



CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT

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Community Development*

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*Deputy Director for
Community Development*

2001 APR 13 P 1:05
OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

DATE: April 11, 2001

TO: All Interested Parties

FROM: The Community Development Department

SUBJECT: Draft of the City of Cambridge's F.Y.02 One Year Action Plan

The City of Cambridge, through its Community Development Department, is making available for public review and comment, the draft of FY2002 One Year Action Plan, in accordance with HUD regulations for a consolidated submission for community planning and development programs. After April 11, 2001, copies of the draft One Year Action Plan can be reviewed at Cambridge City Hall in the City Clerk's Office; the Cambridge Housing Authority, the Community Development Department, and the Cambridge Public Library, as well as all six branch libraries.

Please feel free to stop by to review or pick up a copy of the draft. The public comment period on the draft One Year Action Plan will be held from April 11, 2001 through May 11, 2001. If you should have any questions, or for more information, please contact Janet L. Cudmore-Boswell, Community Development Block Grant Coordinator or Marshalee Ellis-Kehlhem, HOME Coordinator, at 349-4600.

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DRAFT

Fiscal Year 2002 One Year Action Plan

City of Cambridge, Massachusetts

2001 APR 12 P 4: 45
OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

Prepared by :

**The Cambridge Community
Development Department**

April 11, 2001



CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT

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Attached please find a draft of the City's One Year Action Plan for the fiscal year starting July 1, 2001, and ending June 30, 2002. On May 15, 2001, the final copy of the Plan will be submitted to the Boston regional office of the Department of Housing and Urban Development.

Please review the draft and if there are comments or questions regarding any thing in the Plan, call either Janet L. Cudmore-Boswell, Community Development Block Grant Coordinator or Marshalee Ellis-Kehlhem, HOME Coordinator, at 617-349-4600.

F.Y.2002 One Year Action Plan

Executive Summary

and

Introduction

The Department of Housing and Urban Development (HUD) in 1995 consolidated the planning and application process of four HUD funded programs. The purpose of this was to coordinate program requirements and simplify the process of requesting and obtaining federal funds. The City of Cambridge receives three of those grants. They are the Community Development Block Grant (CDBG), the HOME Investment Partnership Program and the Emergency Shelter Grant (ESG).

The City submitted its second Five Year Consolidated Plan in Fiscal Year 2001. The time frame of The Plan is July 1, 2000 - June 30, 2005. It describes the City's plan to create a viable urban community which offers decent, affordable housing, a suitable living environment and expanding economic opportunities especially for low and moderate income persons. The activities the City will under take to achieve it's stated objectives were covered in detail. The consolidated planning process was also intended to achieve the following intent:

- to promote citizen participation in the development of local priority needs benefiting low and moderate-income persons;
- to develop a one-year action plan that will be the basis for assessment of performance, and
- to consult with public and private agencies on identifying needs and appropriate actions required to address the needs.

The purpose of the annual One Year Action Plan is to update the 5 Year Consolidated Plan and to provide the City with a basis for assessment through the Consolidated Annual Performance Report. The One Year Action Plan describes the resources expected to be available in the coming program year from Federal, non-Federal and private sources. It includes a description of the activities that will be undertaken to meet the stated objectives in the Five Year Consolidated Plan, including those designed to meet homeless and other special needs. The Action Plan also describes action to be undertaken to address obstacles to meeting under served needs and to remove barriers and enhance coordination in the community.

The Community Development Department has worked closely with the Department of Human Services in the development of the One Year Action Plan. CDD staff has also consulted with the City Manager's Office, the Cambridge Housing Authority, the Cambridge Historical Commission, the Cambridge Commission for Persons with Disabilities, Just A Start Corporation and Homeowner's Rehab, Inc.. The Department of Human Services staff consulted with homeless and special needs providers and the Human Service Commission.

In addition to working with the above-mentioned city departments, the Community Department held a public hearing on February 14, 2001, in the Ackerman Room located at City Hall. The Department's public notices about the hearing were placed in the Cambridge edition of the TAB and the Cambridge Chronicle. Along with the ads, notices announcing the public hearing were sent to city officials, city departments, neighborhood groups and various nonprofit agencies located throughout the City. The Department of Human Services held a separate public hearing on February 9, 2001, at the Cambridge Senior Center and their notices were placed in the Cambridge Edition of the TAB. The comments from this hearing are in the Attachments.

The public comment period on the draft One Year Action Plan was from April 11 through May 11, 2001. A public hearing on the draft Plan was held on April 11 2001, at the Ackerman Room. Public notices about the hearing were placed in the Cambridge Chronicle and the Cambridge edition of the TAB. Notices announcing the availability of the One Year Action Plan were sent to city officials, city departments, neighborhood groups and various nonprofit agencies located throughout the City.

Copies of the draft Plan were made available at the City Clerk's Office in Cambridge City Hall, the Cambridge Housing Authority, the Community Development Department and the Cambridge Public Library, as well as all six branch libraries.

Public Hearing - April 11, 2001

**DRAFT
CITY OF CAMBRIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
2002 PROPOSED ONE-YEAR ACTION PLAN**

**Community Development Block Grant Funds
Home Funds
Emergency Shelter Grant Funds
July 1, 2001 - June 30, 2002**

Affordable Housing: \$3,133,415.00

- ***Housing Delivery Costs*** - Funds will be used for staff salaries, fringe benefits and other costs related to carrying out the housing activities.

Block Grant	\$437,585.00
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- ***CHDO Operating*** - Funds will be used for CHDO staff salaries, fringe benefits and other costs related to predevelopment of affordable housing.

HOME	\$ 44,250.00
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- ***Affordable Housing Development*** - Funds will be made available to two neighborhood based development corporations and service providers to continue the City's efforts of acquiring and rehabbing properties for affordable homeownership and rental housing. 15% (\$132,750) of the HOME funds are to be used as set-aside funds for CHDOs.

Block Grant	\$309,867.00
HOME	\$752,250.00

- ***Home Improvement Program*** - Funds used to provide loans and technical assistance to eligible owners of structures with 1-4 units. The program is administered by two non-profit organizations, Just A Start Corporation and Homeowners' Rehab, Inc.

Block Grant	\$491,637.00
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- ***Multi-Family Residential Rehab*** - Funds to support efforts to rehabilitate multi-family properties with more than 4 units, while keeping rents affordable. The program is administered by the Cambridge Neighborhood Apartment Housing Services.

Block Grant	\$105,650.00
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Rehabilitation Assistance Program - Funds to train and employ Cambridge youths in development trades, to provide a range of low cost housing rehabilitation, energy conservation and de-leading services throughout the City and at the request of the Cambridge Housing Authority. The program is administered by Just A Start Corporation.

Block Grant **\$277,500.00**

- ***Historical Preservation*** - Funds to support the Historical Commission through the Historic Preservation Home Improvement Program to assist owners in improving their properties.

Block Grant **\$ 20,000.00**

- ***Historical Preservation Project Delivery*** -Funds will be used for staff salaries, fringe benefits, and other costs related to carrying out the housing activities.

Block Grant **\$ 5,000.00**

- ***Active Affordable Housing Project*** - Funds to be set-aside to support the substantial rehab of 95 rental units that are a part of the Bedrick Property activity.

Block Grant **\$689,676.00**

Neighborhood Business Development: \$127,315.00

- ***Cambridge Business Development Center*** - Funds used to provide workshops to micro-enterprises including start-up and developing businesses. The Center will also offer workshops on getting started in business and one-on-one technical assistance to micro-enterprises.

Block Grant **\$ 70,000.00**

- ***Best Practices Program*** - Funds to support a program for low-mod income micro-enterprise retailers to help improve business practices and become more competitive. Educational workshops covering topics such as visual merchandising, marketing, inventory controls, staffing and security as well as individual consultations addressing issues specific to each participating retail establishment will also be provided.

Block Grant **\$ 37,315.00**

Public Facilities: \$128,940.00

- ***King School Playground Renovations*** - Funds to renovate an existing playground in a low and moderate-income area of the City.

Block Grant **\$ 95,090.00**

- ***Public Facilities Delivery Costs*** - Funds for use in staff salaries and fringe benefits to cover design and construction oversight of eligible sites.

Block Grant **\$ 33,850.00**

Administration: \$237,028.00

- **Community Development Department and the Department of Human Services** - Funds to cover staff salaries, fringe benefits and other costs associated with programs managed by both departments.

Block Grant **\$148,528.00**
HOME **\$ 88,500.00**

Planning: \$567,070.00

- **Community Development Department's Comprehensive Planning** - Funds to cover staff salaries, fringe benefits, and other costs associated with comprehensive planning efforts by the staff of the Department.

Block Grant **\$567,070.00**

Unprogrammed Funds: \$132,870.00

- **Contingency** - Funds set-aside for cost overruns and unanticipated costs associated with the activities and programs above.

Block Grant **\$132,870.00**

Public Services: \$588,362.00

- **Human Services Programs** - Funds used in support of various human service programs. The allocations are anticipated to be 26% Linguistic Minorities Services; 16% Homelessness Prevention; 29% Youth and Family Services; 7% Elderly and Disabled Services; 17% Prevention of Domestic Violence and Abuse; 5% for Food Pantry Services; and 6% for the Workforce Development Program.

Block Grant **\$588,362.00**

Emergency Shelter Programs - \$137,000.00

- Funds used for the operating costs of homeless shelters. Shelters are undergoing the Request for Proposal (RFP) process at this time.

Emergency Shelter Grant **\$137,000.00**

TOTAL Community Development Block Grant	\$4,030,000.00
TOTAL HOME Funds	\$ 885,000.00
TOTAL Emergency Shelter Grant Funds	\$ 137,000.00

The Cambridge Community Development Department

CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan for the Consolidated Plan or the One Year Action Plan and the implementation of the three Federal grants covered under the Plan have several objectives. These are: maximize opportunities for participation of and contributions by the citizens of Cambridge, particularly of low and moderate incomes; build constructively on the extensive participation processes of the past year; focus efforts on the development of housing and non-housing programs and projects which respond effectively and innovatively to the needs of low and moderate income persons; and develop programs to eliminate physical blight and deterioration in low and moderate income neighborhoods. This Citizen Participation Plan is applicable to any program year.

Public notice ads will be placed in The Cambridge Chronicle, The Cambridge Edition of the TAB, at least one week before the public hearings are held. Notification of the hearings will be sent to all individuals and groups on the Consolidated Plan mailing list

At least one formal public hearing will be held to allow residents, and other interested parties, to express their housing and non-housing community development needs. If time permits, smaller informal meetings will be held in conjunction with existing meetings of neighborhood groups, to gather input from other low income and non-English speaking residents.

The Community Development Department will incorporate all comments from residents, consult with various City departments and develop its Consolidated Plan or the One Year Action Plan accordingly. Depending on the continuing availability and level of federal funding those needs that are eligible, meet program regulations and are part of the overall goals for the City, will be incorporated into the Plan.

Upon completion of the Consolidated Plan draft or the One Year Action Plan draft a notice will be placed in one of the local newspapers stating that a copy of the draft is available for public review at various sites throughout the city. These sites will include; the Community Development Department, the City Clerk's Office, the Housing Authority, the Public Library and all six of its branches. Residents will have 30 days to review and respond to the draft. The Community Development Department will then make appropriate revisions and submit the final Consolidated Plan or the One Year Action Plan to HUD's Boston Area Office for their review and approval. All resident comments, either written or taken orally at the Public Hearings, will be attached as an appendix to the Plan.

Amendments to the Plan

The approved Consolidated Plan or One Year Action Plan will be amended whenever any of the following occur:

- **A change is made in the allocation priorities or in the method of distribution of funds;**
- **An activity is carried out, using funds from any program covered by the Consolidated Plan, not previously described in the Action plan; or**
- **A change is made in the purpose, scope, location or beneficiaries of an activity.**

The amendment will be made public and HUD will be notified that an amendment has been made. A copy of the amendment will be submitted to HUD as it occurs.

The criteria that will be used for determining what constitutes a substantial amendment to the Consolidated Plan or One Year Action plan is as follows:

- **A change in the use of CDBG funds from one eligible program to another;**
- **A significant increase or decrease in funding allocation for an activity; or**
- **An application for federal funding of a new program not previously described in the Plan.**

For substantial amendments, the public will be notified of the change with a public notice ad placed in the Cambridge Chronicle or the Cambridge edition of the TAB. The ad will describe the amendment and announce a public hearing to be held regarding the change. Notification of the hearing will be sent to all individuals and groups on the Consolidated Plan mailing list. There will also be a 30 day public comment period with information on the amendment available at various sites throughout the City for public review. Written and verbal comments will be considered before the substantial amendment is implemented. A summary of these comments will be attached to the amendment.

HUD will be notified that an amendment has been made. A copy of the amendment will be submitted to HUD as it occurs.

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Draft of the City of
Cambridge's FY02
One Year Action Plan

April 13, 2001