**

Mystic Avenue from Main Street to the Somerville line is a 4 lane highway lined by a miscellaneous collection of disconnected single and two storey businesses. The area includes a number of car dealerships, large stores such as Staples as well as rundown single-story blocks containing smaller businesses. Much of the land here is underutilized and the area has a great deal of potential for redevelopment as an economically productive and more visually attractive part of the city.

### **Riverside Industrial Area**

The Riverside Industrial Area includes the Budweiser plant on Riverside Avenue in addition to the area between Commercial Street and Locust Street. This area contains a number of industrial and warehouse buildings, the Meadow Glen Mall and a large Shaw's supermarket as well as a small amount of housing. Some of the industrial buildings are underutilized with potential of redevelopment to create new economic development opportunities, in addition to supporting and enhancing existing economic development opportunities in the area

### **Wellington Circle**

Situated at the intersection of Revere Beach Parkway and the Fellsway, (Routes 16 and 28 both very busy highways) the Wellington Circle area, contains the Wellington Orange Line T Station, the Wellington Place office park and a variety of larger business developments in addition to a number of large apartment developments. A major private "New Urbanist" development known as Station Landing has recently been developed in the area. The project contains a total of 650 residences, 100,000 square feet of retail space, parking for 1,350 cars and 165,000 square feet of office space. This will provide major economic development and employment opportunities for Medford residents.

The River's Edge project, managed by the Mystic Valley Development Commission (a separate authority set up by the cities of Medford, Malden and Everett for the development of this project on adjacent land in the three cities) is also located in the Wellington area. This 30-acre, mixed use project is being developed by Preotle Lane & Associates of New York and includes state-of-the art "green" office buildings and luxury housing fronting on Riverside Park. When completed, Phase 1 will include 3 office buildings totaling 440,000 square feet of office space. The first 115,000 square foot office building has been completed and occupied, as has a 4-story residential building containing 220 units of luxury housing.

The City is supportive of these efforts and will work with the commission, with state and federal planning and funding agencies to develop the infrastructure which will be necessary to support these developments.

### **Historic Preservation**

The City of Medford has emphasized the need to preserve the historic Shepherd Brooks Estate. The property, located adjacent to the Oak Grove Cemetery, contains a historic manor house set in 60 acres of woodlands. The Shepherd Brooks Estate is listed on the National Register of Historic Places. The City-owned property is in severely deteriorated condition and has received priority funding from the City of Medford in recent years. The Brooks Estate Preservation Association that manages the property has raised some funds to leverage federal dollars. The entity is exploring options to fund the entire capital improvement program necessary to enable the property's reuse.

The City supports the efforts of the Historic and Historic Districts Commission to identify, document and protect properties of historic significance. Federal funds will be used as possible to leverage state resources to identify and protect properties. The Salem Street Burying Ground will have a master plan completed and deteriorated conditions will be corrected. Other projects will be completed as identified.

### **Youth Services**

To support youth from low and moderate income households, Medford offers a variety of programs, including the after-school programs at the public schools, the After-School Program of the Boys and Girls Club, and municipal recreational facilities and parks. The program goal is to provide comprehensive enrichment services that can increase the cognitive, emotional and physical development of children aged 5 to 14 years.

### **Senior Services**

As America's population ages, the demand increases for services for seniors. Increasingly, seniors live further from their children and must function without a full-time caregiver when they reach the stage at which they need assistance with activities of daily living. Many seniors lack the mobility to access basic health care services or go shopping. The City of Medford places a high priority on serving the needs of its elderly population. The City supports regional and local services that provide mobility, meals, visiting nurses, and a wide range of supportive counseling and outreach. The Council on Aging and several other agencies offer programs that meet basic needs and improve quality of life for seniors. SCM Transportation serves approximately 550 Medford seniors with over 13,000 trips annually to make medical appointments, go shopping, attend social events and visit the Senior Citizen's Drop-In Center. The transportation service is frequently the only option that seniors have to meet their basic needs and engage socially with the Medford community. Other essential services include the Greater Medford Visiting Nurses Association, which offers basic health screening for seniors and provides medical information and outreach for seniors who may not be aware of their health issues and options. The Bread of Life provides meals for seniors and families who are shut-in or homebound. And the Mystic Valley Elder Services provides transportation to critically ill seniors who are receiving chemotherapy, dialysis or radiation therapy. Mystic Valley Elder Services focuses on transportation services for seniors confined to wheelchairs and serves approximately 15 seniors.

In addition to the above priorities, service providers in Medford have identified other critical issues that face seniors. According to Tri-CAP, seniors in Medford face the highest eviction rate in the tri-city area. Tri-CAP supports legal aid services to Medford seniors to prevent dislocation.

### **Other Human Services**

Medford continues to fund a network of support services that serve "at-risk", special needs and homeless populations. To prevent homelessness, Medford supports programs that provide fuel assistance, food and other monthly needs, and offer counseling, workshops, legal services and housing search assistance.

Often these and other services are offered in conjunction with housing managed by private social service agencies. Long-term and transitional

residencies for persons with developmental, physical and mental disabilities, with psychiatric histories and with a history of substance abuse are available to Medford residents within the Tri-City region. Referrals to these facilities serving these populations usually come from the Department of Social Services, Department of Mental Health and the Department of Developmental Services.

The City of Medford supports a range of critical services focused on the needs of residents with physical or developmental disabilities, mental health needs or other special needs. Tri-City Mental Health & Retardation Center provides outpatient counseling and day care. Triangle, Inc. and Community Family Inc. provide a supportive day program for adults who are developmentally challenged, and the ARC of E. Middlesex provides recreational and social programs for developmentally challenged Medford residents and their families, serving approximately 80 families utilizing their programs.

### Antipoverty Strategy

1. *Describe the actions that will take place during the next year to reduce the number of poverty level families.*

#### **Program Year 1 Action Plan Antipoverty Strategy response:**

To reduce the number of poverty level families the Action Plan includes housing and community development program objectives to assist low and moderate income households, including families in poverty, to meet their basic needs and perhaps also move out of poverty. The City of Medford coordinates with a wide variety of local, regional and state departments to meet the range of needs of families and individuals in poverty. The City participates in the Tri-City Continuum of Care, a collaboration of nonprofit and municipal service agencies from the cities of Everett, Malden and Medford to create a comprehensive strategy to end homelessness. Public housing, transitional housing and social services for homeless persons provide a means of meeting basic needs and stabilizing families in poverty. The City is also utilizing HPRP funds, through its sub-grantees, to provide rental assistance to households who are experiencing housing crises for the first time.

The City supports or encourages programs that help residents to learn basic financial and household management skills, address personal needs and problems, and receive legal aid to resolve outstanding issues. The City encourages career counseling programs that link adults in poverty to educational and job placement programs. Medford supports transportation and childcare services that assist people to access employment and services. With the understanding that many extremely low income families in poverty do not need supportive services but do need access to permanent affordable

housing, the City supports the modernization of public housing, rehabilitation of privately-owned housing units, and increased production and preservation of affordable rental housing and ownership housing.

In addition to housing and services, the City of Medford seeks to increase employment opportunities for Medford residents, including people in poverty, through the River's Edge development, Station Landing and the revitalization of Medford Square. River's Edge, a project of the Mystic Valley Development Commission, contains workforce development components into its business development mission. One of the aims of the Medford Square Master Plan is to create opportunities for small and medium-sized businesses thus, creating jobs across a range of skill levels including entry-level employment.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.*
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

#### **Program Year 1 Action Plan Specific Objectives response:**

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.*

Throughout the City of Medford, there are households in various subpopulations who are not homeless but have specific housing needs and may also require special attention due to their current or prospective service needs. These subpopulations include: elderly, frail elderly, persons with severe mental illness, victims of domestic violence, developmentally disabled, physically disabled, substance abusers, and persons with HIV/AIDS.

The City is aware of the needs of special populations and is committed to supporting initiatives which target these populations. Given the great need for services and limited resources, Medford is focusing its resources on maintaining successful programs that meet needs of low and moderate income Medford households including those with special needs. Medford plans to complete specific physical investments in neighborhoods with a high concentration of low and moderate income residents as well as investments in community facilities that will improve the quality of life for all Medford

residents, including families and individuals with special needs. Based on the established needs, Medford expects to provide support services and transportation for the elderly and disabled and continue support for services that meet the needs of residents with mental health problems, disabilities and substance abuse problems.

*2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

The approach to addressing the needs posed by these populations has changed over the past twenty years. In response, a variety of public and private sector resources are available to address some of the current approaches to housing and service needs for these groups. These resources are limited and insufficient to meet all the needs identified. The members of these subpopulations frequently require assistance from multiple sources in order to succeed in daily life.

In addition to the availability of federal public housing and other federally assisted housing programs for the elderly (primarily Section 202) and for the disabled (primarily Section 811 and PBA), Massachusetts is one of the few states which provides state-aided public housing for the elderly, for the frail elderly and for the non-elderly disabled through DHCD. Other state agencies serving the elderly within the Consortium include EOEA and the EOHHS. Massachusetts also has a variety of community-based programs serving the elderly. The Medford Council on Aging has an extensive set of services centered at the Medford Senior Center. The City is also serviced by Mystic Valley Elder Services, its Area Agency on Aging. Programs implemented to meet the needs of elderly residents include subsidized housing; adult day care; home care; congregate housing; nutrition; guardianship; legal services; transportation; assistance with health care administration; social activities and coordination services for the disabled elderly.

The number of adults with mental illness or developmental disabilities who are treated in institutions, has continued its dramatic decline. Correspondingly, the number receiving community-based services has significantly increased. DMH and DDS, are the primary service systems for providing services and housing (through the use of state and private housing providers), to these populations.

At the level of local government, the City has a Public Housing Authority, Human Services departments, Veteran's Agent and a Council on Aging, as mentioned above, all of which concentrate at least some of their services on these populations. HOME funds from the Consortium have been made available for providing assistance in the acquisition, development and rehabilitation of supported housing. In addition, non-profit organizations, including CHDOs within Medford typically administer programs targeted to

these populations, some of which are funded through the state agencies listed above and others which are funded with federal resources or through public and private grants or a combination of these sources.

## Housing Opportunities for People with AIDS

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

- 1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.*
- 2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.*
- 3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.*
- 4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.*
- 5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.*
- 6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.*
- 7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.*
- 8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.*
- 9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.*

**Program Year 1 Action Plan HOPWA response:**

*Not Applicable*

**Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

**Program Year 1 Specific HOPWA Objectives response:**

*Not Applicable*

**Other Narrative**

*Include any Action Plan information that was not covered by a narrative in any other section.*

## **Attachment A: Affirmatively Furthering Fair Housing**

The Diversity Director continues to work closely with families throughout Medford. The traveling 'Photographic Exhibit' showcasing the diversity of the families of Medford continues to travel throughout Medford on display. This was a project that took six months to create, but has been traveling throughout the community for a year. It highlights the diversity of the families of Medford with the similarities of their stories of their hopes and dreams.

The Diversity Director recently met with the Counsel and Fair Housing Specialist of the Department of Housing and Community Development to talk about the fair housing activities in Medford. The Diversity Director continues to serve as the Chair of the MA Human Rights Commission. This group continues to meet monthly and addresses human rights issues, including fair housing, on a statewide basis.

The Fair Housing Committee remains an active working group of the Human Rights Commission (HRC). The current Chair of the Human Rights Commission is the Director of the Charles Hamilton Houston Institute for Race and Justice at Harvard Law School, and is a current member and the past Vice President of the Mystic Valley NAACP, and another HRC member is a long standing member of Medford Community Housing. The Diversity Director also works closely with the Director of the local homeless shelter.

The Medford Human Rights Commission, its Fair Housing Sub Committee, the Medford Commission for Persons with Disabilities, and the MA Association of Human Rights Commission all continue to address issues of language, socioeconomics, housing, race, etc. through the various civil and human rights issues they address on a regular basis. We will continue to collaborate to ensure our efforts are both far reaching and relevant to the needs of our community.

### **Analysis of Impediments to Fair Housing**

#### **Problem – Fair Housing Education, Enforcement & Equal Opportunity**

The Diversity Office has direct oversight of the City of Medford Language Access Plan. As part of this plan we hope to ensure LEP access to all residents. The Diversity Director has recently again conducted the four point assessment to determine if there was a change and to ensure that LEP individuals are being adequately served by all needed language options. She will continue to do this on a regular basis. From this assessment and reassessment process we will determine if we will expand our translations to address the needs of additional immigrant populations.

The Diversity Director works with Tufts University Tisch College to address the needs of the limited English proficient community. Together they created

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a Welcome booklet which highlights services throughout the City such as public safety, health services, immigration assistance, English as a Second Language services and Family services. This booklet has been translated into four languages and is available on the City of Medford website.

She also continues her relationship with Medford Health Matters, and through that entity has assisted, and will continue to promote the outreach of the Sharewood Project. This project is a free healthcare organization run by Tufts University School of Medicine. This project targets middle to low socioeconomic backgrounds, and greater than two thirds are immigrant or minority populations. They also offer free translation services.

The Diversity Office will mail information and flyers to local agencies, banks, and realtors, to inform the public of the fair housing laws and their rights. This is done annually in various languages to ensure that all Medford residents have equal access. The intent is to add a new language each year. The City sends this information out in five languages to bankers and realtors.

The Diversity Office continues to work with developers to address fair housing concerns in planning and developing properties. This is done via ongoing weekly development meetings among departments within the city.

The Diversity Office is regularly involved in ongoing efforts to address race issues throughout the community and in the schools via a variety of local and regional activities and forums, and will continue to do so. The Human Rights Commission is collaborating with the Medford Branch of the NAACP, the Medford Historical Society, the Royall House, the West Medford Community Center, and others to have a showing and community discussion of "Traces of the Trade".

The Diversity Director, as a regular member of the Greater Boston Civil Rights Coalition (GBCRC) participates in regular monthly forums addressing issues of low income and disenfranchised individuals. Fair housing and limited English issues are regular topics addressed via this regional entity.

The Diversity Director has collaborated with the Equity Center of Brown University to bring a professional development program called "Becoming a Culturally Competent Educator" to Medford teachers. This is a five part 2 ½ hour training program that will be the start of a long term partnership with the school department.

The Diversity Director, through the Mass. Association of Human Rights Commissions, recently held a statewide forum in Barnstable to discuss immigrant issues that are affecting Human Rights Commissions throughout the state. Malcom Medley, Chair of Mass. Commission against Discrimination, Cesar Monzon of the U.S. Census Bureau, Nicole Tambouret of Mass. Immigrant & Refugee Association, and human rights advocates from

across the state attended to identify barriers and develop strategies for communities. This was a well attended and successful forum.

The Diversity Office will again address the Fair Housing issue through forums and discussions specifically pertaining to protected classes who are directly affected. In March the Human Rights Commission sponsored a community forum called "Immigrant Rights, Human Rights", together with the Task Force on Immigration of the Universalist Church of Medford, and Students at Tufts Acting for Immigrant Rights. This was a talk by Professor Aviva Chomsky, author of "They Take Our Jobs! – and Twenty Other Myths About Immigration".

The Diversity Office continues to work closely with the Fair Housing Center of Greater Boston and the Mystic Valley NAACP, by attending meetings together to address community issues.

The Diversity Director, through her participation on the Tisch Board at Tufts University, has been able to facilitate a free workshop for local Medford non-profits, many of whom are funded by CDBG. This workshop was given by Deb Jospin, Tisch Board President and author of "The Charismatic Organization – 8 Ways to Grow a Non-Profit", to assist with strategic planning and effective implementation of the mission and goals.

The City will continue its efforts to attend all relevant local, state, regional, or HUD fair housing conferences and workshops. The Diversity Director just participated in a state forum on Affirmative Marketing and will be participating in a state program on fair housing, as well as a Healthy Homes Summit for Municipal Housing Leaders.

The office continues to work closely with the Medford Commission for Persons with Disabilities to address issues of accessibility and fair housing for persons with disabilities. The Diversity Director also sits on the Architectural Access Board which oversees disability access and non-discrimination across the state.

The outreach, projects, programs, and forums listed above are ongoing efforts to address barriers in our community. These efforts will continue through the upcoming year by our collaborations and community support in order to achieve our objectives.

The Diversity Director will continue to reach out to the underserved to address obstacles by interfacing with community groups such as English Speakers of Other Languages through the Medford Family Network, the Medford Human Rights Commission and the Immigration Task Force, as well as the disabled community via the Medford Commission for Persons with Disabilities. This will be done through programs, forums and discussions. This outreach will be done in several languages via print materials and the city website.