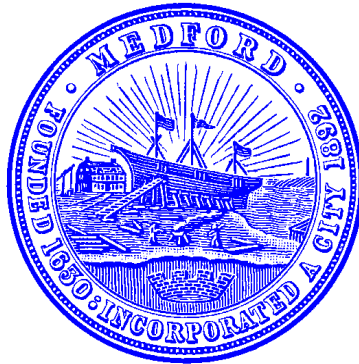


**SUBSTANTIAL AMENDMENT TO THE  
2008 ANNUAL ACTION PLAN  
(Second Amendment)**

**City of Medford, Massachusetts**



For American Recovery and Reinvestment Act Program

**COMMUNITY DEVELOPMENT BLOCK GRANT  
-RECOVERY (CDBG-R)**

JUNE 3, 2009

# **THE CDBG-R SUBSTANTIAL AMENDMENT**

Jurisdiction(s): <b>City of Medford</b>	CDBG-R Contact Person: L. DiLorenzo
	Address: 85 George P. Hassett Drive
	Telephone: 781-393-2480
Jurisdiction Web Address:	Fax: 781-393-2342
• <a href="http://www.medford.org">www.medford.org</a>	Email: LDiLorenzo@medford.org

## **ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS**

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

Jurisdiction/Grantee Name: City of Medford, MA		CDBG-R Formula Grant Amount: \$468,454.00				Date: June 3, 2009	
<i>Activity Name</i>	<i>Activity Description</i>	<i>Eligibility (Regulatory or HCDA Citation)</i>	<i>National Objective Citation</i>	<i>CDBG-R Project Budget (\$)</i>	<i>Additional Recovery Funds (\$)</i>	<i>Other Leveraged Funding (\$)</i>	<i>Total Activity Budget</i>
Neighborhood Infrastructure Improvement Program	Removal and replacement of unsafe lead water services, installation of compliant handicap accessible ramps, fire hydrants, raising of manhole covers, street reclamation and cold planing and related roadway improvements in low and moderate income neighborhoods. Streets include but will not be limited to Strathmore Road, Mayberry Avenue, Wheeler Avenue and Willard Avenue. Resident inspection services to oversee construction activities.	570.201 c	LMA	\$ 450,000		\$ 35,000	\$485,000
Planning and Administration	Funds will be used for oversight, management and reporting of the CDBG-R activities by the City's Housing and Community Development staff.	570.206	General Program Admin	\$ 18,454			\$18,454

**NOTE:** There are no public services receiving CDBG-R funds.

**B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)**

➤ **Neighborhood Infrastructure Improvement Program**

(1) Activity Name: Neighborhood Infrastructure Improvement Program

(2) Activity Narrative:

The Neighborhood Infrastructure Improvement Program meets the requirements of Title XII of Division A and Section 1602 of ARRA by investing in infrastructure that will provide long-term economic benefits. Jobs will be created and preserved, promoting economic recovery.

Accomplishments of this activity include: Removal and replacement of unsafe lead water services, installation of compliant handicap accessible ramps, fire hydrants, raising of manhole covers, street reclamation and cold planing and related roadway improvements in low and moderate income neighborhoods. Resident inspection services will be implemented to oversee construction activities. CDBG-R funding of \$450,000.00 will be used to complete this activity, representing 96 % of the City's CDBG-R funding. The following streets will be improved:

- *Mayberry Avenue, from Main Street to Willis Avenue;*
- *Strathmore Road, from Bow Street to the Medford/Somerville City Line;*
- *Wheeler Avenue, from Medford Street to Bow Street;*
- *Willard Avenue, from Main Street to Willis Avenue.*

(3) Jobs Created:

The project is estimated to create one (1) part-time temporary position within the Office of Community Development for a Resident Inspector whose function will be to oversee the progress and quality of work and to ensure compliance with specifications, wage rates, and the Buy America provisions as related to construction activities.

It is estimated that a General Contractor with two (2) Subcontractors will be utilized to perform the construction work. An estimated twelve (12) construction jobs will be retained including: one (1) Foreman, three (3) Operators and eight (8) Laborers.

(4) Additional Activity Information:

The project does not have a direct relationship to energy conservation and smart growth. Indirectly, better pavement surfaces reduce wear and tear on vehicles and may enhance mileage.

(5) Responsible Organization:

Name: Office of Community Development  
Location: 85 George P. Hassett Drive  
Medford, MA 02155  
Administrator: Lauren DiLorenzo  
Telephone: 781-393-2480  
Email: LDiLorenzo@medford.org

The Office of Community Development (OCD) is the City's department designated as responsible for planning and managing the block grant program and reporting to the Mayor and the City Council. Program funds are expended based on plans and budgets either developed jointly with City departments such 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. OCD is the organization responsible for planning, oversight and reporting of CDBG-R activities.

➤ **Planning and Administration**

(1) Activity Name: Planning and Administration

(2) Activity Narrative:

Funds will be used for oversight, management and reporting of the CDBG-R activities by the City's Housing and Community Development staff. CDBG-R Planning and Administration costs of \$18,454.00 will be used to complete this activity, representing four (4) % of the City's CDBG-R funding.

The City's accomplishments for the CDBG-R activities will be reported in IDIS and in HUD-required, timely, and accurate quarterly reports as defined in Section 1512 of the Recovery Act and will be made publicly available by posting the information on the City's website. These accomplishments will also be reported in the Consolidated Annual Performance and Evaluation Report (CAPER) due on October 1 of each program year which is available for public comment and will be advertised in local newspapers.

OCD 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.

(3) Jobs Created:

None

(4) Additional Activity Information

This activity will not promote energy efficiency and conservation.

(5) Responsible Organization:

Name: Office of Community Development  
Location: 85 George P. Hassett Drive  
Medford, MA 02155  
Administrator: Lauren DiLorenzo  
Telephone: 781-393-2480  
Email: LDiLorenzo@medford.org

The Office of Community Development (OCD) is the City's department designated as responsible for planning and managing the block grant program and reporting to the Mayor and the City Council. Program funds are expended based on plans and budgets either developed jointly with City departments such 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. OCD is the organization responsible for planning, oversight and reporting of CDBG-R activities.

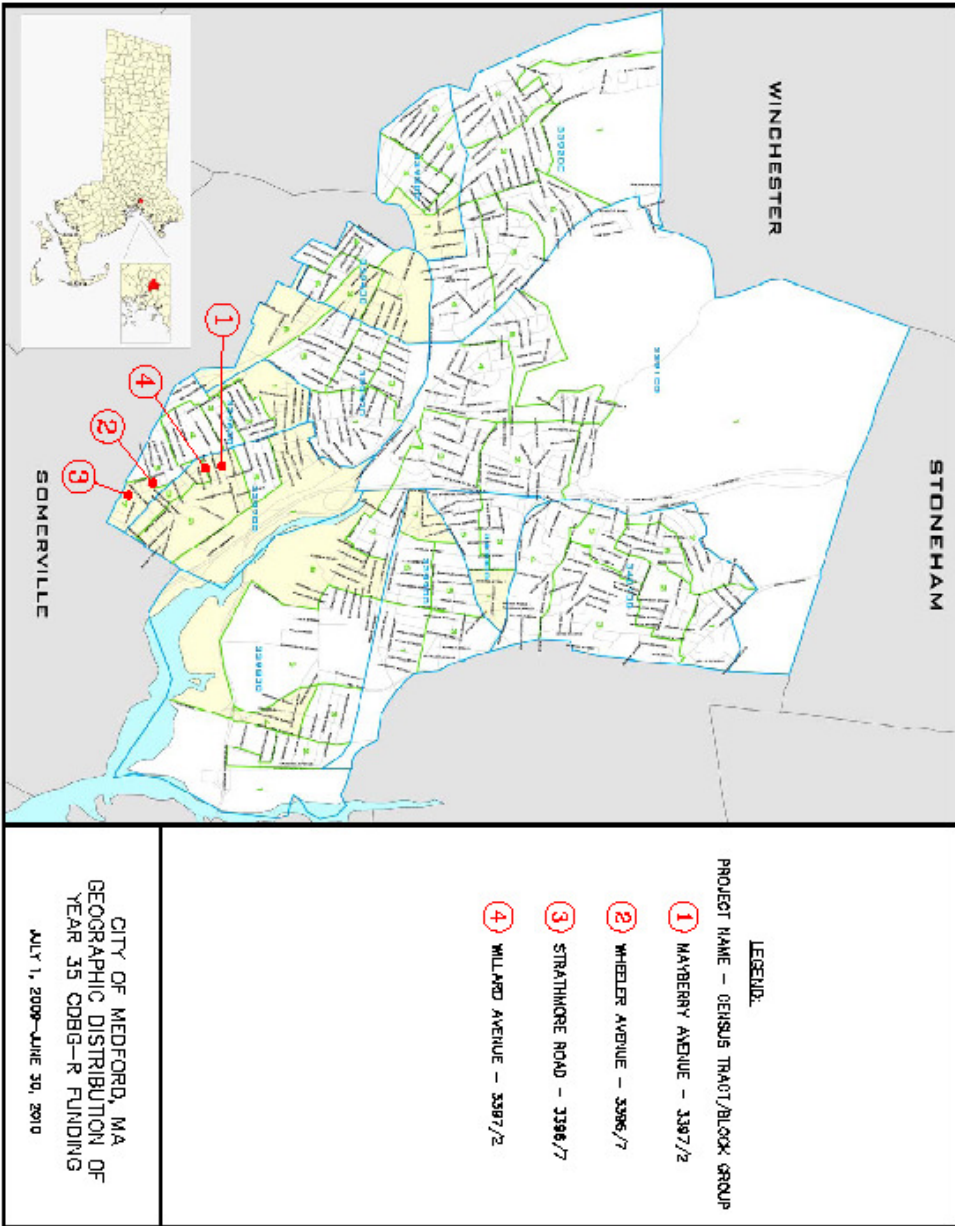
*C. PUBLIC COMMENT*

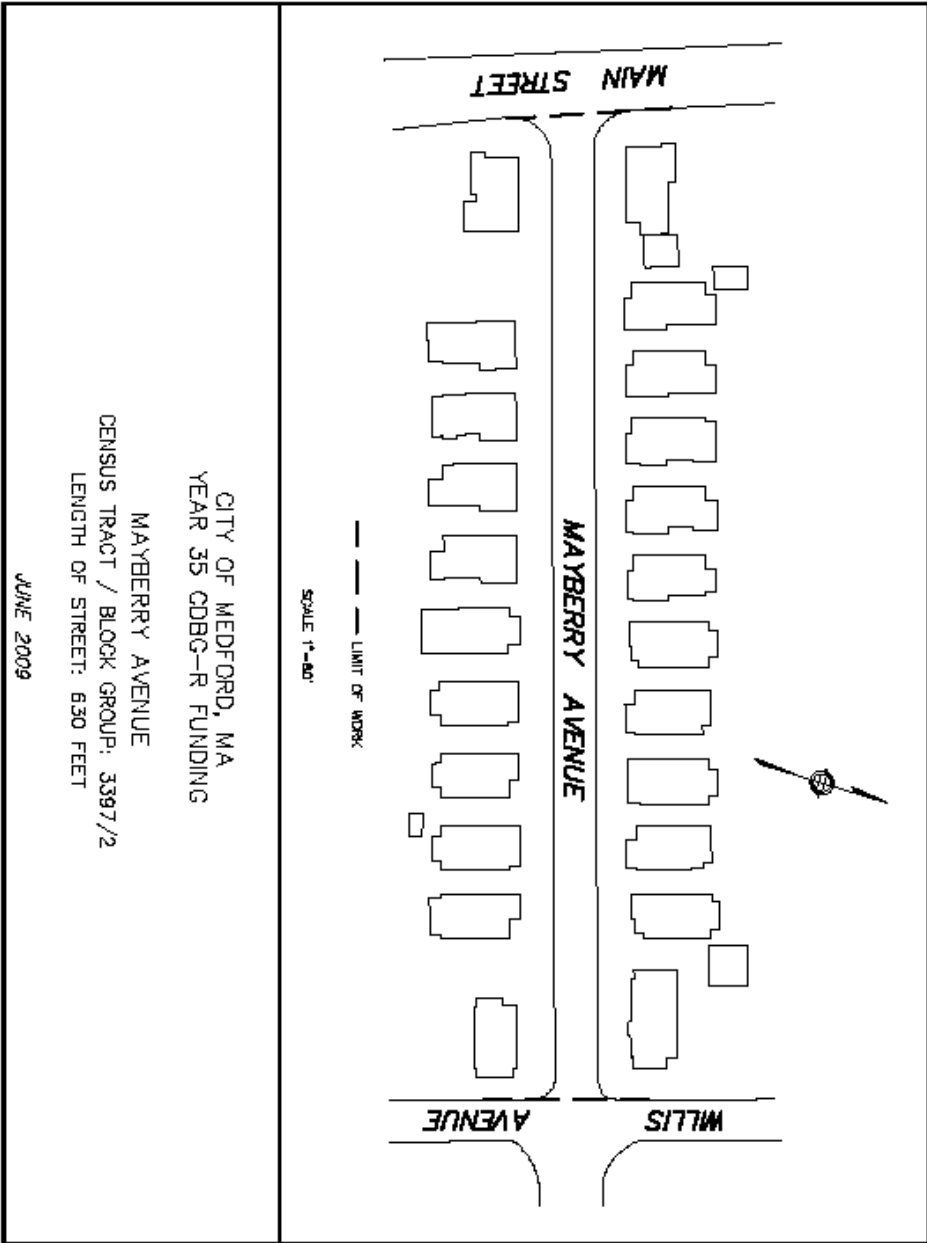
Response:

A Public Hearing was conducted by the Medford City Council on May 5, 2009 to review Annual Plan and Recovery Act funding for CDBG-R and HPRP and to receive submission of Plan and Applications.

The Proposed CDBG-R Substantial Amendment notice was given by publication in a newspaper of general circulation in the City not less than seven (7) days before the day of the Public Hearing, and by posting this notice in the Office of City Clerk for a period of not less than seven (7) days before the day of the hearing. The Proposed Substantial Amendment was posted on the City's website for 12 days for public review and comment.

There were no public comments received for the CDBG-R funding.

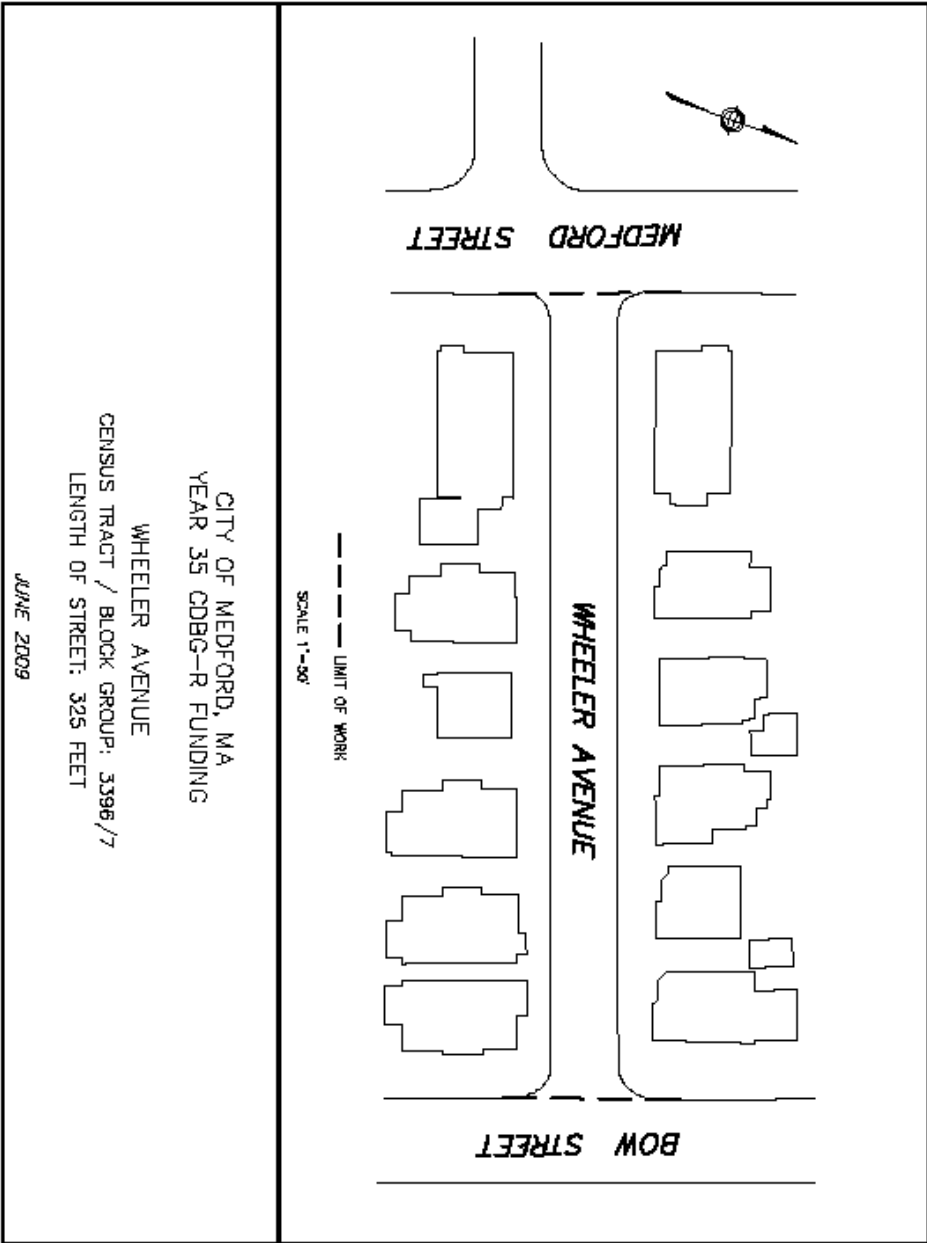


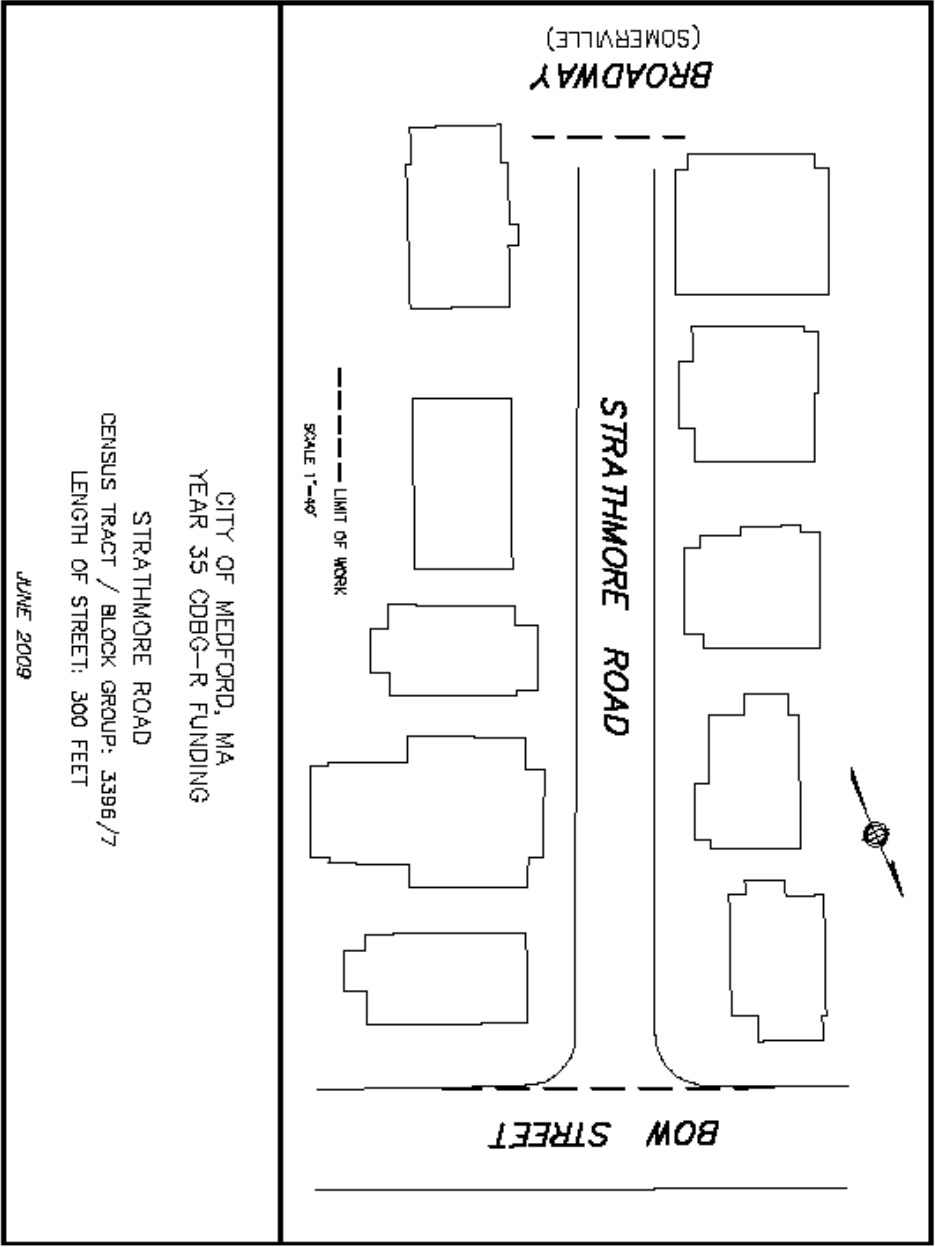


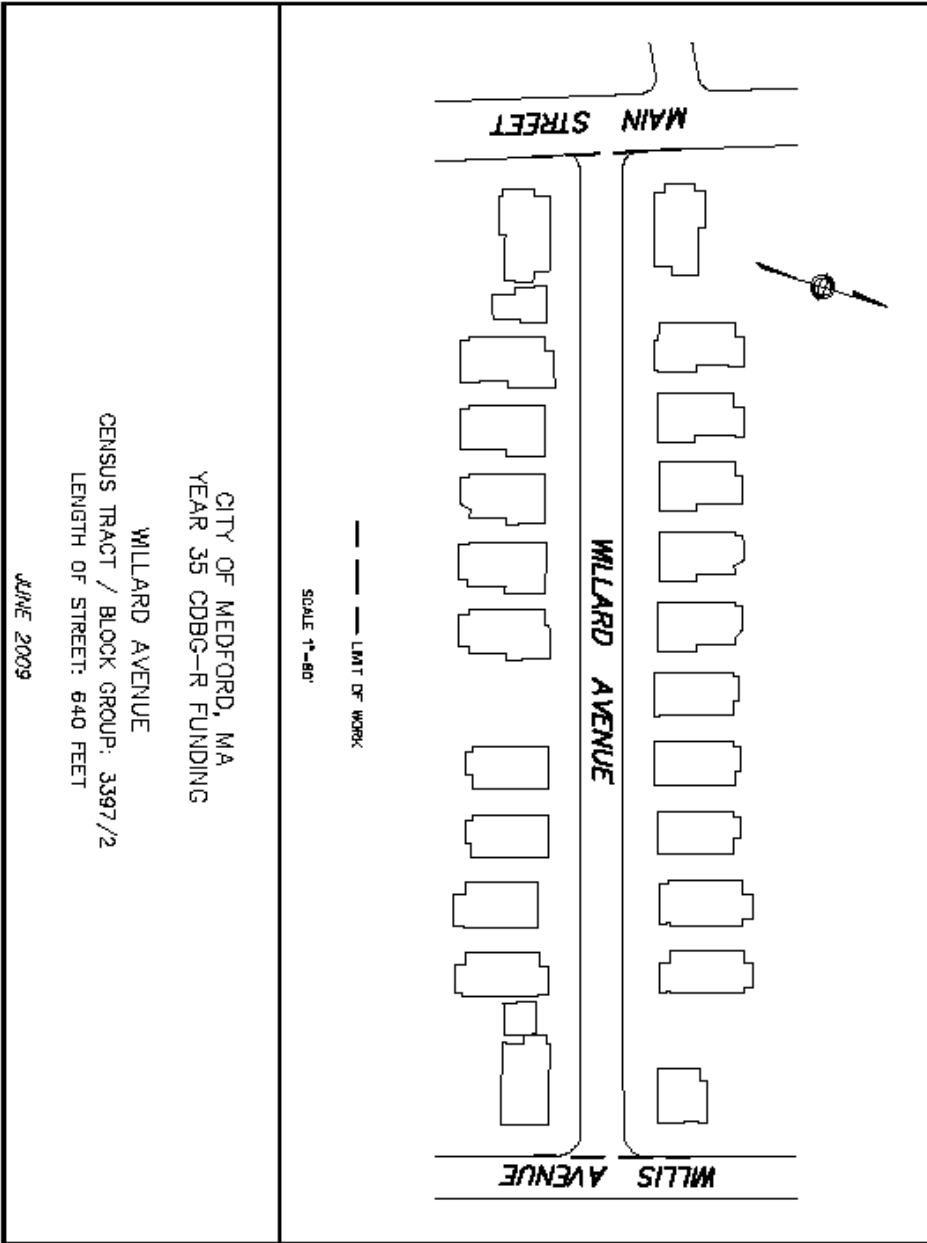
CITY OF MEDFORD, MA  
 YEAR 35 CDBG-R FUNDING

MAYBERRY AVENUE  
 CENSUS TRACT / BLOCK GROUP: 3397/2  
 LENGTH OF STREET: 630 FEET

JUNE 2009







CITY OF MEDFORD, MA  
 YEAR 35 CDBG-R FUNDING

WILLARD AVENUE  
 CENSUS TRACT / BLOCK GROUP: 3397/2  
 LENGTH OF STREET: 640 FEET

JUNE 2009

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

---

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

**Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.**

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**A. General Information**

<b>Grantee Name</b>	City of Medford
<b>Name of Entity or Department Administering Funds</b>	Office of Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Lauren DiLorenzo
<b>Title</b>	Director
<b>Address Line 1</b>	85 George P. Hassett Drive
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Medford, MA 02155
<b>Telephone</b>	(781) 393-2480
<b>Fax</b>	(781) 393-2342
<b>Email Address</b>	Ldilorenzo@medford.org
<b>Authorized Official</b> (if different from Contact Person)	Michael J. McGlynn
<b>Title</b>	Mayor City of Medford
<b>Address Line 1</b>	85 George P. Hassett Drive
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Medford, MA 02155
<b>Telephone</b>	781-393-2408
<b>Fax</b>	781-393-2514
<b>Email Address</b>	mmcglynn@medford.org
<b>Web Address where this Form is Posted</b>	www.medford.org

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$716,681</b>
<b>Amount Grantee is Requesting</b>	<b>\$716,681</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

## **B. Citizen Participation and Public Comment**

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

Response:

As required by the Department of Housing and Urban Development Rules and Regulations, the City of Medford complies with regulation 24 CF 91.105, Citizen Participation Plan for local government.

Public hearings on the City of Medford's CDBG Annual Plan were held on March 10, 2009 at the Medford Senior Center as well as March 11, 2009 Medford's City Council. Homelessness Prevention/Rapid Re-Housing Program Funds were discussed at both meetings.

In addition, the City sponsored a public meeting on April 16<sup>th</sup> in Medford City Hall Room 201 specifically to solicit input on the use of HPRP money. Tri-City Continuum of Care members, non-profit housing providers, charities and other city agencies participated in the meeting. The agenda included a discussion of the HPRP regulations; as well as a discussion of what homeless providers and other agencies are seeing daily in the community. Nineteen people representing thirteen groups attended this meeting.

A legal notice was published in the Medford Mercury on April 30, 2009 informing the public of the availability of the Draft of the Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homeless Prevention and Rapid Re-Housing Program. The draft was posted on the City of Medford's Web Site at [www.Medford.org](http://www.Medford.org) for twelve days starting on April 30, 2009 for public review and comment.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

To be completed following the comment period.

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: To be completed following the comment period.

## **C. Distribution and Administration of Funds**

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

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

Competitive Process

Formula Allocation

Other (Specify: \_\_\_\_\_)

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

Response: The City of Medford's Office of Community Development will solicit proposals through a competitive Request for Proposal (RFP) Process. The RFP will be advertised in local newspapers, outreach will be made to members of the Continuum of Care, non-profits, social service providers, and other governmental agencies. The RFP will also be posted on the City of Medford's web-site. The RFP will list the eligible HPRP activities the City of Medford intends to fund using the HPRP monies: financial assistance, housing relocation and stabilization services, data collection and evaluation. The populations targeted will be households who are currently homeless, as well as households at risk of homelessness and below 50% median income.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: The City of Medford has been proactive in planning the use of HPRP funds. A planning meeting was held with the City of Malden prior to the issuance of the HPRP regulations. Both Medford and Malden are members of Tri-City Continuum of Care. A public meeting was held on April 16<sup>th</sup> to solicit input on the use of HPRP funds. A Conditional Request for Proposals will be issued in late May or early June prior to Housing and Urban Development signing a contract with the City of Medford in order to allow adequate time for the City to receive and evaluate responses. HPRP sub-grantees will be selected by September 1, 2009 and contracts will be executed no later than September 30, 2009.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its sub grantees (limit 500 words).

Response: The City of Medford will ensure both the timeliness and effectiveness of HPRP expenditures by clearly articulating in the HPRP Request for Proposal what the eligible activities and what the targeted populations are. The City of Medford will carefully select sub grantees that exhibit: a demonstrated commitment to homelessness prevention and rapid re housing, a capacity and experience to meet all programmatic conditions of HUD as well as fiscal and management requirements of the program. The City of Medford will require all sub grantees to spend a minimum of 60% of the funds they receive within the first two years of the program as required by the HPRP regulations.

All sub grantees will be required to submit monthly reports of actual expenditures, activities performed, and outcomes obtained. These reports will provide the City of Medford with timely performance management information to identify sub grantees monitor performance and expenditure and provide technical assistance when necessary.

#### **D. Collaboration**

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

Response: The Office of Community Development, which is administering the HPRP funds for the City of Medford, will continue to meet with other agencies that have received federal funds through the American Recovery and Reinvestment Act of 2009. All HPRP sub grantees will be required to participate in regular HPRP meetings. These meetings will ensure that information about new funds and programs will be disseminated to all agencies who serve similar target populations.

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

Response: The City of Medford's Office of Community Development participates in monthly meetings of the Tri-City Continuum of Care. On receipt of the HPRP regulations; the City of Medford, jointly with the Malden Re-Development Authority held a meeting on April 16, 2009 at Medford City Hall to which all the participants in the Tri-City Continuum of Care were invited. Regulations were explained and questions from the CoC providers concerning the target populations were answered. Providers were given an opportunity to update the City of Medford on evolving needs and the gaps in service they are experiencing as a result of the downturn in the economy.

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

Response: The City of Medford's Consolidated Plan outlines a process whereby the CoC takes the lead in developing programs to serve their target populations. The City of Medford will use this process, issuing an RFP for eligible programs under the HPRP. Medford will encourage providers to work together in administering programs, much as they do with the Continuum of Care. Based on the HPRP regulations; programs will also be developed to serve households at risk of homelessness as a result of the economic downturn. These programs will include financial assistance: short-term rental assistance, medium-term rental assistance, rent arrearages, security deposits, utility deposits, and moving cost assistance. Housing relocation and stabilization programs will also be developed for families at risk of homelessness.

**E. Estimated Budget Summary**

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

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$314,847	\$116,000	\$430,847
Housing Relocation and Stabilization Services <sup>2</sup>	\$150,000	\$50,000	\$200,000
<b>Subtotal</b> (add previous two rows)	<b>\$464,847</b>	<b>\$166,000</b>	<b>\$630,847</b>
Data Collection and Evaluation <sup>3</sup>			\$50,000
Administration (up to 5% of allocation)			\$35,834
<b>Total HPRP Amount Budgeted<sup>4</sup></b>			<b>\$716,681</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”