



DRAFT

Fourth Program Year Action Plan

The CPMP Fourth 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.

GENERAL

Executive Summary 91.220(b)

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 4 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 fourth program year of the Five Year Consolidated Plan beginning July 1, 2013 and ending June 30, 2014.

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. Proposed activities are reviewed, presented to the public and City Council at a Committee Meeting for input and questions and reviewed by Office of Community Development staff. Recommendations are made to the Mayor and a draft Plan is proposed.

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. Support of small businesses and businesspersons is essential to allow for business development and to foster the creation of jobs for residents.

The City will work with existing and potential developers in an effort to encourage and support economic development, resulting in job creation and retention. It will continue its relationship with ACCION, a nonprofit organization which promotes and supports microenterprise development, creating employment to serve the needs of low-income residents. Additionally, infrastructure and physical improvements will continue in the City's commercial areas. The City will continue its efforts to encourage and support business development and expansion.

Medford will continue to enhance community livability through implementation of its 7-Year Open Space and Recreation Plan, completed in 2012. This focuses on the preservation, improvement and expansion of all the City's active and passive recreation resources and conservation areas and includes an implementation schedule for goals and objectives identified in the plan. CDBG funding will be utilized to remove architectural barriers at parks and other recreational resources.

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. The City will continue its decade-long commitment to green initiatives and clean energy. In addition, the City plans to petition the Massachusetts Economic Assistance Coordinating Council to designate Medford Square and a number of abutting census tracts as an Economically Distressed Area (EDA). Medford is seeking this designation in order to qualify for tax incentives and /or financial incentives for assessment and remediation of brownfields in the City which will foster new development.

Housing activities will continue with the majority of funding expected to continue with public and private resources. The City will continue to seek financial support from the North Suburban HOME Consortium (NSC) to assist in the development of affordable housing; the NSC includes the communities of Arlington, Chelsea, Everett, Malden, Medford, Melrose, Revere and Winthrop. The NSC provides resources for the development of new affordable housing units, 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 will continue to support efforts to preserve structures and landscapes of historic value. Medford-Brooks Estate Land Trust (M-BELT) will complete handicap access improvements funded in Program Year 37.

Public facilities and improvements will continue to be a high priority for the City, with street, sidewalk and infrastructure improvement projects. The City will implement handicap access improvements focusing on sidewalks, access to public parks and public buildings.

Phase two of River's Edge, an office building with 400,000 square feet of office building, houses a number of tenants including Marriott ENE Regional Sales Office and the Spanish biotechnology company Progenika. A number of smaller operations including PL Management (Owner and manager of River's Edge Drive) and Bozutto Management Company and Undine are also located in the building. By the Spring of 2012, 184 jobs had been created, 43 of which were held by low- or moderate-income individuals. Since that time additional tenants have moved into the building including Aetna Student Health Service, Physicians Professional Services and Labthink. Labthink designs and manufactures testing equipment for packaging related industries and is headquartered in Jinn, China. River's Edge is its first office outside China. These new tenants have brought the total number of created jobs in the building to 300. Linear Park and landscape improvements have also been completed with pathways and landscaping installed along the Malden River. Construction of Phase I of the Wellington Greenway Project has been completed. This multipurpose pathway along the Malden and

Mystic Rivers, will link the River’s Edge Project to the MBTA’s Wellington Station and other development projects along the river. This project was complete in 2012. The city will continue to support economic development and environmental improvement initiatives in this area.

The City is committed to continuing to work with and support public nonprofit agencies such as the Council on Aging and other elder service organizations, homeless providers and other special needs providers in their mission to meet the needs of underserved populations of the area.

Table 1: Federal Resources

The City and related housing agencies expect to receive the following sources of federal funds for the program year July 1, 2013 - June 30, 2014:

<i>Source</i>	<i>Amount</i>
<u>City of Medford</u>	
HUD Community Dev. Block Grant (CDBG)	\$ 1,341,642.00
CDBG Program Income from Revolving Loan	\$ 5,000.00
COC Medford Portion of McKinney Request	\$ 595,290.00
HOME	<u>\$ 200,000.00</u>
Total:	\$ 2,141,932.00

It is estimated that approximately 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, a maximum of 15% of the Block Grant funds may be used for public service programs.

Table 3: Federal Resources – Medford Housing Authority

The Action Plan requires the City to identify resources available to the Medford Housing Authority. The Medford Housing Authority is an independent, municipal corporation located in Medford, MA and was established under Chapter 121B of the State Statutes. The Medford Housing Authority submits its own planning documents to HUD and Department of Housing and Community Development (DHCD). CDBG funds will not be allocated to the Medford Housing Authority in this Action Plan.

<i>Source</i>	<i>Amount</i>
<u>Medford Housing Authority</u>	
Public Housing Operating Funds	\$ 281,496.00
Public Housing Capital Funds	\$ 1,513,392.00
ACC Housing Choice Voucher (HCV)	<u>\$10,778,704.00</u>
	\$12,573,592.00

Summary of Citizen Participation:

The City of Medford 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 fourth year Action Plan and receive approval for the CDBG plan and application. The City received verbal testimony during the preparation of the Action Plan from citizens, public service agencies, program beneficiaries and residents. Continued support of public service programs was expressed. Representatives from all funded public service agencies were present to inform citizens of the services provided and respond to questions. Medford City Councilors also attended to hear from the public service agencies and to inquire about their services.

Agencies and groups that serve housing and public service needs are invited to participate in the process to identify goals, ensuring inclusion of underserved populations. A public meeting was held adjacent to public housing with transportation services provided to increase access to the underserved. A Committee meeting was held with the Medford City Council. Additionally, agencies specifically representing the underserved were contacted to verify needs identified in the plan. Comments and input are invited both at meetings and to be submitted formally.

Year 4 Action Plan **Summary of Statement of Objectives and Budget for** **The Thirty-Ninth Program Year** **July 1, 2013 – June 30, 2014**

The City's objectives for the use of \$1,341,642.00 in CDBG funds in 2013-2014 are presented in several categories below.

HOUSING/PHYSICAL IMPROVEMENTS TO CITY SYSTEMS AND PUBLIC FACILITIES/HISTORIC PRESERVATION/ECONOMIC DEVELOPMENT

24 CFR 570.201(c)&(o)/570.202(b)&(d)/570.208 (a)(1),(3)&(b)

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 funds carried forwarded from the prior program year. Specific objectives include the following:

- The enhancement of conditions and quality of life for low-income residents of public 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 nonprofit 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;
- Administer the various housing activities;
- Develop affordable rental housing opportunities for low- to moderate-income households;
- Monitor foreclosed properties within the City.

The City seeks to reconstruct its infrastructure, park, recreation, public service, water, sewer, drainage, sidewalk, and roadway facilities.

Commitments include the following:

- The upgrading and replacement, where necessary, of the water, sewer, sidewalk, drainage, and street systems including: sewer, water and drainage rehabilitation; fire hydrant and water gate replacement; removal and replacement of lead service connections; sidewalk reconstruction and tree planting.
- The City will implement handicap access improvements focusing on sidewalks, crosswalks, access to public parks and public buildings including:
 - Improvement to Columbus Park softball fields and related improvements;
 - Removal of architectural barriers to Barry, Hickey and Morrison Parks;
 - Removal of architectural barriers at the Community Schools Pool locker room at Medford High School;
 - Historic Preservation project at Medford-Brooks Estate Land Trust (M-BELT) will complete handicap access improvements.

PUBLIC SERVICES

24 CFR 570.201(e)/570.208(a)(2)(i)

The City seeks to provide a variety of public service programs and to continue to support nonprofit 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 resources available to the City's population at risk of homelessness, residents in crisis, local consumers, and the physically and emotionally disabled population;
- Improving quality of life for Medford's elderly population, through the provision of day health and recreational programs and transportation to reduce isolation;
- 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 developmentally disabled Medford residents and their families.

PLANNING AND ADMINISTRATION

24 CFR 570.206

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.

PROGRAM INCOME 24 CFR 570.504

Payments received from a previous housing rehabilitation loan program will be utilized for housing programs.

HOME BUDGET for 2011 - 2012 24 CFR 570.208(a)(1) 24 CFR 570.201(m)

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

- Support the development of new rental housing units. This will be a combination of federally assisted units and privately funded units with affordability restrictions;
- Provide a series of certified First-Time Homebuyer Workshops in Medford, with Medford Community Housing as the regional nonprofit leading the classes;
- Assist with the lotteries for affordable units;
- Provide income eligible homebuyers with downpayment and 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.

**Community Development Block Grant Budget
YR 39 Allocation: \$ 1,341,642.00
July 1, 2013 - June 30, 2014**

Table 4: Community Development Block Grant Budget

HOUSING Programs	\$	5,000.00
PHYSICAL IMPROVEMENTS	\$	867,068.00
Water, Sewer, Drainage, Streets, Sidewalks, Handicap access improvements of sidewalks, crosswalks, access to public parks and buildings.		
PUBLIC SERVICES	\$	201,246.00
PLANNING & ADMINISTRATION	\$	<u>268,328.00</u>
TOTAL:	\$	1,341,642.00 <i>YR 39 Allocation</i>
		<u>5,000.00</u> <i>est. Prog. Inc.</i>
	\$	1,346,642.00

Reallocated funds: An additional \$300,000.00 of prior year funds allocated to the Medford Housing Authority will be reprogrammed to physical improvement projects.

As of the preparation of this draft plan, final formula allocations were not provided to Grantees. This budget is based on an anticipated five percent (5%) reduction. Once final formula allocations are communicated, the budget will be revised as funded. Public Services agencies will be increased or decreased to ensure that Public Service funding does not exceed 15% of the grant amount. Planning and Administration, as required by regulation, shall not exceed 20% of the grant amount. Finally, funding to physical improvements shall be increased or decreased as necessary to meet the final allocation.

**YR 39 Public Service Funding
July 1, 2013 through June 30, 2014**

Table 5: Public Service Funding

Agency	YR 39 Funding
1. A Better Tomorrow Services, Inc.	\$ 3,532.00
2. Boys & Girls Clubs of Middlesex County	\$ 1,766.00
3. Bread of Life	\$ 955.00
4. Community Family, Inc.	\$ 1,590.00
5. Consumer Advisory Commission	\$ 6,358.00
6. Council on Aging	\$ 56,441.00
7. EMARC, Inc.	\$ 4,237.00
8. Heading Home, Inc./Medford Family Life Ed. Ctr.	\$ 3,532.00
9. Immigrant Learning Center	\$ 3,532.00
10. Medford Public Schools - After School Care	\$ 7,950.00
11. Mystic Valley Elder Services	\$ 7,630.00
12. Salvation Army	\$ 1,060.00
13. SCM Community Transportation	\$ 78,424.00
14. Tri-Cap Community Action Program, Inc.	\$ 5,087.00
15. West Medford Community Center	\$ <u>19,152.00</u>
TOTAL	\$ 201,246.00