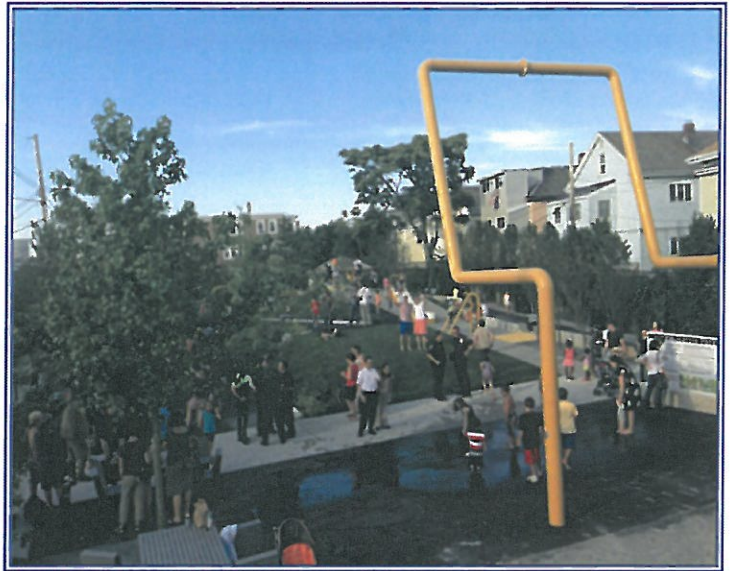
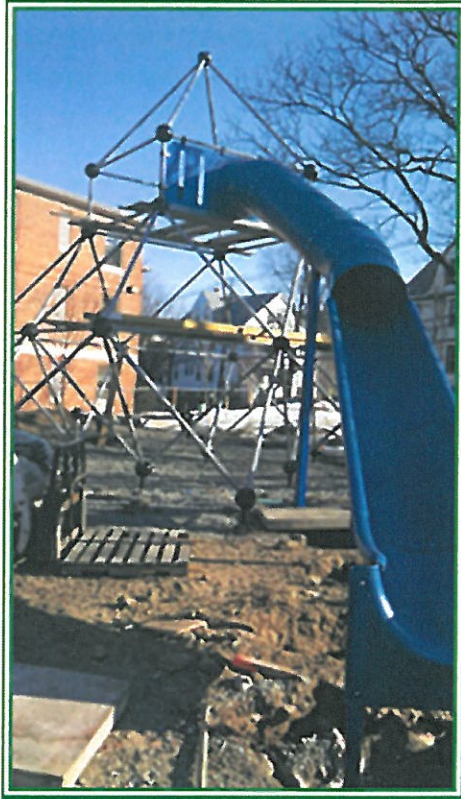


HUD One Year Action Plan Draft | March 20, 2014

July 1, 2014 – June 30, 2015



City of Somerville, MA

Mayor Joseph A. Curtatone



CITY OF SOMERVILLE, MASSACHUSETTS
JOSEPH A. CURTATONE
MAYOR

March 27, 2014

The Honorable Board of Aldermen
City Hall
93 Highland Avenue
Somerville, Massachusetts

RE: Approval of the 2014-2015 HUD One Year Action Plan

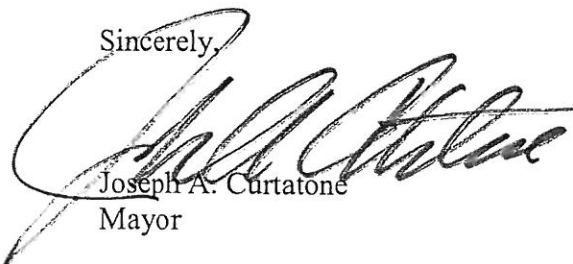
Dear Members of the Board of Aldermen,

I hereby submit for your approval the City of Somerville's proposed One-Year Action Plan for the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Shelter Grant (ESG) Programs. The total budget under the City's mandated program year 2014-2015 is estimated at \$3,053,596 in new entitlement. This budget represents a 4.7% one year reduction in CDBG funding (-\$116,516), 2.1% reduction in HOME funds (-\$10,428), and a 13.8% increase in ESG funds (\$24,576).

Building from the priorities established in the City's proposed Five-Year Consolidated Plan, The One-Year Action Plan describes activities the City will undertake in the areas of housing, economic & community development, parks & open space, transportation & infrastructure, and public services. The CDBG, HOME and ESG grant funds provide the City of Somerville with a tremendous opportunity to undertake activities which will provide substantial benefits to our residents. The Mayor's Office of Strategic Planning and Community Development will administer these funds.

In accordance with M.G.L. Chapter 44, section 53A, which requires a vote of the Board of Aldermen for the expenditure of grants or gifts from the federal government and from a charitable foundation, private corporation, or individual, or from the Commonwealth, a county or municipality or agency thereof, I request approval to expend these grant funds.

Sincerely,



Joseph A. Curtatone
Mayor



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Somerville has a long standing commitment to providing opportunities for its low and moderate income residents and has continued in this path during the planning process of this Annual Action Plan. The 2013-2017 Consolidated Plan lays out the City of Somerville's strategic vision for leveraging the annual entitlements of the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Program (HOME) funds to develop viable urban communities by:

- Providing decent housing and a suitable living environment; and
- Expanding economic opportunities, principally for low and moderate income persons.

Throughout the planning process, the city remained highly engaged with the community through a series of public hearings, one-on-one consultations with key agencies and community groups, and a public comment period which resulted in a number of written responses. In addition to the Consolidated Plan specific outreach, the City of Somerville recently released its first comprehensive plan, **SomerVision**. SomerVision is aimed at long-range, aspirational planning based on community-generated values and vision. While conducting over 50 community meetings and visioning sessions, the Strategic Planning and Community Development department incorporated their HUD Consolidated Planning Process concepts in its conversations and planning.

Both the Consolidated Planning and SomerVision planning sessions raised many similar issues and concerns by the local community. The city and its residents are clearly committed to a number of common goals including transit oriented growth; maintaining the long standing tradition of diversity among its population; addressing affordable housing issues through attacking the high cost burden of both homeownership and rental of housing; and expanding the economic and job opportunities for residents of all skill and income level (particularly those on the low and moderate income spectrum most at risk for displacement).

It is Somerville's intention that the needs and concerns identified during the Consolidated Planning and SomerVision processes will serve as the building blocks in developing a comprehensive set of policies and strategies that will enable the city to meet its directive of providing decent housing, a suitable living environment, and expand economic opportunities particularly for those low and moderate income residents.

2. Summarize the objectives and outcomes identified in the Plan

The Consolidated Planning and Annual Action Plan process, through its data driven and place-based approach, has clearly demonstrated that the most serious issue impacting the low-mod income population of Somerville is the overwhelmingly high cost burden facing residents. The combination of the city's geographic location, fast growing neighboring economies, and low vacancy rates has made the cost of housing (rental or ownership) a major cost burden for the cities low-mod population. The city recognizes the threat that this high cost burden places on its current residents and is committed to engaging in a variety of activities that are focused on providing its low-to-moderate income population with the opportunities and resources they need to continue to grow and expand their standard of living.

Through this philosophy Somerville has developed two major priority goals: **Building Communities of Opportunity** and **Addressing the Needs of at Risk Populations**.

- **The Building Communities of Opportunity-** This goal is intended to execute the long term comprehensive goals established during our Consolidated Plan and SomerVision planning and citizen participation sessions. The strategies to be undertaken under this objective include a wide variety of activities including economic development, commercial revitalization, public facility and public infrastructure improvements. These include projects aimed at improving access to Somerville's expanding public transit infrastructure, economic development activities aimed at integrating and supporting Somerville's diverse population base, increase affordable housing supply through inclusionary zoning and development projects, and public facility projects that will expand green space and significantly enhance the living environment for low and moderate income residents. The goal of these activities is to ensure that the current low to moderate income population has the opportunities and resources they need to grow along with Somerville.
- **Addressing the Needs of At Risk Populations -** This goal is intended to meet the immediate needs of those groups and individuals who are at greatest risk of homelessness or economic distress. The activities targeted for this goal include continued investment in our public services, homeless programs, and continuum of care activities. The city will continue to use HUD funds to assist those members of our community that are in greatest risk of becoming victim to the increased housing costs associated with this area.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Somerville continues its efforts in implementing its 2013-2017 Consolidated Plan initiatives. The city's low-to-moderate income residents still face numerous challenges related to housing costs and job opportunities. To solve this issue, Somerville continues to invest in solutions to increase access to opportunities and improve the quality of life for low-mod residents.

Affordable Housing - Somerville achieved numerous milestones during the last Action Plan period.

- 31 units of affordable housing at St. Polycarp's Phase III are under construction and will be complete Spring 2014.
- 29 unit affordable rental developments for veterans were completed by Volunteers of America in Fall 2013. The building is currently occupied.
- Rental assistance to at least 30 tenants per year.
- Progress being made toward Somerville's goal of rehabilitating/performing lead abatement on 40 units annually.
- Closing Cost Assistance program undergoing modifications to improve performance.

Somerville's Inclusionary Housing program continues to contribute to affordable housing production. Maxwell's Green, which created 24 rental and 1 homeownership units, is now fully occupied. The first two phases of development at Assembly Row by Avalon Bay is under construction, which will include 56 affordable rental units, for occupancy beginning Spring 2014. Increased market-rate production in the coming year will result in significant increases of affordable units through this program.

In addition, the City passed a revision to the Linkage Fee Ordinance in November 2013, increasing the fee on new commercial development from \$3.91/sf to \$5.15/sf for projects over 30,000 sf. These funds are deposited into the Somerville Affordable Housing Trust Fund and will contribute to additional affordable housing efforts.

The City also partnered with SCC and MAPC this year to hold a series of housing forums focused on family housing and efforts to prevent displacement along the green line. The creation of a \$1.3 million fund for the acquisition of land along the green line for affordable housing development was also completed this year, funded by the HUD Community Challenge Grant.

Economic Development - Economic development activities were focused in the East Somerville and Union Square NRSA's.

- Key partner organizations Union Square and East Somerville Main Streets helped the city to foster small business development via technical assistance, capacity building, and district marketing.

- Somerville's Commercial Property Improvement Program has multiple applications from businesses to rehabilitate dilapidated commercial space. The city will continue to support small business formation and growth.

Transportation Infrastructure and Open Space - Somerville has made a substantial progress towards infrastructure and open goals, which reduce blight and improve public health in the city's low-mod income areas

- Chuckie Harris Park was recently completed and the new Symphony Park will begin construction Summer 2014. Over 100 trees were planted in low-mod areas.

As a result, a safer, more accessible walking environment is being created and low-to-moderate income residents will have improved access to jobs and services.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Somerville is an extremely active community with an extraordinarily high level of civic engagement and public participation from its residents. As a result of this high level of engagement and the city's desire to make the five year Consolidated Plan process as "needs based" as possible, the City's Community Development division went through an extensive citizen participation process to ensure that the plan met the needs and concerns of its low to moderate income residents specifically in the areas of affordable housing, suitable living environments and economic development. In developing the plan the city reached out to residents, social service organizations, housing providers, and other governmental and public entities to provide input into the identification and prioritization of these needs.

As part of the Action Plan process, a series of two public hearings were held to solicit feedback directly from residents and community members. During these meetings a number of concerns and opinions were raised including the high housing cost burden facing individuals and families, the need to revitalize dilapidated commercial properties in aging commercial districts, availability of job readiness programs and employment opportunities for teens and young adults, teen homelessness, and the impact of condo conversions on the housing supply and real estate market in the city.

Housing Division staff also met directly with several partners to develop the Needs Assessment and Market Analysis sections of the Consolidated Plan. Specifically, Housing Division staff attended the March Continuum of Care meeting to gather feedback from the homeless providers regarding the needs of their clients. Topics covered included common housing problems, areas of most pressing needs, concerns around the termination of rapid rehousing funds, results of the Point in Time homeless count, gaps in available housing, gaps in supportive services, and general concerns. Housing division staff also met one-on-one with the Deputy Director of the Somerville Housing Authority to discuss issues of concern, including Section 504 Needs, most pressing needs of Public Housing and Voucher residents,

demographic information about Public Housing and voucher residents, restoration and revitalization needs of the public housing stock, and strategies to improve the living environment for public housing residents, among other general housing needs concerns.

5. Summary of public comments

Public comment period is open for thirty days from the Public Hearing of the draft 2014-2015 One Year Action Plan which was on Thursday, March 20, 2014. The comment period ends Tuesday, April 22, 2014.

6. Summary of comments or views not accepted and the reasons for not accepting them

Public comment period is open for thirty days from the Public Hearing of the draft 2014-2015 One Year Action Plan which was on Thursday, March 20, 2014. The comment period ends Tuesday, April 22, 2014.

7. Summary

Somerville has historically been an affordable place to live, with convenient access to Boston. As the Greater Boston areas, and Massachusetts as a whole, have begun experiencing increased housing costs, so has Somerville. Since 2000, single-family home sales have increased in price by 112% and while rents have remained somewhat stable over the past decade, median contract rent has still increased by 43% since 2000 and housing advocates report increasing difficulty finding vacant units that are affordable to low and moderate-income households and extremely low vacancy rates, making Somerville unaffordable to many residents.

Challenges facing the City of Somerville highlighted in the Housing Needs Assessment of the Consolidated Plan include a high level of cost burden among residents, a stark affordability mismatch, particularly for low and moderate income households, demand for public housing and vouchers that exceeds the supply by almost ten times, and changing demographics including an increasingly diverse community, both ethnically and racially. While the City will continue to utilize the HUD funds to address these needs, additional strategies at the local level will also be pursued to combat the pressing needs of Somerville's residents. The City will continue to strengthen its Inclusionary Zoning Ordinance and work with private developers to ensure the maximum number of affordable units that meet the needs of Somerville's low and moderate income population, are created through zoning controls. The City will also work to strengthen the Linkage Ordinance to ensure new commercial development contributes funds to the Somerville Affordable Housing Trust Fund to address housing needs. Additional funds will also be available via the Somerville Affordable Housing Land Bank and the passage of the Community Preservation Act and the City will work to coordinate the efforts of these funding sources with the needs identified in the Needs Assessment. Additional work around workforce development will raise the incomes of residents, making housing more affordable. Increased access to transportation through the extension of the MBTA Green Line and the new Orange Line stop will decrease transportation costs, thereby lessening households cost burden and freeing up additional income for other needs, including housing.

The community assets and market knowledge that Somerville needs to build successful activities and projects have been highlighted in the Market Analysis section of the Consolidated Plan. Some of the high level points of interest include a rich immigrant population and artist culture, access to major metropolitan cities, proximity and strong political focus on transit. All of these points of interest make Somerville an interesting place for economic development and job growth, which will reduce the cost burden of the low and moderate income households.

In the Annual Action Plan, Somerville lists its goals and estimates of allocations from HUD by program. In the narratives that precede and surround these goals and allocations exists the summaries of geographic and need priorities, as well as the influence of market conditions. The Annual Action Plan also highlights Somerville's commitment to reducing the barriers to affordable housing, homelessness, lead paint hazards and poverty. The monitoring plans for ensuring regulations are followed by the City and its partners are also included in this Action Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SOMERVILLE	OSPCD
HOME Administrator	SOMERVILLE	OSPCD
ESG Administrator	SOMERVILLE	OSPCD

Table 1 – Responsible Agencies

Narrative (optional)

The City of Somerville's Mayor's Office of Strategic Planning and Community Development (OSPCD) is responsible for the administration of the U.S. Department of Housing and Urban Development's (HUD) Community Planning and Development programs. These programs utilize funding from the Community Development Block Grant (CDBG) program, the Emergency Solutions Grant (ESG) program and the Home Investment Partnership Program (HOME) to fund local activities which benefit low-income and moderate-income residents and neighborhoods. Projects supported must conform to program regulations and focus on the City's priority needs as identified in the City of Somerville's 2013-2017 Consolidated Plan.

Consolidated Plan Public Contact Information

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

An initial step for the 2014-2015 Action Plan began with the first Public Meeting (January 16, 2014) at the Ralph and Jenny Center to gather input from the public on the needs in the community for CDBG, ESG and HOME funds. At this meeting, a survey was completed by participants rating first and second most important issues facing residents related to economic opportunities and housing issues of at-risk populations. At this meeting the timeline for the Requests for Proposals (RFP) for both CDBG Public Services and Emergency Solution Grants was announced. The advertisement for the RFP appeared in the Somerville Times on January 22, 2014 and on the City's website. The notice of the RFP availability was also e-mailed to all current sub-recipients. Applications were available through the Purchasing Department. The application deadline was at 11 am, February, 18, 2014.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Somerville undertakes a variety of activities to enhance the coordination among the many housing providers, both public and private, and service agencies that work with low and moderate income households in the city. The City frequently meets with commercial developers, business leaders, and potential businesses interested in the area to discuss the potential of economic development in Somerville. Somerville is lucky to have a wide range of agencies working towards the common goal of improving the lives of its residents by direct service provision, housing assistance, advocacy or coordination. In addition, many agencies work with specific groups of the population such as a specific immigrant group or residents of a specific area of the city, and Somerville works to ensure that not only is there not any unnecessary duplication of services, but that all agencies are coordinating to provide the highest and most appropriate level of care.

The city, through the Somerville-Arlington Continuum of Care (CoC), actively invites employees from the Housing Authority, employees of the Department of Mental Health, Riverside Mental Health, and a broad array of other service providers within the community to our monthly planning meetings in order to keep an open line of communication, discuss community needs and strategies to address them, and improve discharge planning. The CoC actively engages and collaborates with many different providers.

In addition, the Somerville Housing Division regularly consults with the Somerville Housing Authority (SHA) on topics such as Fair Market Rent, tenant's ability to find suitable housing, maintenance of SHA properties, and notification of affordable housing opportunities that SHA tenants may be interested in. A representative of the SHA has a designated seat on the Somerville Affordable Housing Trust and the

Somerville Fair Housing Commission. The Housing Division also regularly consults with Somerville's Community Housing Development Organization (CHDO), the Somerville Community Corporation (SCC), on similar issues and works closely with them to connect residents with services and discuss plans for housing development proposals. The SCC also provides First-Time Homebuyer Education classes for local residents. Somerville coordinates notification of affordable housing opportunities that may interest SCC clients. The Housing Division, through the CoC, also coordinates with health and mental health agencies to ensure that households who need additional health and mental health support in order to maintain their housing are connected with the appropriate resources.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

A representative from Somerville's Housing Division is an active member in the CoC and attends all monthly meetings as well as sits on several subcommittees. The City's Housing Director met with the CoC to consult on the Housing Needs Assessment and Market Analysis for the Consolidated Plan and Annual Action Plan and attended meetings throughout the year as requested for topical discussions such as project prioritization, ESG funds and other issues as they arise. Particular populations such as chronically homeless individuals and families, families with children, veterans and unaccompanied youth are addressed by the CoC as necessary. For example, the CoC recently participated in the state's Unaccompanied Homeless Youth Count, coordinated by a Housing Division staff member. In addition, the City works with the CoC to identify priorities and target assistance to these at-risk populations through our work, such as the development of a transitional program for veterans and designated units for chronically homeless households in new housing developments.

The CoC actively reviews the unmet need each year after the Point in Time Count to address needs within the community. Over the last 5 years the CoC has requested new beds for the chronically homeless. The Somerville Homeless Coalition (SHC) has prioritized mobile vouchers for the chronically homeless funded with City funds through Somerville's Prevention and Stabilization (PASS) program. Similarly, Passages, the McKinney funded case management program, has been able to work with the local housing authority in securing Section 8 vouchers and public housing units for the chronically homeless.

The CoC has not had any incidence of unsheltered homeless households with dependent children in a long time, including this past year. If such an unsheltered household were to be found in Somerville or Arlington, they would first be identified through First Step Street Outreach or as a walk in to one of the many homeless service providers. Calls are made to Traveler's AID and the Mayor's hotline. For pregnant and postpartum women, First Step has connected them to CASPAR's New Day program. The family would immediately be connected to the Passages Case Management Program for a comprehensive

intake. If the family were EA eligible, they would be placed in appropriate housing. If not, they would be connected with one of the other Permanent Housing Programs for homeless families within the CoC.

For those at risk of homelessness, we utilize a Tenancy Stabilization Program to help with some funding for rent or utility arrearages, along with case management to identify any other issues as well. While the federal Section 8 centralized wait list is still open, the public housing wait list administered by the Somerville Housing Authority has been closed and has a long wait list. CoC members participate on the State's unaccompanied youth task force which discusses current issues and long term plans. A new peer survey of unaccompanied youth was implemented; the results from that count have not yet been finalized.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Somerville-Arlington Continuum of Care (CoC) is a planning body that promotes a community-wide commitment to the goal of preventing and ending homelessness. The CoC is a collaboration of non-profit agencies, government officials, school administrators, local businesses, civic organizations, faith based groups and individuals that are committed to working together to eliminate homelessness. As part of its goal of ending homelessness, the CoC coordinates funding for rapidly re-housing homeless individuals and families, promoting access to and effective use of mainstream programs and optimizing self-sufficiency among individuals and families experiencing homelessness. The Board of the CoC is made up of City of Somerville representatives, Town of Arlington representative, Homeless Service Providers (Individual, Family, Veteran), Homeless Advocates, Legal Services, Community Development Corporation, Homeless and Formerly Homeless Individuals, ESG Sub-Recipient Agencies. One of the primary efforts of the Board is to plan and prioritize both new and renewal projects through HUD's Continuum of Care Program and ESG program. An additional responsibilities of the Board of the CoC is to designate one Homeless Management Information System (HMIS), establish one lead agency that will ensure consistent participation of sub-recipients and compliance with HUD requirements. The role of HMIS subcommittee of the CoC is to improve the usefulness/accuracy of HMIS data available on homeless and 'at-risk' populations by identifying and addressing data quality and reporting issues; assessing the quality of the data currently available and making recommendations to the Board on how to increase accuracy, completeness and timeliness of reporting and prioritizing HMIS changes to achieve improvements. Input and data from the CoC has been integrated throughout the written standards and was used as a main point of reference in the prioritization of the 2014-2015 ESG funding. Direct interactions with the CoC service providers has allowed SPCD staff to prioritize funding in support of the needs that are not currently being addressed by other federal, state and local funding sources.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Somerville-Arlington Continuum of Care
Agency/Group/Organization	Housing
Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In conjunction with HUD regulations, set guidelines for funding strategies, standard client intake information, policies and procedures for homelessness assistance and rapid re-housing, rent reasonableness, client tracking, point in time contact and training in HMIS.

2	Agency/Group/Organization	Somerville Housing Authority
	Agency/Group/Organization Type	Housing PHA Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided data for low income residents to support the better coordination of services to improve the lives of residents by integrating social service programs in housing developments to target adults and youth and decrease crime. SHA representatives were met with on a one on basis and were invited to public meetings.
3	Agency/Group/Organization	SOMERVILLE HOMELESS COALITION
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Provided data on the low income residents to support the better coordination of services to improve the lives of residents by integrating social service programs in housing developments to target adults and youth and decrease crime. Attended public meetings and serve as HMIS lead in COC
4	Agency/Group/Organization	CASPAR, INC.
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	provided information on the indigent chronically homeless clients living on the streets many of whom have complicated medical issues. Attends provider group meetings and committee meetings. Invited to public hearings. Help coordinate the PIT count.
5	Agency/Group/Organization	Community Action Organization
	Agency/Group/Organization Type	Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CAAS works with families on housing, food, heat, and education needs. Their input into trends and most urgent needs in the community were sought and strategies to address them. Attend provider group meetings, invited to public meetings.
6	Agency/Group/Organization	THE SOMERVILLE COMMUNITY CORPORATION
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provides and develops affordable units in the City. Consulted on the 90 homeless youth at Somerville High who are served by Youth Harbors and their housing and support needs. Invited to public hearings, attend monthly provider meetings.

7	Agency/Group/Organization	Center for Development of Teen Empowerment Programs
	Agency/Group/Organization Type	Services-Children Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Works with teens in Somerville on youth initiatives important to teens to avert violence, substance abuse, criminal activity, and other dysfunctional behaviors. Studies show that communities with employed teens have 50% less violence.
8	Agency/Group/Organization	Massachusetts Alliance of Portuguese Speakers
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Massachusetts Alliance of Portuguese speakers identified the unmet needs of older Portuguese seniors and newer immigrants moving to the area. Invited to and attended public hearings.

9	Agency/Group/Organization	Somerville School Dept
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School department provided information on the diversity in the Somerville Public Schools through its family income and ethnicity information. This survey documents the percentage of families speaking a language other than English in the home and the need for more ESOL classes to enable parents to advocate on behalf of their children.
10	Agency/Group/Organization	CATHOLIC CHARITIES
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings, invited to public hearings.

11	Agency/Group/Organization	Somerville Council on Aging
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Council on Aging provided us with a survey detailing the needs of a growing population in the City (adults 50+) and information on a study documenting longer life spans for seniors involved in social activities (6,500 seniors studied over 5 years).
12	Agency/Group/Organization	WAYSIDE YOUTH AND FAMILY NETWORK
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	attends monthly provider group meetings and committee meetings, invited to public hearings.
13	Agency/Group/Organization	CAMBRIDGE HEALTH ALLIANCE
	Agency/Group/Organization Type	Health Agency

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to and attended public hearings.
14	Agency/Group/Organization	Somerville Affordable Housing Trust Fund
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to attend public hearing; consulted at regular meeting.
15	Agency/Group/Organization	Heading Home Inc.
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends monthly provider and committee meetings; invited to public hearing.
16	Agency/Group/Organization	Riverside Community Mental Health & Retardation Center, Inc.
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings, invited to public hearing.
17	Agency/Group/Organization	Respond
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings; invited to public hearing.
18	Agency/Group/Organization	Cambridge and Somerville Legal Services
	Agency/Group/Organization Type	Service-Fair Housing Legal Services
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings; invited to public hearing. Consulted through meetings.
19	Agency/Group/Organization	Somerville LIFT
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings. Invited to public hearing.
20	Agency/Group/Organization	Visiting Nurses association of Eastern Mass
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attends provider group meetings. Invited to public hearing.
21	Agency/Group/Organization	Somervision Steering Committee
	Agency/Group/Organization Type	Other government - Local Planning organization Business Leaders Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In 2009 a sixty member steering committee was assembled and included local residents, business owners, non-profit organizations, and elected officials. The committee embarked on a three year process to develop the City's newly adopted 20 year comprehensive plan. Over the course of these 3 years a series of workshops and nine events were held to develop and review the plan with the larger community. Somervision steering committee members also gave individual sponsors presentations to their individual sponsors and community organizations. The plan was formally adopted by the City's Board of Aldermen on April 2012.
22 Agency/Group/Organization Agency/Group/Organization Type	Haitian Coalition Housing Services-Children Services-Elderly Persons Services-Health Services-Education Services-Employment Service-Fair Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attend group and committee meetings; invited to public hearing.
23 Agency/Group/Organization	Clarendon Housing Tenants Association
Agency/Group/Organization Type	Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Group was consulted on the development of the North St. park project and invited to public hearings.
24	Agency/Group/Organization	Volunteers of America
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to attend public hearings.
25	Agency/Group/Organization	EAST SOMERVILLE MAIN STREETS
	Agency/Group/Organization Type	Services-Employment Business Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to and attended public hearings.
26	Agency/Group/Organization	UNION SQUARE MAIN STREETS
	Agency/Group/Organization Type	Services-Employment Business Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to public hearings.

27	Agency/Group/Organization	Metro Area Planning Council
	Agency/Group/Organization Type	Housing Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
28	Agency/Group/Organization	METRO BOSTON HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
29	Agency/Group/Organization	JUST A START CORPORATION
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

30	Agency/Group/Organization	MA Transgender Political Coalition
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	
31	Agency/Group/Organization	Youth Harbors
	Agency/Group/Organization Type	Housing Services-Children Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Two public meetings were held over the course of the Annual Action plan planning process in an effort to broaden public participation in the preparation for the 2014-2015 Annual Action Plan. The first meeting, which was held on January 16th, gathered feedback used to develop the plan including a breakout session of suggestions and participation and a live poll on activities that participants engaged in ranking projects based on priority needs in the community. In addition, the City introduced the current Citizens Participation Plan focusing on key updates to the plan which included the process for substantial amendments and additional requirements addressing accommodations for people with special needs, language and translation services, and new contact information. Copies of the Citizen Participation Plan were made available at the meeting. Participants for the meeting included representatives from several organizations including Somerville Homeless Coalition, East Somerville Main Streets, Cambridge Health Alliance, and MAPS. The final meeting on March 20th presented the draft plan to the public and opened a comment period that ran from Thursday, March 20th to Tuesday, April 22nd. Over 50 social service providers working and advocating for low, very-low and moderate income residents were contacted regarding the public hearings. This included outreach to agencies serving the minority community, non-English speakers, as well as persons with disabilities. OSPCD staff presented an overview of the 2014-2015 Annual Action plan and asked citizens and social service providers to present comments and identify community needs. The public hearing notice, the presentation slides, hearing minutes and the attendance will be included in the Annual Action Plan. A copy of the citizen comments or views of the plan will be included in the final document. The Citizens Participation Plan will be included as an attachment to the 2014-2015 Annual Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish, Portuguese Non-targeted/broad community	Public meetings were held on January 16th and March 20th 2014 to receive input from local residents, agencies, organizations and other interested parties.	The live interactive survey results were tabulated and generated into a pdf report which is attached to this plan.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community				
3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish, Portuguese Non-Spanish/Portuguese Non-targeted/broad community				http://www.somervillema.gov/calendar?field_event_departments_value=Office+of+Strategic+Planning+and+Community+Development

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Flyer Postings	Minorities Non-English Speaking - Specify other language: Spanish, Portuguese Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The 2014 Action Plan focuses on entitlement funds and other resources to carry out the objectives of the City's community development and homeless strategy. The **CDBG** program provides resources to address a wide range of unique community development needs, including funds that can be used to address priority homelessness needs. The **ESG** program provides funds for emergency shelters and transitional housing that helps people reach independent living. ESG funds can be used to rehabilitate and operate facilities, provide essential services, and prevent homelessness. The ESG program strives to help homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth people with mental illness, families with children and veterans. ESG funds can also be used to aid people who are at imminent risk of becoming homeless due to eviction, foreclosure, or utility shutoff. Social service agencies receiving ESG funds will demonstrate a match. The **HOME** program creates affordable housing for low income households often in conjunction with homeless referrals from shelters to provide eligible clients with financial assistance.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Reminder of ConPlan	Narrative Description
			Annual Allocation:	Program Income:	Prior Year Resources:	Total:	
			\$	\$	\$	\$	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Complan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acq202uision Admin and Planning Economic Development Housing Public Improvements Public Services	2,373,476	50,000	0	2,423,476	7,120,428	The city will utilize federal funds to undertake a variety of projects including housing, economic development, public improvements, public services, and administrative work.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	477,836	0	0	477,836	1,433,508	The HOME program creates affordable housing for low income households often in conjunction with homeless referrals from shelters to provide eligible clients with financial assistance.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	202,284	0	0	202,284	606,852	Through an RFP process local social service providers will be awarded contracts to address the needs of low income residents through short term housing support and stabilization services to prevent individuals and families from experiencing homelessness; by maximizing income benefits; by identifying and working to reduce barriers impacting the ability to serve persons in need; and by enrolling eligible clients in mainstream benefits programs.
Continuum of Care	public - federal	Services Transitional housing	2,334,299	0	0	2,334,299	7,002,897	Continuum of Care for permanent transition and supportive services for homeless people.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Housing Trust Fund	public - local	Homebuyer assistance Housing TBRA	400,000	0	0	400,000	1,200,000	Somerville's Affordable Housing Trust Fund anticipates contributing \$400,000 towards affordable housing, tenant based rental assistance, first time homebuyer assistance and housing assistance grants.
Other	public - federal	Acquisition Housing		0	0		1,327,0000	Sustainable Communities Challenge Grant funds to be used for predevelopment and acquisition for affordable housing along access to transit.
Other	public - federal	Homeowner rehab	669,234	0	0	669,234	669,234	Somerville was awarded \$2,007,703 in 2013 to continue its comprehensive program to reduce the hazards of lead paint. Grant period is for 8/1/2013-7/31/2016.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Somerville's Affordable Housing Trust Fund will be leveraged with HOME funds for affordable housing projects.

Affordable Housing developers seeking state resources, such as State HOME or LIHTC funding, are required to show local support for the proposed development through the Massachusetts One-Stop Application process. The City will provide support letters to the State for projects

that produce housing that is affordable to low-income and moderate-income families in accordance with the City's Consolidated Plan. In addition, the City often participates in conference calls with State DHCD employees to ensure coordination of efforts. If a LIHTC project is approved in Somerville, the City will continue to work with the State and developer to ensure it is addressing the needs of the City as the housing is produced.

All HOME funds require a twenty-five percent (25%) match from non-federal sources except for Administration funds (AD), Community Housing Development Organization Operating funds (CO), Program Income funds (PI), and all 1992 funds. Match obligation is incurred as HOME funds are drawn down from the Federal Treasury into the City's account. Match obligation is incurred whether or not the activity is complete. MATCH is received through several sources, including value of appraised land/real property for units receiving Closing Cost Assistance, private funds contributed by homeowners to projects, private mortgages for homebuyers, and private mortgages for housing developers.

All ESG sub-recipients are required to demonstrate matching funds equal to or greater than the amount of the Emergency Solution Grant. The amount and source of the matching funds is noted in the sub-recipient's RFP. The matching funds are used to help defray the costs for the operations of the shelters and support services to guests and those persons at-risk of homelessness. ESG programs awarded in 2014-15 demonstrated over \$680,000 in matching funds from MA Department of Public Health, MIT in kind, Citizen's Energy, Cambridge Community Foundation, Greater Boston Food Bank, Department of Children and Families, DHCD, United Way, private foundations and grants and fundraising events and donations. ESG funding helps to assist sub-recipients in attracting and leveraging federal and private foundations dollars.

Additionally, CDBG Public Service sub-recipients are expected to collaborate and partner with social service agencies to target resources to meet the needs of the community and reduce the duplication of services. In the Request for Proposal, Public Service sub-recipients are asked to demonstrate matching funds for their program and the funding cycle. Public Service sub-recipients awarded 2013-2014 demonstrated \$900,000 in matching funds from United Way, Somerville Housing Authority, MA Department of Public Health, Cambridge CDBG, Cambridge ESG, Cambridge Community Foundation, Shannon Safety Initiative Grant, Metro North Regional Employment Board, Llewellyn Foundation, Johnson Family Foundation, Department of Early Education and Care, Department of Children and Families, Somerville School Dept, HUD, MA Dept of Public Health/Bureau of Substance Abuse, in-kind office space and equipment, corporate foundation and private sources, and donations and fundraising. CDBG Public Service funding helps to assist sub-recipients in attracting and leveraging federal and private foundation dollars.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not at this time.

Discussion

Somerville and its partners have been successful by implementing an entrepreneurial approach to securing funding and related resources for homelessness prevention and rapid re-housing, new affordable housing development, housing rehab and other activities.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Stabilize and Revitalize Diverse Neighborhoods	2013	2017	Affordable Housing Non-Housing Community Development	EAST SOMERVILLE NRSA UNION SQUARE NRSA Central Broadway	Building Communities of Opportunity	CDBG: \$1,335,000	Public Facility or Infrastructure Activities other than LMI Housing Benefit: 350 Persons Assisted Business: 35 Businesses Assisted
2	Preserve and Maintain Existing Affordable Housing	2013	2017	Affordable Housing	City Wide	Building Communities of Opportunity At Risk Populations	CDBG: \$207,759 HOME: \$477,836	Rehabilitated: 50 Household Housing Units; Rental Units Constructed: 25 affordable elderly units 35 affordable units; Tenant based rental assistance rapid rehousing: 40 households assisted
3	Family Stabilization and Job Readiness	2013	2017	Non-Housing Community Development	City Wide	At Risk Populations	CDBG: \$356,021	Public service activities other than LMI Housing Benefit: 1500 Persons Assisted
4	Reducing and Ending Homelessness	2013	2017	Homeless	City Wide	At Risk Populations	ESG: \$202,284	Homelessness Prevention: 125 Persons Assisted

Annual Action Plan
2014

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

1	Goal Name	Stabilize and Revitalize Diverse Neighborhoods
	Goal Description	
2	Goal Name	Preserve and Maintain Existing Affordable Housing
	Goal Description	
3	Goal Name	Family Stabilization and Job Readiness
	Goal Description	
4	Goal Name	Reducing and Ending Homelessness
	Goal Description	

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Based on projections from prior years activity levels it is estimated that the city will assist, through the HOME program, 55-60 extremely low-income, low-income, and moderate income families. The majority of extremely low income households are assisted through tenant based assistance programs (approx. 50 households) and approximately 5-10 households will be assisted through our homebuyer and homeowner assistance programs.

AP-35 Projects – 91.220(d)

Introduction

The 2014-2015 Action Plan will fund activities to meet the needs of low and moderate income individuals and families. Activities will take place in low income areas in the City. The activities listed in this plan are consistent with and meant to address the needs identified in the 2013-2017 Consolidated Action Plan. Emergency Solution Grant funds are allocated to non-profit agencies providing homeless services and homelessness prevention activities. Together with the Continuum of Care, the City has identified homeless needs and formulated priorities and programs. Public Service funds will not exceed 15% of the CDBG entitlement and services will be designed to meet the needs of low income residents by improving access to services for adults, children, seniors and disabled residents. The City will reserve the right to apply for a section 108 loan, if appropriate, to fund certain projects.

#	Project Name
1	Commercial Property Improvement Program
2	Parks and Open Space Development Program
3	Neighborhood Infrastructure Improvement Program
4	Small Business Technical Assistance Program
5	Business Retention and Expansion Program
6	Housing Rehabilitation Program
7	Home Energy System Improvement Program
8	Urban Forestry/Street Tree Program
9	ADA Improvement Program
10	Slum or Blighted Area/Spot Blight
11	Public Services Program
12	Planning & Administration
13	Housing Special Projects
14	Tenant-Based Rental Assistance
15	CHDO Set Aside
16	CHDO Operating Set-aside
17	HOME Administration
18	Emergency Solutions Services

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Affordable housing is an underserved need of high importance in the City. The Consolidated Plan Needs Assessment shows that a high proportion of the City's low and moderate-income households face high cost burdens. The allocation priorities of this Action Plan seek to use CDBG and HOME funds where appropriate to address these needs. Other actions taken to address these needs include:

- Implementing a linkage fee charged to developers building commercial development in the City. The full amount of the linkage fee goes into the City's Affordable Housing Trust Fund.
- Encouraging the City's CHDO to build/provide more rental housing units and targeted homeownership units.
- Providing affordable housing to homebuyers at 80% and 110% AMI and rental housing to tenants at 50% and 80% AMI through the application of the City's inclusionary housing ordinance.
- Targeting public services and some HOME funds to programs that provide transitional housing.

In addition, a significant portion of ESG funds will be targeted towards homelessness prevention and rapid rehousing. Public Service Grants will be allocated to agencies based on their ability to address needs identified in the Consolidated Plan as well.

Projects

AP-38 Projects Summary Project Summary Information

1	Project Name	Commercial Property Improvement Program
	Target Area	EAST SOMERVILLE NRSA Central Broadway
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$200,000
	Description	Loans and grants to support the rehabilitation of commercial properties in targeted neighborhood commercial districts.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 businesses will benefit from the commercial property improvement program. The program will aid in the economic viability of small local business primarily by assisting with facade improvement projects. These projects will stimulate economic activity along with creating jobs and making needed goods and services available to low and moderate income residents.
2	Location Description	The commercial property improvement program will primarily focus on the Central Broadway section of the City, including Winter Hill. The commercial properties in these areas have been plagued by disinvestment and neglect and also contain some of the largest concentrations of low and moderate income residents in Somerville.
	Planned Activities	Planned activities include building facade improvements and other eligible commercial rehab activities.
	Project Name	Parks and Open Space Development Program
	Target Area	EAST SOMERVILLE NRSA
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity

	Funding	CDBG: \$350,000
	Description	Program to establish and improve parks and open space including environmental assessment, appraisals and acquisition costs, design and construction.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	To provide quality recreational activities opportunities that serve low and moderate income areas.
3	Project Name	Neighborhood Infrastructure Improvement Program
	Target Area	EAST SOMERVILLE NRSA Central Broadway
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$250,000
	Description	Public improvement program to include streetscapes, tree planting, sidewalks and street furnishings.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Creating safe and enjoyable neighborhood environment in low and moderate income areas by improving streets and sidewalks and related public infrastructure that serves the area.
4	Project Name	Small Business Technical Assistance Program
	Target Area	EAST SOMERVILLE NRSA UNION SQUARE NRSA Central Broadway
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity

	Funding	CDBG: \$190,000
	Description	Technical assistance for creation, expansion, and retention of small businesses in targeted neighborhood business districts.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	To provide business development technical assistance and promotional support to improve access to goods and services in low and moderate income areas and expand entrepreneurship and employment opportunities for low and moderate income residents.
5	Project Name	Business Retention and Expansion Program
	Target Area	EAST SOMERVILLE NRSA UNION SQUARE NRSA Central Broadway
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$100,000
	Description	Flexible business financing program to assist creation, expansion and retention of small businesses in targeted neighborhood commercial districts.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	To improve business developments to serve low and moderate income area needs and expand entrepreneurship and employment opportunities for low and moderate income residents.
6	Project Name	Housing Rehabilitation Program

Target Area	EAST SOMERVILLE NRSA Central Broadway City Wide
Goals Supported	Preserve and Maintain Existing Affordable Housing
Needs Addressed	Building Communities of Opportunity
Funding	CDBG: \$150,000
Description	The Housing Rehabilitation Program will continue to offer grants or deferred payment loans to income-eligible homeowners to assist in making needed repairs, improvements and the abatement of hazardous materials from the home. The Program will also include acquisition activities that will aid in preserving and maintaining the affordable housing stock in the city. The Program is designed to utilize both federal CDBG and HOME funds to improve the existing housing stock and to create and/or maintain affordable rental units, and in the past year has seen a surge of demand from the local residents.
Target Date	6/30/2015
Estimate the number and type of families that will benefit from the proposed activities	See AP-20
Location Description	
Planned Activities	Rehabilitation program for owner occupied single family and multi-family units, as well as rental units occupied by income-eligible tenants.
7 Project Name	Home Energy System Improvement Program
Target Area	EAST SOMERVILLE NRSA Central Broadway City Wide
Goals Supported	Preserve and Maintain Existing Affordable Housing
Needs Addressed	Building Communities of Opportunity At Risk Populations
Funding	CDBG: \$57,759
Description	Grants to low and moderate income home owners, many elderly to replace dilapidated home heating systems with energy efficient systems.

8	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Elderly households in particular are an at risk population. This activity prevents homelessness caused by non-functioning HVAC systems and results in the reduction of housing costs
	Project Name	Urban Forestry/Street Tree Program
	Target Area	EAST SOMERVILLE NRSA UNION SQUARE NRSA Central Broadway City Wide
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$80,000
	Description	Program to increase the number of street trees and expand the neighborhood tree canopy.
9	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	Target areas to include East Somerville and Winter Hill.
	Planned Activities	Tree planting in LMI service Areas.
	Project Name	ADA Improvement Program
	Target Area	City Wide
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$15,000
	Description	Providing greater accessibility to street and sidewalk areas and other public facilities with ramps and other physical improvements, signalization and signage.

	Target Date	6/15/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Eliminate accessibility barriers including curb cuts and ramps.
	Project Name	Slum or Blighted Area/Spot Blight
10	Target Area	City Wide
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$150,000
	Description	Project may include the acquisition of real property and demolition of buildings blighted or in physical decay.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Project may include the acquisition of real property and demolition of buildings blighted or in physical decay.
	Project Name	Public Services Program
11	Target Area	City Wide
	Goals Supported	Family Stabilization and Job Readiness
	Needs Addressed	At Risk Populations
	Funding	CDBG: \$356,021
	Description	City has an RFP process to distribute funds to nonprofit organizations providing a variety of services e.g., at risk youth, literacy programs, and elderly and disabled transportation.
	Target Date	6/30/2015

	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
12	Planned Activities	Provide public service activities to assist the low to moderate income community that will provide opportunities to fulfill education and employment goals, financial literacy to plan for the future, appropriate services for low income seniors living on fixed incomes, persons with disabilities, and safety net planning for victims of domestic violence.
	Project Name	Planning & Administration
	Target Area	EAST SOMERVILLE NRSA UNION SQUARE NRSA Central Broadway
	Goals Supported	Stabilize and Revitalize Diverse Neighborhoods
	Needs Addressed	Building Communities of Opportunity
	Funding	CDBG: \$474,695
	Description	Up to 20% of CDBG annual allocation may be used for planning and administration including but not limited to compliance, other federal requirements, fair housing, and reporting.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
13	Planned Activities	Administer CDBG funds.
	Project Name	Housing Special Projects
	Target Area	
	Goals Supported	Preserve and Maintain Existing Affordable Housing
	Needs Addressed	Building Communities of Opportunity At Risk Populations
	Funding	HOME: \$234,485

	Description	Housing Special Project funds are available to for-profit and non-profit developers of affordable housing for the acquisition, demolition, predevelopment, operating and construction costs of both rental and homeownership housing projects located within the City of Somerville.
	Target Date	6/15/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
14	Planned Activities	The City anticipates supporting the development of 35 units of affordable housing at 181 Washington Street and 25 units of affordable senior housing at 458 Mystic Valley Parkway among other projects.
	Project Name	Tenant-Based Rental Assistance
	Target Area	City Wide
	Goals Supported	Preserve and Maintain Existing Affordable Housing
	Needs Addressed	At Risk Populations
	Funding	HOME: \$100,000
	Description	Tenant-Based Rental Assistance funds are available to subsidize and stabilize income-qualified tenants of rental housing units located within the City of Somerville. Funds are targeted to households at risk of homelessness and groups identified as having special needs.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
15	Planned Activities	TBRA providers may include: Somerville Homeless Coalition PASS Program
	Project Name	CHDO Set Aside
	Target Area	City Wide
	Goals Supported	Preserve and Maintain Existing Affordable Housing
	Needs Addressed	Building Communities of Opportunity
		At Risk Populations

16	Funding	HOME: \$ 71,675
	Description	A minimum of 15% of the annual HOME entitlement is set aside for the City's CHDO, the Somerville Community Corporation. The City of Somerville has consistently set aside the majority of its HOME funds for the benefit of the City's local CHDO, far in excess of the required minimum 15% of the annual HOME entitlement grant.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	The City anticipates supporting the development of 35 units of affordable rental housing at 181 Washington Street developed by the Somerville Community Corporation.
	Project Name	CHDO Operating Set-aside
	Target Area	City Wide
	Goals Supported	Preserve and Maintain Existing Affordable Housing
	Needs Addressed	Building Communities of Opportunity At Risk Populations
17	Funding	HOME: \$23,891
	Description	As an eligible component of the HOME program, CHDO operating funds of 5% are set-aside from the City's annual HOME Program entitlement grant to assist the City's only Community Housing Development Organization (CHDO), the Somerville Community Corporation with its costs to operate its non-profit housing development department.
	Target Date	6/15/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Operations of SCC for housing development
	Project Name	HOME Administration

	Target Area	
	Goals Supported	Preserve and Maintain Existing Affordable Housing
	Needs Addressed	Building Communities of Opportunity At Risk Populations
	Funding	HOME: \$47,783
	Description	Up to 10% of HOME annual allocation may be used for planning and administration including but not limited to compliance, other federal requirements, and reporting.
	Target Date	6/15/2015
	Estimate the number and type of families that will benefit from the proposed activities	See AP-20
	Location Description	
	Planned Activities	Administration of HOME funds
18	Project Name	Emergency Solutions Services
	Target Area	City Wide
	Goals Supported	Reducing and Ending Homelessness
	Needs Addressed	At Risk Populations
	Funding	HESG: \$202,284
	Description	Provide services to enable individuals and families to live independently. Funds will be distributed through an RFP process to local nonprofit service providers. Up to 7.5% of the entitlement may be used for administrative costs.
	Target Date	6/30/2015
	Estimate the number and type of families that will benefit from the proposed activities	Homeless prevention: 125 persons assisted.
	Location Description	

	Planned Activities	Provide emergency shelter and essential services to homeless individuals and families; provide housing relocation and stabilization services and rental assistance to households experiencing homelessness; provide housing relocation and stabilization services and rental assistance to quickly move homeless persons into stable, permanent housing; and provide data collection on homeless person's service.
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Consistent with the 2013-2017 Consolidated Plan the city continues to focus its efforts on three key NRSA districts within the city: East Somerville, Union Square, and Central Broadway.

All three of these NRSA districts share many of the same characteristics. All three area's are primarily residential and represent some of the most densely populated sections of the City. All three area's also comprised of the most ethnically diverse populations in the city. East Somerville specifically has some of the highest concentrations of Hispanic, Portuguese, and Brazilian residents in the city. The low to moderate income residents located in East Somerville represent over 62% of that districts population. Central Broadway include two of the city's largest public housing developments along with a 100 unit development specifically for elderly and disabled households. Central Broadway is also where the latest affordable housing apartment complex, St. Polycarp's village, is being developed by the City's CHDO. Similar to East Somerville and Central Broadway Union Square is characterized by many of the same demographic attributes of being a densely populated residential neighborhood with a wide mix of ethnic diversity and concentrated low to moderate income populations.

All three of these neighborhoods also share many of the same common issues including an aging housing stock (majority of multifamily homes were built between 1875 and 1925) in need of rehabilitation, overcrowding, low vacancy rates, and a high housing cost burden. Currently the Central Broadway NRSA is pending approval from the HUD field office and the Union Square NRSA is pending renewal approval from the HUD field office.

Geographic Distribution

Target Area	Percentage of Funds
East Somerville NRSA	20
Union Square NRSA	20
Central Broadway	20

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Somerville is committed to focusing its investment in three target areas: East Somerville, Union Square, and Central Broadway. These areas represent both the three areas within the city in greatest need and the three areas with the greatest opportunity and most underutilized community assets. The increased addition of public transportation options as a result of the green line extension and one additional orange line stop will unlock an abundance of opportunities for the low to moderate income communities of Somerville to access new higher quality job opportunities both in Somerville and in the surrounding neighborhoods. In addition further investments in infrastructure and open space will

continue to foster an inclusionary environment where residents of all income brackets will co-exist and help to balance the concentrated nature of low to moderate income neighborhoods in the city.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City plans to address affordable housing needs through several programs, including Housing Rehabilitation for both homeownership and rental units, Tenant-Based Rental Assistance for homeless and at-risk households, Housing Production of new affordable rental units, First-Time Homebuyer Assistance, Acquisition/Rehab of existing housing for the creation of new affordable units, and demolition of buildings for the creation of affordable housing. The City may also utilize funds to create, market and maintain a Universal Opportunity list for upcoming affordable housing opportunities, both rental and homeownership.

One Year Goals for the Number of Households to be Supported	
Homeless	32
Non-Homeless	68
Special-Needs	10
Total	110

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	30
The Production of New Units	40
Rehab of Existing Units	40
Acquisition of Existing Units	10
Total	120

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City seeks to expand the number of affordable housing units in the City while simultaneously making access to existing housing units more affordable. Through a combined approach of new development and housing assistance, the City hopes to increase the number of households who can afford to live in Somerville and decrease the number of households with housing burdens.

- Somerville will continue to support Lead Hazard Abatement and Housing Rehabilitation programs. Both programs are essential in maintaining affordable rents in Somerville, as well as improving deteriorating housing stock. The Lead Abatement program also reduces barriers to fair housing by helping landlords comply with lead regulations that require a significant dollar investment to make the housing unit safe for children.
- Somerville will continue to assist individuals and families at risk of homelessness through the Somerville Homeless Coalition PASS program. The City may also choose to expand TBRA by offering assistance to targeted populations identified in the Five Year Consolidated Plan.
- The City will work with its designated Community Housing Development Organization, the Somerville Community Corporation (SCC), to develop affordable housing units at 181 Washington Street and explore options for new mixed-income homeownership development.
- The City will explore opportunities for small property acquisition and rehab to create more affordable housing within the City.
- The City will continue to work with the Somerville Housing Authority to develop affordable housing for Somerville's elderly population at the MWRA site.
- The City will continue to promote the SCC's First Time Home Buyer Training Courses.
- The City's Inclusionary Housing Ordinance mitigates the impact of private development on the overall housing market by creating units affordable to low and moderate-income households. The City will continue to market these units and evaluate necessary changes to the ordinance, including the creation, marketing, and maintenance of a Universal Opportunity List for rental and/or homeownership unit opportunities.
- The City will continue to collect linkage fees for commercial developments over 30,000 SF. These monies are deposited into the Somerville Affordable Housing Trust Fund to support affordable housing development and housing related activities for Somerville's low and moderate-income residents. The Linkage Fee was recently increased to \$5.15/sf, which will provide additional resources.
- The City will continue its First-time Homebuyer assistance program to create a more effective program.
- The City will collaborate with the Somerville Homeless Providers Group (SHPG) to develop more permanent housing solutions for homeless and disabled populations. The City will also utilize HUD McKinney-Vento planning grant funds to ensure coordination of homeless efforts, including project monitoring, evaluation and centralized intake.

- The City will work to preserve any units at risk of expiring in the coming year. The City will also collaborate with the Somerville Community Corporation to preserve these units.
- The City will encourage the development of a wider range of unit sizes. Data suggests that there is a lack of larger rental units and smaller ownership units. The City will work with both private and non-profit developers to close the gaps between need and supply. In particular, the City will work to ensure sufficient numbers of family housing are created.
- The City will demolish buildings and clear sites earmarked for affordable housing development.

AP-60 Public Housing – 91.220(h)

Introduction

The Somerville Housing Authority, located at 30 Memorial Road, owns and manages public housing units and administers Section 8 housing vouchers and other rental subsidies to low and moderate-income families, seniors, and disabled individuals. The SHA owns and manages 584 public housing units and 1193 vouchers.

Actions planned during the next year to address the needs to public housing

The Somerville Housing Authority's 5 Year Plan, released in 2010, states the following strategy they will employ to address Housing Needs.

"The SHA will continue to employ effective maintenance and management policies to minimize the number of public housing units offline. Vacancy rates are consistently low and meet expectations. SHA continues our successful reduced turnover time for vacated public housing units. Major Capital Funded projects are selected to both improve the facilities and reduce the need for disruption of tenancy or cause relocation. SHA is nearing construction completion of the replacement of 64 State public housing units with 95 units of PBV assisted facility that will address the identified needs of elderly residents needing independent living with available assistance to age in place. SHA will maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. SHA will continue to maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance levels. Participate in the Consolidated Plan development process with the City of Somerville to ensure coordination with broader community strategies."

Waiting lists for all forms of public housing are very long. In addition, the Somerville Housing Authority is part of the Centralized Section 8 Waiting List. The list contains 1495 Somerville applicants and annual turnover is around 50 vouchers per year, meaning it would take close to 30 years to get through the list. There are currently no new Section 8 vouchers available.

Based on this data, the need for affordable rental housing in Somerville is overwhelming.

The City of Somerville will continue to rely on the Somerville Housing Authority to be the major provider of subsidized housing through public housing and vouchers. Most of the households on the SHA waiting lists cannot afford a rental unit on the private market and are therefore waiting for a subsidized unit to solve their housing needs. To that end, the priority of the City of Somerville to increase the number of subsidized affordable units, particularly rental units, is a main focus of this plan. To that end, the City will fund the development of 25 new housing units for seniors, to be developed by the SHA at the

MWRA site on the Capen Court campus.

The City will also work with the SHA to ensure that reasonable modifications are made to their housing units where necessary.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The City's Inclusionary Housing Program creates affordable rental and homeownership units via a minimum 12.5% requirement for properties building more than 8 units of new housing. In accordance with the City's Ordinance, Somerville residents on the Somerville Housing Authority waitlist for both Section 8 and public housing units are given preference for Inclusionary Housing rental units. The Housing Division will continue to market these units via the SHA to encourage eligible residents to apply.

The City is actively encouraging increased homeownership among public housing residents as well. Given the high cost of ownership housing in Somerville (Median sales price for a single family home in Somerville in 2012 is \$412,500, and for a condominium \$383,000 according to Warren group data), most public housing residents can only afford subsidized ownership units through the City's Inclusionary Housing Program. The City actively markets units in this program via the SHA and will continue to do so. In addition, the Somerville Community Corporation, Somerville's CHDO, offers First-Time Homebuyer Education classes at least 4 times per year and also offers Financial Literacy classes to help Somerville residents start saving for their goals. The First-Time Homebuyer Education classes qualify buyers for MHP's Soft Second loan program as well.

In addition, the City will continue to offer First-Time Homebuyer Assistance to income-eligible homebuyers purchasing property in Somerville, making homeownership more accessible.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NA

Discussion

The City will work closely with the SHA in the coming year as we fund the MWRA site, creating 25 new housing units for seniors in Phase I. We will also explore the possibility of additional collaborations. The SHA will continue to have a seat on the Somerville Affordable Housing Trust Fund and the Somerville Fair

Housing Commission, as well as the Community Preservation Committee.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Emergency Solutions Grant funds will be one of the sources used to address the needs of homeless persons and persons with special needs. Through a Request for Proposal, non-profit agencies will be funded for providing services in 4 primary categories: Emergency Shelter and Essential Services, Homeless Prevention Activities; Rapid Re-housing and Stabilization and HMIS data collection and reporting. In addition to ESG funds, CDBG funds will be used to provide support services to the homeless and other persons with special needs. HOME funds will also be used for Tenant-Based Rental Assistance and new housing development will include units for formerly homeless households where possible.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City uses a combination of teams to outreach and assess the needs of the homeless population including unsheltered persons. The First Step Outreach van working with the Police and other partners help unsheltered homeless men and women by providing referrals and transportation to needed resources. The goal is two-fold: to alleviate some of the burden placed on the Police Department and more importantly to help homeless individuals stay alive during the harshest of months. The outreach term works to build trusting relationships with homeless persons living on the streets and in encampments performs assessment for homeless persons in the field and links them to shelter and supportive services that meet their needs. They will transport people to CASPAR's Emergency Services Center or to other shelters, detoxification centers, hospitals or other facilities as directed by the clients. The CASPAR program provides overnight shelter, meals and bathroom/shower facilities and attempts to engage homeless persons in case management to assess their homeless history and current needs and work to place them in appropriate longer-term emergency shelter or transitional housing programs so they can work toward regaining their permanent housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City's funding, coupled with other public and private funding sources secured by sub-recipients, provides for the operation of emergency shelters, transitional housing, and support services programs in the areas. These shelters and transitional programs address the needs of specific populations, such as chronically homeless persons, families, persons with severe substance abuse histories and those suffering from dual or multiple co-occurring disorders.

In conjunction with the CoC, the city is working on a new assessment tool to be used by all social service

providers working with homeless persons. The new tool will provide coordinated entry, assessment, and housing and supportive services interventions to assist homeless families and families at-risk of homelessness across the city. The goal of this collaborative tool will be to divert families from becoming homeless and to end families' homelessness as rapidly as possible.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Rapid Re-Housing funds through ESG funding will provide housing relocation and stabilization services and rental assistance to quickly move homeless households experiencing homelessness into stable, permanent housing. Rapid Re-Housing sub-recipients will provide services to homeless individuals and families living in the community to maintain or identify alternative permanent rental housing and achieve housing stability. Housing relocation and stabilization can include, but is not limited to, financial assistance including moving costs and utility assistance, housing search and placement and housing stability case management and housing stability case management. Eligible households may also receive up to 24 months of rental assistance for fair market rental housing.

Funds will also be made available through the HOME Tenant-Based Rental Assistance Program to allow households to stabilize their housing situation as they work towards self-sufficiency and permanent housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Homeless Prevention funds through ESG funding will provide housing relocation and stabilization services and rental assistance to at-risk households from experiencing homelessness. Homeless Prevention sub-recipients will provide services to extremely low income individuals and families living in the community to maintain or identify alternative permanent rental housing and achieve housing stability. Housing relocation and stabilization can include, but is not limited to, financial assistance including moving costs and utility assistance, housing search and placement and housing stability case management. Eligible households may also receive up to 24 months of rental assistance for fair market rental housing.

Through a comprehensive uniform intake, sub-recipient case managers will determine if there are other housing options available to the household rather than accessing shelter through the homeless system. For example, family and friends that the client may be able to stay with while stabilizing their housing situation, may be more beneficial for the household and simultaneously reserves homeless shelter resources for those with no other options. Additionally, sub-recipient case managers will provide follow-up to families and individuals placed in housing to ensure they remain stably housed. This follow-up may take the form of monthly check-in either in person, by phone or home visits.

The Somerville Affordable Housing Trust Fund also makes grants to agencies helping to prevent homelessness through Eviction Prevention, Foreclosure Prevention and case management. The Trust's Tenancy Stabilization Program also provides up to \$3000 financial assistance to help prevent homelessness.

Discussion

In addition to services for homeless persons and persons at risk of homelessness, support services are needed to assist the working poor who are one crisis away from becoming homeless. The SomerVision Comprehensive Plan reinforces Somerville's commitment to serving at risk populations via homelessness prevention and rapid re-housing.

- SomerVision Goal E.IV: Create a diversity of programs that prevent homelessness and address the housing needs of the homeless and those at risk of homelessness.
- SomerVision Policy E.1.B: The City should ensure that a cohesive network exists to prevent individuals and families from becoming homeless.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City's Analysis of Impediments to Fair Housing identified barriers to accessing affordable housing shown below. By identifying these barriers, the City can identify strategies to reduce them by targeted funding, new policies and improving education.

Structural Impediments: The lack of developable land limits the number of affordable units that can be produced in the City. Applications for existing affordable housing units continue to exceed those available. The composition of the housing stock presents another structural impediment in the City. Most large units are owner-occupied and smaller units are in the rental market, making it hard for small families to purchase, and for large families to rent in Somerville. High home prices in the Greater Boston real estate market have placed homeownership out of reach of many Somerville renters, and the city's high rent costs provide no relief to renters. While zoning, land-use controls, building codes and fees were not identified as an Impediment to Fair Housing, the City is currently undertaking a review of the Somerville Zoning Ordinance. The Housing Division will work with Planning and Zoning staff to ensure that future versions of the SZO continue to ensure that Fair Housing is not impeded.

Basic Awareness and lack of in-depth knowledge on Fair Housing laws: Most Somerville residents are aware of fair housing discrimination due to efforts by the Fair Housing Commission; however, the level of awareness is basic and general. Landlords who were unfamiliar with fair housing laws often did not properly explain the rights of tenants. Limited awareness by tenants leads to a failure to defend their rights or report discriminations.

Limited Capacity and Resource of the Fair Housing Commission: The Somerville Fair Housing Commission is responsible for creating awareness and advocating for fair housing issues in the City, but is under-resourced in terms of staffing and funding to sustain the needed extensive educational campaign. Some residents who have experienced housing discrimination have cited a lack of enforcement as a reason for their failure to file a complaint.

Immigrants and Linguistic barriers: While Somerville is a magnet for foreign-born immigrants, those with limited English proficiency may also have minimum understanding on leasing policies and terms. Formal complaints are often not filed, because new immigrants may be unfamiliar with the system and language may be a barrier.

Families with Children and Section 8 discriminations: The lack of an ample supply of family-size rental units continues to present significant challenges to families with children. The presence of lead-based paint hazards in some of these family-size units limits the housing choices of families with children under the age of six in the City. While landlords are legally required to remove lead from units that are occupied by households with children, this does not always happen as required. Some social service providers interviewed for this report also shared incidents where individuals and families with rent

vouchers are discriminated.

Persons with Disabilities and Reasonable Accommodation: With most houses built before 1940, persons with disabilities encounter impediments as they seek accessible housing units in the City. There are not enough accessible units in the City, but housing agencies in the City have strived to make more of their housing units accessible in the last five years. However, the prohibitive cost of structural changes to bring older municipal buildings and public places to current ADA compliance continues to limit the degree of compliance in the City.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's analysis of impediments to fair housing identified strategies to remove barriers to accessing affordable housing shown below. These action steps will remove barriers to fair housing by targeted funding, new policies and improving education.

The Housing Division and Fair Housing Commission are primarily responsible for implementing the action steps. For the implementation timeline, the broader action steps have been categorized into near term, medium term and long term. Implementation efforts for some of the action steps will start in the near term, but will require significant time and continue to the medium or long term timelines. In the near term, the focus is on building the capacity of the Fair Commission in terms of personnel, educational materials and financial resources.

For a complete copy of the Implementation Plan, please contact the Housing Division.

Short Term Action Steps

1. Consider revising the requirements for the Fair Housing committee membership in order to fill vacant positions on the committee.
2. Increase collaboration between the Fair Housing Commission and the Office of Somerville Commissions to maximize efforts toward expanding fair housing choices in Somerville.
3. Explore the possibility of finding volunteers and interns, preferably with legal background to investigate fair housing cases and also to provide training to service providers in the city.
4. Explore the possibility of finding a graduate intern(s) to assist the Fair Housing Commission to implement identified action steps.
5. Partner with Greater Boston Fair Housing Center to utilize the personnel and resources in the areas of outreach, education and training.
6. Provide fair housing training for service providers in the city to enable them to provide fair housing advice to residents who patronize their services.

7. Conduct a Housing Needs Assessment to understand the housing needs in the city and also to provide recommendations on how to address the issues identified.
8. Develop a comprehensive fair housing education and outreach plan, which will guide the Fair Housing Commission's future educational outreach to various impacted population groups through appropriate channels and venues.
9. Promote the City's housing programs and other non-city housing programs as fair housing resources.
10. Increase outreach on the existing housing programs to homeowners and tenants.
11. Work to increase coordination among the City, Somerville Housing Authority, Somerville Community Corporation, and other affordable housing developers to maximize their available resources devoted toward affordable housing development
12. Review the current zoning code and building code to allow development of more affordable housing units in the city
13. Improve access to public transit to reduce the high cost burden associated with vehicle ownership. In addition to the Action Steps identified above, in order to address the identified barriers for Immigrants and Linguistic Barriers, the Housing Division will work to ensure that all materials are translated into the three most prominent languages, Spanish, Portuguese and Haitian-Creole and distributed to agencies serving immigrants and linguistically-isolated populations. The Housing Division will also work closely with the City's Language Liaisons to ensure meetings and materials are made accessible to non-English speakers.

Discussion

Somerville is committed to ensuring safe and accessible housing for the full diversity of its resident population, particularly for At-Risk Populations. The SomerVision Comprehensive Plan explicitly acknowledges this commitment.

SomerVision Goal E.I: Preserve and expand an integrated, balanced mix of safe, affordable and environmentally sound rental and homeownership units for households of all sizes and types from diverse social and economic groups.

SomerVision Policy A.V.B: The City should adopt policies and regulations for infill development that support continued diversity in its population, income and housing stock.

AP-85 Other Actions – 91.220(k)

Introduction

Efforts will be made to serve the needs of the community

Actions planned to address obstacles to meeting underserved needs

Efforts will be made to serve the needs of the community

Actions planned to foster and maintain affordable housing

- Other actions taken include
 - Implementing a linkage fee charged to developers building commercial development in the City.
The full amount of the linkage fee goes into the City's Affordable Housing Trust Fund.
 - Encouraging the City's CHDO to build/provide more rental housing units rather than homeownership units, although targeted homeownership is a priority in this action year
 - Providing affordable housing to homebuyers at 80% and 110% AMI and rental housing to tenants at 50% and 80% AMI through the application of the City's inclusionary housing ordinance.
- Coordinating with newly formed Community Preservation Committee to achieve joint goals.
- Focusing on family-sized housing development, either through new construction or acquisition/rehab efforts.
- Exploring activities to assist middle-income households with obtaining housing in Somerville.
 - Targeting public services and some HOME funds to programs that provide transitional housing.

Actions planned to reduce lead-based paint hazards

The City has HUD Lead Hazard Abatement grants, which it uses to provide forgivable loans to homeowners for all work necessary to bring a unit into full lead abatement compliance. The City has reached out to homeowners and landlords, including Section 8 landlords, to encourage use of the program. The City's lead program is a critical priority for the City because 2010 US ACS data indicates that almost 94% of the homes in Somerville were built before 1978 and 61% were built before and two thirds

of the units are in two or three family houses. The City of Somerville is currently in full compliance with federal Title 1012/1013 regulations, Section J, which requires that lead based paint be addressed in all properties receiving Federal funds for housing rehabilitation. Safe work practices and all requirements under Title 1012/1013 have been fully integrated into existing housing rehabilitation programs, which are funded primarily with CDBG and HOME grants. A fully implemented plan for addressing lead based paint hazards has been in effect in the City since 2001.

Somerville will continue to support and expand the Housing Rehabilitation and Lead Abatement programs, which rehabilitates the existing housing stock while often placing rent restrictions on apartments in multi-family homes. This is especially important in Somerville, where the majority of all units are in two or three-family housing. Somerville's Lead Abatement program, which is funded by a Lead Hazard Control grant from HUD, has been recognized by HUD as a national model. The City is also developing materials to assist homeowners in abating lead paint found in soil on properties, especially in play areas.

Actions planned to reduce the number of poverty-level families

- Affordable childcare services to support low-income families
- Public services will be provided homeless supportive services (rent prevention assistance, services for victims of domestic violence, mental health counseling, substance abuse counseling, life skills training, and other needs specifically targeted to the homeless), counseling for victims of crimes, emergency basic needs, access to affordable housing, literacy program, information and referral services and life skills training and professional development opportunities
- Services to seniors to prevent isolation or elder fraud and ensure basic needs are met
- Access to affordable transportation services
- An array of supportive services to low-income and at-risk youth

Actions planned to develop institutional structure

Institutional Structure gaps weren't identified during this Action Plan process. If gaps arise and become identified, actions will be taken to address them.

Actions planned to enhance coordination between public and private housing and social service agencies

Housing and social service providers will collaborate through participation in the Continuum of Care's general and sub-committee meetings and in the compilation of an inventory of social service providers, including the sub-population served, a description of the services provided and contact information. Several social service agencies have offices located in public housing and attend general meeting of the housing authority to identify problems in advance and have the opportunity to help resolve a crisis immediately. Please see the Public Housing section of this Consolidated Plan for more information regarding the consultation and coordination with the local Public Housing Association, as well as information about the encouragement of public housing residents to become more involved in management of the properties and information about becoming future homeowners.

Housing projects coordinate with the Somerville Affordable Housing Trust Fund and coordinates with the Massachusetts Department of Housing and Community Development on specific housing development projects regarding the provision of state resources to City-supported projects, such as Massachusetts Affordable Housing Trust Funds, State HOME funds, LIHTC and other state housing funding resources. This includes participating in general discussions and consultations on overall housing goals at both the local and state level, as well as discussions with DHCD staff on specific housing development projects that are seeking multiple funding sources. In addition, the City and the Somerville CoC coordinates with the State on ESG activities to ensure the best use of prevention and rapid rehousing resources. The City also consults with MAPC.

In addition, the Somerville Homeless Providers Group meets monthly to ensure coordinated efforts for all homeless persons. These meetings include representatives from agencies serving the broader group of persons at the poverty level, such as Community Action Agency of Somerville, RESPOND, Cambridge and Somerville Legal Services, and others who provide non-housing services such as employment training, mental health counseling, veteran's services, elder services, financial literacy, immigration services, and health services.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	50,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	50,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	75.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Somerville Affordable Housing Trust Funds: The City has established a Somerville Affordable Housing Trust Fund which receives funds from Linkage Fees assessed to commercial development over

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30,000 sf as allowed by a Home Rule Petition and fractional payments through the City's Inclusionary Housing Program. Funds are made available for affordable housing development loans, both rental and homeownership projects, direct assistance to Somerville residents through Closing Cost Assistance and Tenancy Stabilization Funds, and Grants to non-profits for housing assistance activities. Funding decisions are made by a vote of the Trustees.

Lead Hazard Abatement Program: The City has a \$2,007,703 million grant for Lead Hazard Abatement funds. These funds will be used in connection with Housing Rehabilitation funds to ensure that properties are brought up to HQS and are safe for habitation, particularly for households with children under the age of 6.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

See attached "Guidelines for Resale and Recapture".

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

NA

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

NA

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

All sub-grantees will be required to evaluate each applicant for eligibility for ESG funds through an initial intake consultation, specifically whether an applicant for funds meets the definition of "homeless" or "at risk of homelessness" in accordance with 24 CFR 576.2, and whether an applicant meets income eligibility. All sub-grantees will also be required to keep records regarding eligibility or ineligibility for each applicant in accordance with 24 CFR 576.500 (b),(c),(d), and (e). Households must meet at least the following minimum criteria: 1 Income: Household's total income must be at or below 50% of AMI, 2. Must be a Somerville Resident (defined as someone a)currently living in

Somerville, b) living in a Somerville shelter, or c) living in Somerville immediately prior to becoming homeless), 3. Housing Status: Household must be either homeless in accordance with 24 CFR 576.2 (to receive rapid re-housing assistance) or at risk of losing its housing in accordance with 24 CFR 576.2 (to receive homelessness prevention assistance); and must meet the following criteria a. Not otherwise eligible for Emergency Assistance, b. No appropriate subsequent housing have been identified, c. The household financial resources to obtain immediate housing or remain in its existing housing; and d. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

See written procedures for provisions of ESG assistance from Year 1

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Continuum of Care is still working on a centralized assessment form. The form in use collects all the data elements necessary for implementation in the HMIS system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Request for Proposals are received from non-profit agencies to enhance existing activities and transform homeless assistance with an emphasis on quickly rehousing people who become homeless and prevention homelessness. These proposals must address one or more of the goals in the

Consolidated Plan, must demonstrate a match, must agree to use the HMIS system (or comparable database) for reporting purposes, must attend Continuum of Care monthly meetings, etc. An Advisory Committee reviews the proposals using an evaluation system and scores the proposals. The recommendations are presented to the Mayor based on proposals that will rapidly transition participants to stability, link program participants to community resources and mainstream benefits and help them develop a plan to prevent future housing instability. Awards are made following the ESG eligibility categories (no more than 60% for Shelter Operations & Essential Services, no more than 7.5% for Administration. Agencies are encouraged to focus on Rapid Rehousing and Homelessness Prevention Services using HUD's Housing First Model.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Agencies recognize the importance of involving past and present homeless participants in agency

police-making activities and program planning. This is sometimes difficult when the homeless individuals are active substance abuser but efforts are made to engage them later.

5. Describe performance standards for evaluating ESG.

ESG proposals are evaluated based on their previous experience providing services to the homeless community and addressing the one or more of the needs highlighted in the Consolidated Plan. Additionally, proposals are evaluated based on the response to the criteria in the Request of Proposals, their capacity and timeliness, quality of work and previous outcomes, etc. ESG proposals providing Homelessness Prevention and Rapid Re-Housing programs are viewed favorable, as they adhere to HUD's Housing First Model.

Discussion

CITIZEN PARTICIPATION PLAN

CITY OF SOMERVILLE

Office of Strategic Planning & Community Development
93 Highland Avenue
Somerville, MA 02143

Pursuant to the requirements of 24 CFR 91.105, the City of Somerville hereby issues the following plan to provide for and encourage citizens to participate in the development of the City of Somerville's Consolidated Plan, Annual Action Plan, any substantial amendments to the Consolidated Plan or Annual Action Plan, and the Performance reports (CAPER).

I. Introduction

The City of Somerville annually receives Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Community Development (HUD), which it administers through the City of Somerville Mayor's Office of Strategic Planning and Community Development. In 1995, the Department of Housing and Urban Development (HUD) combined the CDBG, HOME, and ESG application cycles, creating the Consolidated Plan process. Now this single process is used to evaluate needs, set priorities and allocate funds to implement projects using CDBG, HOME, ESG, and McKinney funds. As a recipient of these entitlement program funds, the City is required to produce the following documents:

1. **Consolidated Plan:** A five-year plan that documents Somerville's housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments.
2. **Annual Action Plan:** An annual plan that describes specific CDBG-, HOME- and ESG funded projects that will be undertaken over the course of the upcoming fiscal year.
3. **Consolidated Annual Performance and Evaluation Report (CAPER):** An annual report that evaluates the use of CDBG, HOME and ESG funds

The City will also implement the Citizen Participation Plan in the event that the City amends the Consolidated or Action Plans.

In addition to these reports, program recipients must also have in place an approved Citizen Participation Plan as a requirement of the Cranston-Gonzalez National Affordable Housing Act and Section 508 of the Housing and Community Development Act of 1974, as amended, for direct recipients of HUD programs. This Citizen Participation Plan has been developed to provide citizens and other interested agencies and organizations with opportunities to participate in an advisory role in the planning, implementation and evaluation of the CDBG, HOME and ESG programs which primarily benefit Somerville's low- and moderate-income residents and to review and comment on each of the documents listed above.

II. National Objectives

The primary purpose of these formula grant programs is to assist low to moderate income persons achieve the following goals:

1. Provide decent, safe, and sanitary housing
2. Provide a suitable living environment
3. Expand economic opportunities

Furthermore, under HUD regulations, each activity to be funded must meet one of the above objectives if it does one (or more) of the following:

- Serve low or moderate income residents (low or moderate income residents are defined as individuals, families, or households with an annual income less than the Section 8 low income limits. These limits are generally defined as 80 percent of the median area income or less, but greater than 50 percent of the median area income as established by HUD to qualify as low and moderate income individual, families, or households; or equal to 50 percent of the median area income or less as established by HUD to qualify as very low income individuals, families, or households)
- Eliminate or reduce slum or blight
- Meet an "urgent need" (damage caused by a flood or hurricane, etc.)

III. Administration

The programs are administered by the City of Somerville Mayor's Office of Strategic Planning and Community Development. Throughout each step of the funding process, the OSPCD will be responsible for notifying agencies, organizations and the public regarding funding availability, and assisting the Mayor with funding decisions. Also, the OSPCD will execute agreements with sub-recipients and other City Departments in order to articulate specific program responsibilities including:

- Oversight of the procurement process for design and construction work
- Review and approval of reimbursement requests
- Performance monitoring of sub-recipient performance
- Preparation of plans and reports as required by HUD

IV. Development of the Consolidated Plan

HUD regulations 24 CFR 91.205 to 91.230 requires recipients of CDBG funding to prepare a Five-Year Consolidated Planning Strategy (Consolidated Plan). The Consolidated Plan identifies and prioritizes community development needs, project proposals, and the specific funding needs of programs. The OSPCD will solicit community input for the Consolidated Plan in order to understand and prioritize community needs, and to further explain the consolidated planning process. The consolidated planning process is completed in several stages summarized below:

- Data Collection and Tabulation
- Drafting
- Public Viewing
- Editing
- Submission

A number of methods may be employed to gather input from community members including residents, non-profit organizations and agencies, and members of the business community including: surveys, direct consultation with individual groups, and community outreach programs. The city also conducts public hearings, which encourage the participation of residents, the public housing authority (including residents of the public housing authority), and assisted living developments, prior to the development of each Annual and Consolidated Action Plan. In an effort to maximize the participation of the low to moderate income community; meetings are held in a low to moderate income area of the city and are advertised to residents as well as local and regional institutions, agencies, businesses, developers, and community and faith based organizations. At the public hearings, OSPCD staff review a number of topics including

- Amount of assistance received from HUD annually (grants & program income);
- Encourage feedback on housing and community development needs;
- The development of activities that may be under-taken using these funds; including the estimated amount that will benefit persons of low- and moderate-income;
- The areas of the City where activities may be under-taken;
- A description of the projects programs and services that are underway using; currently available funds; and efforts to minimize displacement.

In addition to holding public hearings, OSPCD staff will meet with the Continuum of Care and the Somerville Housing Authority to directly discuss the needs assessment of each upcoming Action Plan.

V. Consolidated Annual Performance Evaluation Report (CAPER)

Pursuant with 24 CFR 91.105(a)(2)(i) The City of Somerville will, prior to submitting any Consolidated Annual Evaluation Report (CAPER) to HUD, make available to citizens, businesses, public agencies, and other organizations a draft CAPER. A draft will be made available in order to provide for and encourage citizens to participate in the development of the Performance report. The OSPCD will provide a reasonable opportunity for these groups to examine and comment on the draft through the following actions:

- The City will publish a legal notice in a local daily newspaper of general circulation such as the Somerville Times or the Somerville Journal, summarizing the contents and purpose of the CAPER and include a list of the locations where copies of the entire draft may be examined. The notice will also specify the deadline and place to which comments may be submitted. The city will allow for a minimum of a 15 day period for comments to be received.
- A public hearing will be held no later than 15 days prior to submitting the final CAPER report to HUD. The public hearing will follow the same protocol and procedures as those detailed in Section VI.
- A draft of the CAPER report will be posted on the city website in a format that is available for citizens to examine and download. The opportunity to return comments will be made available by email at ospcd@somervillema.gov.

VI. Public Hearing Process

1. Frequency. The City will hold a minimum of two public hearings annually, at different times during the Consolidated Plan process to obtain citizen input on proposed programs and projects. These meetings will coincide with development of the Consolidated Action Plan, Annual Action Plan, and CAPER Performance report. A minimum of one public hearing will be held for both the development of the Consolidated/Annual Action plan and the Annual Performance report (CAPER).
 - It is anticipated that the draft Consolidated Plan or Action Plan will be issued on or about the second week of April of each year and the plans shall be adopted and submitted to HUD no later than the 15th of May of each year.
 - It is anticipated that the draft Performance Report (CAPER) will be issued on or before the 15th of September of each year and the report shall be

submitted to HUD no later than the 30th of September of each year.

2. Location. Hearings will be held in areas of the City where CDBG funds are proposed to be used, specifically in neighborhoods of predominantly low- and moderate-income citizens as defined by the most recent U.S. census data. The meetings will be held on a weekday evening and the location will be handicap accessible.
3. Outreach. Notification of Public Hearings will be given in accordance with HUD regulations and the Massachusetts Open Meeting Law, Chapter 30A: Section 11A/2. Public meeting notices will be published in both English and Spanish two weeks prior to the date of the hearing in general circulation publications within the City.
 - Translations of the public meeting notice in Haitian Creole and Portuguese, in addition to English and Spanish, will be published on the City's cable wheel.
 - Meetings will be posted in English, Spanish, Haitian Creole, and Portuguese on the City's website.
 - Special Accommodations – In order to encourage participation among minority groups, non-english speaking persons, and persons with disabilities; the City of Somerville will, with a minimum of ten (10) days advanced notice to the OSPCD by phone, mail, or e-mail, arrange for an interpreter, a sign interpreter, services for the visually impaired or other special accommodations for persons with disabilities (e.g. providing Braille, oral, electronic, or large print copies).
 - Surveys may be distributed to community members to collect additional input.
 - Outreach to the LMI Community - Public Notices will be sent to each of the CDBG funded public service providers and to participating organizations based in the Neighborhood Revitalization Areas for posting in public areas.
 - Fliers of the meeting will be posted and distributed in the following locations throughout the City:
 - Mailing to all public service agencies with a request that the fliers be translated, if possible, into languages other than Spanish, Portuguese, Haitian Creole or English, if this is appropriate for their constituency.
 - All branches of the Public Library
 - Front hall of City Hall
 - The Mayor's office
 - OSPCD front desk
 - Other locations as deemed appropriate
4. Accessibility. All hearing/meeting locations will be handicapped accessible. Meetings will be advertised in English, Spanish, Portuguese and Haitian Creole (and other languages as appropriate). All ads, notices and fliers will include a TTY phone number and contact information to arrange for special accessibility requirements. Persons with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access the programs and activities of the City of Somerville, are invited to make their needs known to the ADA coordinator:

ADA Coordinator
Executive Office on Disability and Compliance
167 Holland Street, Second Floor, Room 207
Somerville, MA 02144
617-625-6600 X2323
866-808-4851 (TTY)
ballen@somervillema.gov

5. Information Provided. At the first public hearing after the City receives information on the amount of assistance it expects to receive from HUD (including grant funds and program income), the City will provide this information to the public. Generally, at each hearing the following information is to be provided:
- Amount of assistance received from HUD annually (grants & program income);
 - The development of activities that may be under-taken using these funds, including the estimated amount that will benefit persons of low to moderate income;
 - The areas of the City where activities may be under-taken;
 - A description of the projects programs and services that are underway using currently available funds; and efforts to minimize displacement;
 - Review of program performance;
 - Copies of the most recently published consolidated plan; performance report; and other relevant documents (NRSA plans etc.) will be made available free of charge to any local resident, agency, or organization.

VII. Notification to Public Housing Authority

The City will provide information on a regular basis to the Somerville Housing Authority about consolidated plan activities related to its developments and surrounding communities so that the housing authority can:

- Make this information available at the annual public hearing required under the Comprehensive Grant program.
- Encourage participation among residents in the process of developing and implementing the consolidated plan.

VIII. Amendment Policy

The following criteria will require that the City enact its outlined citizen participation plan in order to solicit and obtain feedback from the low and moderate income community, in accordance with 24 CFR 91.105:

- To make a change in its allocation priorities or a change in the method of distribution of funds.
- To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan.
- To change the purpose, scope, location, or beneficiaries of an activity.

Any of these factors will be considered a substantial amendment and will be required to go through a formal amendment process. Notwithstanding the foregoing, minor budgetary revisions to the Consolidated Plan, which are defined as changes that do not exceed 25 percent of the original budget amount, will not constitute a substantial amendment and will be made without a public hearing or notification. The City of

Somerville will hold a public hearing on such an amendment, and will provide notification of the proposed amendment not less than 30 calendar days prior to the public hearing. The public hearing will follow all the protocol and procedures detailed in Section VI. The notice will summarize the nature of the proposed amendment, the date, time and location of the public hearing, and procedures for submission of comments. The City may make this notification by publishing a notice in the newspaper of general circulation along with notification sent to agencies or organizations affected by the amendment. The notice will also be posted on the City's website. Within five business days after the public hearing, the City of Somerville will determine whether to adopt the proposed amendment, adopt a revised version of the amendment or reject the amendment. The determination will be posted on the City's website. If the amendment is adopted, the change will be incorporated into the Consolidated Plan, along with a summary of comments on the amendment and the City's response to such comments.

IV. Citizen Comment on the Consolidated Plan / Amendments, and Performance Reports

1. Notification. According to 24 CFR 91.105(a)(3), the city will publish notification of the availability of the proposed Consolidated Plan, Consolidated Annual Performance Evaluation Report (CAPER), and any substantial amendments in a newspaper of general circulation and on the City website giving citizens not less than 30 days for the Consolidated Plan and amendments and not less than 15 days for the Performance Report (CAPER) to comment. This notice will include:
 - The date on which the plan will be available and the date by which comments must be received;
 - The name of the person and/or agency where comments should be directed (Comments should be directed to the Office of Strategic Planning and Community Development);
 - The form that comments should take (written, email, fax etc.).
2. Location. The City will make the plan available at the following location for a period of not less than 30 days so that citizens may comment on the plan:
 - All branches of the public library;
 - Office of Strategic Planning and Community Development;
 - By email or parcel post as requested; and,
 - On the City website at www.somervillema.gov. Persons who are visually impaired may contact OSPCD to arrange for special accommodations
 - In addition to the documents being available on line or at one of the sites listed above, local citizens may also request a copy from the Office of Strategic Planning and Community Development. Copies will be made available to the public free of charge.
3. Consideration of Comments. All comments or views of Citizens received in writing, or orally at the public hearings will be considered in preparing the final consolidated plan.

X. Availability to Access Public Records

The City of Somerville will publish the entire final Consolidated Plan, related amendments, and Performance report (CAPER). The City of Somerville will also publish and make available the entire Citizen Participation Plan. These documents will be made available to the public at the following locations and by the following means:

- All branches of the public library;
- Office of Strategic Planning and Community Development;
- By email or parcel post as requested; and,
- On the City website at <http://www.somervillema.gov>.
- A reasonable number of copies will be made available free of charge.
- These documents will also made available in a format accessible to persons with disabilities upon request (e.g. providing oral, Braille, electronic, or large print copies for the visually impaired and delivering copies to the homeward bound).

XI. Technical Assistance

The City and OSPCD Staff will be available during business hours to answer questions and provide technical assistance to citizens, public agencies and other interested parties in developing proposals for funding under any of the programs covered by the Consolidated Plan. CDBG applicants will be encouraged to contact the OSPCD staff prior to the submission of application materials to ensure that the proposal meets program eligibility requirements.

XII. Citizen Complaint Process

The OSPCD will be responsible for responding to complaints from citizens regarding the Consolidated Plan, any related amendments, the Performance report (CAPER), and the citizen participation plan. Complaints may be submitted in writing to the OSPCD by mail, or in-person. When submitting a complaint, citizens shall provide a description of the specific activity and/or project, information on the organization responsible for carrying out the activity and/or project, and a statement of the grievance. Complaints must be mailed or hand delivered to:

City Hall
 City of Somerville, Massachusetts
 Mayor's Office of Strategic Planning and Community Development
 93 Highland Avenue
 Somerville, MA 02143

The OSPCD will review complaints and provide a written response within 15 business days.