

### A. General Information

<b>Grantee Name</b>	City of Cambridge, Massachusetts
<b>Name of Entity or Department Administering Funds</b>	The Community Development Department
<b>CDBG-R Contact Person</b> (person to answer questions about this amendment and CDBG-R)	Janet L. Cudmore-Boswell
<b>Title</b>	CDBG/HOME Grant Manager
<b>Address Line 1</b>	City Hall Annex
<b>Address Line 2</b>	344 Broadway
<b>City, State, Zip Code</b>	Cambridge, MA 02139
<b>Telephone</b>	617-349-4613
<b>Fax</b>	617-349-4669
<b>Email Address</b>	jcudmore@cambridgema.gov
<b>Authorized Official</b> (if different from Contact Person)	Robert W. Healy
<b>Title</b>	City Manager
<b>Address Line 1</b>	City Hall
<b>Address Line 2</b>	795 Massachusetts Avenue
<b>City, State, Zip Code</b>	Cambridge, MA. 02139
<b>Telephone</b>	617-349-4300
<b>Fax</b>	617-349-4307
<b>Email Address</b>	citymanager@cambridgema.gov
<b>Web Address where this Form is Posted</b>	www.cambridgema.gov/~CDD

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$851,070</b>
<b>Amount Grantee is Requesting</b>	<b>\$851,070</b>

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

**APPLICATION FOR  
FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name:		<b>Organizational Unit:</b>	
Organizational DUNS:		Department:	
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)
<b>9. NAME OF FEDERAL AGENCY:</b>	

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program):    □□-□□□□	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>
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<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>
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<b>13. PROPOSED PROJECT</b>	<b>14. CONGRESSIONAL DISTRICTS OF:</b>
Start Date:    Ending Date:	a. Applicant    b. Project

<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal    \$    .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant    \$    .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State    \$    .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local    \$    .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
e. Other    \$    .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income    \$    .00	
g. TOTAL    \$    .00	

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

CDBG-R  
Activity Data Spreadsheet

Jurisdiction/Grantee Name: City of Cambridge, Massachusetts		CDBG-R Fomula Grant Amount: \$851,070				Date: May 13, 2009	
<b>Activity Name</b>	<b>Activity Description</b>	<b>Eligibility (Regulatory or HCDA Citation)</b>	<b>National Objective Citation</b>	<b>CDBG-R Project Budget (\$)</b>	<b>Additional Recovery Funds (\$)</b>	<b>Other Leveraged Funding (\$)</b>	<b>Total Activity Budget</b>
Streets/Sidewalk Improvements	Streets to be cold planed and overlaid, catch basins to be reconstructed and new sidewalksto be reconstructed. One of the streets will have a raised device constructed to better control the traffic in front of a primary school. The streets involved are Notre Dame Avenue; Gardner Road; Elm Street and market Street	24CFR570.201©	24CFR570.208(a)(1)	\$624,000	\$0	\$100,000	\$724,000
							0
							0
Parks/Playground Rehab.	Sennott Pocket Park - create a passive sitting park as part of an already existing large open fild generally used for programmed athletics	24CFR570.201©	24CFR570.208(a)(1)	\$71,070	\$0	\$10,000	\$81,070
Parks/Playground Rehab.	Hoyt Field - rehab of existing basketball courts located at a large 4.5 acre park. The rehab will focus on resurfacing the existing courts as well as drainage improvements to prevent damage to the courts.	24CFR570.201©	24CFR570.208(a)(1)	\$50,000	\$0	\$2,000	\$52,000
							0
Job Training	A nonprofit, Just A Start Corporation, funds and manages a nine-month training program for Cambridge's income eligible NRS residents. The training prepares the students for entry-level biotech jobs and chemical waste management jobs. The Recovery funds make it possible to add an additional 9 students.	24CFR570.201(e)	24CFR570.208(a)(2)(iv)	\$81,000	\$0	\$5,000	\$86,000

CDBG-R  
Activity Data Spreadsheet

Jurisdiction/Grantee Name: City of Cambridge, Massachusetts		CDBG-R Formula Grant Amount: \$851,070				Date: May 13, 2009	
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leveraged Funding (\$)	Total Activity Budget
Microenterprise Assistance	Best Retail Practice program is an on-going program that provides design and marketing assistance to income eligible microenterprises. The Recovery funds make it possible to help 3-5 additional microenterprises.	24CFR570.201(o)(I)	24CFR570.208(a)(2)(iii)	\$15,000	\$0	\$3,000	\$18,000
							0
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# City of Cambridge

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## SUBSTANTIAL AMENDMENT

to the

### Annual Action Plan for Fiscal Year 2009

Federal Fiscal Year 2008

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#### For:

The American Recovery and Reinvestment Act  
Community Development Block Grant – Recovery  
Homelessness Prevention & Rapid Re-Housing



## OVERVIEW

### *Allocations*

The American Recovery and Reinvestment Act of 2009 (Recovery Act) appropriated \$1 billion to the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant (CDBG) funds for states and local governments to carry out activities eligible under the CDBG program in an expedited manner. \$980 million is being distributed to existing CDBG recipients based on the formula by which they receive regular CDBG funding, with \$10 million being allocated to HUD for administrative expenses and \$10 million allocated to the Indian CDBG program. The funds were allocated based on the same formula employed for the allocation of standard CDBG funds, with all Recovery Act projects being treated as a substantial amendment to their current year's Plan and are referred to as CDBG-R funds. The City of Cambridge will receive \$851,070 in CDBG-R funds..

<i>Grantee Name</i>	<i>Allocation Amounts</i>
MA NONENTITLEMENT	\$9,103,174
ARLINGTON	\$348,928
ATTLEBORO	\$125,811
BARNSTABLE	\$94,642
BOSTON	\$5,366,011
BROCKTON	\$398,596
BROOKLINE	\$436,204
<b>CAMBRIDGE</b>	<b>\$851,070</b>
CHICOPEE	\$347,428
FALL RIVER	\$805,818
FITCHBURG	\$312,948
FRAMINGHAM	\$143,643
GLOUCESTER	\$212,436
HAVERHILL	\$282,868
HOLYOKE	\$360,646
LAWRENCE	\$464,372
LEOMINSTER	\$137,704
LOWELL	\$639,803
LYNN	\$675,437
MALDEN	\$416,120
MEDFORD	\$468,454
NEW BEDFORD	\$802,671
NEWTON	\$603,513
NORTHAMPTON	\$201,513
PEABODY CITY	\$124,662
PITTSFIELD	\$401,213
PLYMOUTH TOWN	\$106,390
QUINCY	\$554,366
SALEM	\$305,977
SOMERVILLE	\$772,044
SPRINGFIELD	\$1,111,756
TAUNTON	\$236,442
WALTHAM	\$286,106
WESTFIELD	\$120,127
WEYMOUTH	\$217,173
WORCESTER	\$1,245,014
YARMOUTH	\$37,747

### ***Re-allocations***

Typically, if a jurisdiction does not submit an Annual Action Plan on a timely basis and/or if HUD determines a jurisdiction's Plan to be inadequate the award amount is recaptured by HUD and reallocated in the next fiscal year's allocation. To expedite the utilization of Recovery Act funds, however, any sums that are to be reallocated based on a jurisdiction's inability to produce a satisfactory substantial amendment to their Annual Plan by the dates required will be re-allocated based on a set of performance criteria to be determined by HUD's Secretary.

### ***Requirements and Regulations***

The CDBG-R grant is a supplemental appropriation. As such, HUD is treating the City's use of CDBG-R funds as a substantial amendment to its current approved FY2009 One Year Action plan. Treating the CDBG-R as a substantial amendment will expedite the utilization of Recovery Act funds while ensuring citizen participation on the use of the funds.

The City, in its substantial amendment, must provide a description of how the distribution and uses of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of the Recovery Act: that, in selecting projects to be funded, recipients shall give priority to projects that can award contracts based on bids within 120 calendar days from the date the funds are made available to the recipients; and that for CDBG-R funds being used for infrastructure investments, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 calendar days after February 17, 2009.

The City is naturally in its annual project bidding phase at the time of this report, with most new contracts being awarded from the beginning of summer through late fall. This will allow the City to expeditiously utilize its CDBG-R allocation for its infrastructure improvement projects, however it is unlikely that the City will meet the goal of using at least 50% of the award by 120 calendar days from February 17, 2009 due to the late arrival of official guidance from HUD. However, the City fully anticipates committing all CDBG-R funds within 120 calendar days of the actual grant award.

The Best Retail Practices Program is currently in the initial of three phases, with grants being awarded to those micro-enterprises which complete the first two phases. This will allow the City to utilize the CDBG-R funds to enhance the total number of grants being awarded immediately.

The Bio-Med training program has been run by the City for several years and runs on a cycle that begins in September, again providing for the timely utilization of CDBG-R funds.

### ***Citizen Participation Process***

In order to expedite the utilization of the CDBG-R funds HUD reduced the amount of time the public has to review the substantial amendment from 30 to 7 days.

Upon HUD's release of the CDBG-R formula allocations, the Community Development Department has worked with the City Manager's Office, the Budget Department, the Department of Human Services and the Department of Public Works to target programs and/or projects that meet the intent of the Recovery Act. The intent of the Act is to provide economic stimulation through activities that can be under contract within 120 days of execution of the grant agreement with HUD. The activities chosen were activities that had been approved by the residents through the public process required by the City for its annual budget and by the CDBG Consolidated Plan's process.

Activities supported with the CDBG-R funds are included in this substantial amendment to the City's 2008/2009 One Year Action Plan. On April 10<sup>th</sup>, a complete draft of the substantial amendment was made available for a 21-day public review and comment. An announcement of the availability of the draft was placed in the Cambridge Chronicle and on the Department's website. The draft was made available at the Central Square branch library and at the Community Development Department and the Department's website.

The public hearing was held on April 16<sup>th</sup> at the City Hall Annex located at 344 Broadway. No comments were received at the meeting or during the comment period.

# **PROJECTS**

## **PUBLIC INFRASTRUCTURE IMPROVEMENTS**

### **Parks & Playgrounds**

#### ***Sennott Park***

Sennott Park is a small “pocket park” located on the western edge of Area 4 at the intersection of Broadway and Prospect Streets. The rehab to this existing park will create a passive sitting park that is adjacent to a large open field typically used for un-programmed athletics. It is also adjacent to the Just-A-Start Scouting Way affordable housing units, the Area 4 Teen Center and is close to a large senior facility on the corner of Norfolk and Harvard Streets.

#### **Service Area Analysis:**

<b>Census Tract</b>	<b>Block Group</b>	<b>Total Population</b>	<b>Low/Mod Population</b>	<b>Percent Low/Mod</b>
<b>Cambridge</b>				
<b>3530</b>	1	769	252	<b>33%</b>
	3	1312	814	<b>62%</b>
<b>3525</b>	1	1458	866	<b>59%</b>
	2	1808	884	<b>49%</b>
<b>TOTAL AREA</b>		<b>5347</b>	<b>2816</b>	<b>53%</b>

Due to its predominately low / moderate income immediate service area, its location within the heavily low / moderate income Area 4, its location adjacent to both senior and youth facilities, as well as an affordable housing site and the lack of park space in the immediate area Sennott Park is determined to be **Eligible** to utilize CDBG funds.

This being a very small construction job it is anticipated that 3 construction laborers, one machine operator/supervisor and one truck driver will be employed through this project. Additionally, a fabricator/artist and one assistant will likely be used to make steel trellis structures. The City’s Department of Public Works provides a truck and driver in the early stages to cart away any demolition debris. Beyond the numbers of workers the length of time these projects take (3-4 months) should also be considered, as well as the material and equipment purchases from other vendors and suppliers. For Sennott Park the

City will be purchasing plant material, screened loam and sod from local nurseries. All materials utilized will be purchased in the USA.

***Hoyt Field***

Hoyt Field is a large 4.5 acre park that serves the City’s Cambridgeport and Riverside neighborhoods. It features basketball courts, a playground, a softball field, tennis courts, a tot lot as well as water play features. The rehabilitation of this park will be focused on the resurfacing of existing basketball courts, as well as drainage improvements to prevent damage.

**Service Area Analysis:**

Census Tract	Block Group	Total Population	Low/Mod Population	Percent Low/Mod
3533	1	1149	567	49%
	2	1390	547	39%
3534	1	1043	490	47%
	2	1397	821	59%
3535	1	1079	469	44%
	2	1576	757	48%
3539	2	1305	937	72%
<b>TOTAL</b>		<b>8939</b>	<b>4588</b>	<b>51%</b>

Hoyt Field is located in the densely populated and predominantly low and moderate income Riverside and Cambridgeport neighborhoods. It serves mainly youths in the area and features the Moore Youth Center. It is located in the area between the high traffic roadways. Western Avenue, River Street and Memorial Drive. Based on the neighborhood dynamics and the the park’s offerings the City has determined the park is **Eligible** to receive CDBG funds.

It is anticipated that the work at Hoyt Field, being small in scope, will employ a work crew of 4 to 5 people for several months. The City’s Department of Public Works will assist in the disposal of materials. All items and materials will be made in the USA.

## Streets & Sidewalks

The City anticipates preserving and/or retaining eleven (11) jobs via its four small street and sidewalk improvement projects listed below. Jobs created are anticipated to be in the categories of laborer, Driver, Backhoe Operator and Foreman.

### *Notre Dame Avenue*

Surface improvements on Notre Dame Street will occur from Middlesex Street to Sargent Street. The Street will be cold planed and overlaid, catch basins will be reconstructed and new sidewalks will be reconstructed throughout.

#### Service Area Analysis:

Census Tract	Block Group	Total Population	Low/Mod Population	Percent Low/Mod
3548	2	1064	240	23%
3549	2	3384	2500	74%
<b>TOTAL AREA</b>		<b>4448</b>	<b>2740</b>	<b>62%</b>

Notre Dame Avenue is a small side street serving a predominantly low and moderate income population. It is located within the City's Neighborhood Revitalization Strategy Area (NRS) and is deemed **Eligible** for the utilization of CDBG funds.

### *Gardner Road*

The Street, between Prospect Street and Tremont Street, will be cold planed and overlaid, catch basins will be reconstructed and new sidewalks will be reconstructed throughout.

#### Service Area Analysis:

Census Tract	Block Group	Total Population	Low/Mod Population	Percent Low/Mod
3528	1	769	252	33%
	2	1312	814	62%
<b>TOTAL AREA</b>		<b>2081</b>	<b>1066</b>	<b>51%</b>

Gardner Road is a small side street serving a predominantly low and moderate income population. It is located within the City's Neighborhood Revitalization Strategy Area (NRS) and is deemed **Eligible** for the utilization of CDBG funds.

***Elm Street***

The Street, between Hampshire Street and Broadway, will be cold planed and overlaid, catch basins will be reconstructed, a raised device at the intersection of Elm and Market Street will be constructed to better control traffic in front of the primary school and new sidewalks will be reconstructed throughout.

**Service Area Analysis:**

Census Tract	Block Group	Total Population	Low/Mod Population	Percent Low/Mod
3525	1	1458	866	59%
3528	1	1302	719	55%
<b>TOTAL AREA</b>		<b>2760</b>	<b>1585</b>	<b>57%</b>

Elm Street is a secondary road serving a predominantly low and moderate income population, including a school. It is located within the City’s Neighborhood Revitalization Strategy Area (NRS) and is deemed **Eligible** for the utilization of CDBG funds.

***Market Street***

The Street, between Elm Street and Windsor Street, will be cold planed and overlaid, catch basins will be reconstructed and new sidewalks will be reconstructed throughout.

**Service Area Analysis:**

Census Tract	Block Group	Total Population	Low/Mod Population	Percent Low/Mod
3524	1	588	255	43%
3525	1	1458	866	59%
<b>TOTAL AREA</b>		<b>2046</b>	<b>1121</b>	<b>55%</b>

Market Street is a secondary road serving a predominantly low and moderate income population. It is located within the City’s Neighborhood Revitalization Strategy Area (NRS) and is deemed **Eligible** for the utilization of CDBG funds.

## **BEST RETAIL PRACTICES PROGRAM**

The Best Retail Practices Program provides interior design and marketing assistance to Cambridge retailers to help them increase sales. It includes a free workshop geared to a larger group of retailers, followed by individual in-store consultations and a matching grant program that funds up to 80% of pre-approved store improvements or marketing costs, up to \$5,000 per business. This program will continue to be offered to income-eligible micro-enterprises and those retailers located within, and serving residents of, the NRS areas. The program has provided services to over 300 businesses, 168 of which received in-store consultations since the program began in fiscal year 2002, and 55 matching grants have been provided since fiscal year 2004, the first year of the grant program. The program has a track record of helping participants increase sales by an average of 12%, which EDD strives to maintain.

Through the CDBG-R funding the City will seek to assist an additional 3 businesses with matching grants. These projects are as follows:

### ***Classic Graphx***

A small (12 employee) family owned print and graphic design firm that serves the needs of area small businesses. A CDBG-R funded grant will help pay for:

- Interior and signage painting
- Logos for delivery vehicles
- Demolition and removal of existing floor and preparation for new floor
- Front Counter
- New energy efficient lighting throughout store

It is anticipated that this project will contribute to the preservation of 24 jobs.

### ***Salon Bellissima***

A three-year old full service hair saloon, minority and woman owned. Salon Bellissima will use the CDBG-R funded grant for:

- Ceiling replacement
- New lighting
- New reception desk
- Creation and installation of new window advertisement graphic

It is anticipated that this project will contribute to the preservation of 20 jobs.

### ***Arrow Dry Cleaners & Tailoring***

Arrow is a small 2 person full-service dry cleaning and tailoring business that has been in business for 30 years. Arrow Dry Cleaners & Tailoring will use the CDBG-R funded grant for:

- Replacement of existing floor
- Removal of wall panels
- Painting for walls and ceiling

- Purchase of a new pressing unit

It is anticipated that this project will contribute to the preservation of 16 jobs.

### **JUST-A-START BIOMEDICAL CAREERS PROGRAM**

This free nine-month certificate program provides academic and lab instruction to Cambridge NRS residents to prepare them for entry-level biotech jobs such as lab technicians, manufacturing technicians and animal care technicians at local life science companies, universities, research institutions, clinical laboratories and hospitals. Upon completion, participants receive assistance in resume writing and job placement, with up to 75% placed in entry-level jobs.

The City will support an additional nine (9) residents participation in this program with CDBG-R funds.

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing --** The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan --** It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace --** It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted
  - 
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying --** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which It is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) , (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## ESG Certifications

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion** -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services** -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation** -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds** -- It will obtain matching amounts required under §576.71 of this title.

**Confidentiality** -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

**Consolidated Plan** -- It is following a current HUD-approved Consolidated Plan or CHAS.

**Discharge Policy Certification** -- It has developed and implemented, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check \_\_\_ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**CERTIFICATIONS –  
CDBG-R**

**a. Compliance with Title XII of Division A of the American Recovery and Reinvestment Act of 2009** –The jurisdiction will comply with the requirements that are stated in this Title XII.

**b. Selecting Project To Be Funded** – The jurisdiction will give priority to projects that can award contracts based on bids within 120 days from the date the funds are made available to the grantee and ensure maximum job creation and economic benefit.

**c. Infrastructure Investments** – The jurisdiction certifies it will give preference to quick-start and finish activities.

**d. United States Produced** – the jurisdiction certifies that all iron, steel and manufactured goods used in construction, alteration, repair or maintenance of a public building or public work project assisted with CDBG-R funds under the Recovery Act will be produced in the United States unless the Secretary finds that: (1) the requirement is inconsistent with public interest; (2) those goods are not reasonably available or produced in sufficient quantity in the U.S. and (3) the use of the goods will increase the project cost by more than 25 percent

**e. Appropriate Use of Taxpayer Dollars** – the jurisdiction’s chief executive, the City Manager, certifies that any infrastructure investments have received the full review and vetting required by law and the City Manager accepts responsibility that the infrastructure investment is appropriate use of taxpayer dollars.

**f. Urgent Need National Objective** – N.A.

**g. Low and Moderate Benefit** – the jurisdiction certifies that the CDBG-R funds will principally benefit low-and moderate income families in a manner that ensures that at least 70% of the grant is expended for activities that benefit such persons over the life of the CDBG-R grant.

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Robert W. Healy, City Manager

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Date

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name:		<b>Organizational Unit:</b>	
Organizational DUNS:		Department:	
<b>Address:</b>		Division:	
Street:		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
City:		Prefix:	First Name:
County:		Middle Name	
State: Zip Code		Last Name	
Country:		Suffix:	
		Email:	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) Other (specify)
<b>9. NAME OF FEDERAL AGENCY:</b>	

<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program):    □□-□□□□	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>
--	--

<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>
--

<b>13. PROPOSED PROJECT</b> Start Date:    Ending Date:	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant    b. Project
--	--

<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
a. Federal    \$    .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant    \$    .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State    \$    .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local    \$    .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
e. Other    \$    .00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income    \$    .00	
g. TOTAL    \$    .00	

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>• "New" means a new assistance award.</li> <li>• "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>• "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> </li> </ul>	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

**A. General Information**

<b>Grantee Name</b>	City of Cambridge, Massachusetts
<b>Name of Entity or Department Administering Funds</b>	Cambridge Department of Human Service Programs (DHSP)
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Stephanie Ackert
<b>Title</b>	Director of Planning and Development
<b>Address Line 1</b>	51 Inman St.
<b>City, State, Zip Code</b>	Cambridge, MA 02139
<b>Telephone</b>	617-349-6204
<b>Fax</b>	617-349-4766
<b>Email Address</b>	<a href="mailto:sackert@cambridgema.gov">sackert@cambridgema.gov</a>
<b>Authorized Official</b> (if different from Contact Person)	Robert W. Healy
<b>Title</b>	City Manager
<b>Address Line 1</b>	City Hall
<b>Address Line 2</b>	795 Massachusetts Av.
<b>City, State, Zip Code</b>	Cambridge, MA 02139
<b>Telephone</b>	617-349-4300
<b>Fax</b>	617-349-4307
<b>Email Address</b>	Please use <a href="mailto:esemonoff@cambridgema.gov">esemonoff@cambridgema.gov</a>
<b>Web Address where this Form is Posted</b>	<a href="http://www.cambridgema.gov/DHSP2/HPRP.cfm">www.cambridgema.gov/DHSP2/HPRP.cfm</a>

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$1,302,128</b>
<b>Amount Grantee is Requesting</b>	<b>\$1,302,128</b>

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

**B. Citizen Participation and Public Comment**

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

Response: The Department of Human Service Programs (DHSP) placed discussion of the HPRP Substantial Amendment on the published agenda of the Homeless Services Planning Committee for its regular monthly meeting to be held April 9, 2009. This meeting is open to the public, particularly providers of services for homeless persons and consumers or former consumers of such services. The meeting was attended by approximately 40 persons. DHSP placed a legal notice in the *Cambridge Tab* newspaper for a public hearing to be held on April 16, 2009. The legal notice directed the public to the draft Substantial Amendment for review at the Central Square branch of the Cambridge Public Library and the DHSP offices and on-line at the DHSP web site. The notice advised that the public could submit comments from the time the draft was released on April 15 until 5:00 p.m. on May 1, 2009. The public hearing was attended by approximately 12 persons, many of whom gave testimony, in addition to several DHSP staff. At both the Homeless Services Planning Committee meeting and the public hearing a draft working paper providing more operational details of the proposed program was distributed to participants. Written testimony was received from one individual and four agencies. All public comments, oral and written, were accepted.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
- Grantee did not receive public comments.
  - Grantee received and accepted all public comments.
  - Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

Notes from Homelessness Prevention and Rapid Rehousing Public Hearing  
April 16, 2009  
5:30 – 7:30 p.m.  
344 Broadway, Second Floor Conference Room  
Cambridge, Massachusetts

Please be advised that after considering the oral testimony described below and written testimony from the public on the proposed Substantial Amendment, the Department of Human Service Programs has made changes to the Amendment as follows:

- Legal assistance has been added to the list of possible services to be purchased.
- The amount of funds set aside for services has been increased from \$300,000 to \$350,000. Of this amount, funds for purchasing services from community agencies have been increased to \$165,000, with the remainder of the service money to be used for increased services at the Multi-Service Center. The additional service funds have resulted in a corresponding decrease in funds for financial assistance. The new funding allocation is shown Section E, Estimated Budget Summary.

Jackie Neel, Deputy Director of the Department of Human Service Programs, welcomed participants to the Public Hearing and introduced departmental staff Fred Berman, Len Thomas, Lara Plaskon and Stephanie Ackert.

Fred Berman provided an explanation of the timetable and process for submitting the Homelessness Prevention and Rapid Rehousing (HPRP) Substantial Amendment to the FY 2009 One Year Action Plan to HUD, and called attention to the draft program description. Both of these documents were available at the hearing. He noted that HUD's guidelines for HPRP are broad, with many details on procedures to be worked out locally over time. We are expecting the need for the funds to exceed the dollars available.

Ellen Shachter asked for a clarification of whether the Rapid Rehousing in the program description would include both families and individuals. Fred Berman answered that it would.

Samara Grossman of HomeStart stated that she enjoyed the idea of extending case management services in this way and of using the Multiservice Center as a nexus, a one-stop for stressed families and individuals. She recommended that an integrated team model be considered. Such a team might consist of a Multiservice Center Prevention Specialist and two or three Prevention Specialists from other agencies. A Representative Payee and a half time legal services person should also be on the team. A team approach lessens the clients' feelings that they are just being handed off. She would like to see enriched services and implementing of best practices, particular for such subgroups as domestic violence survivors. Also, HomeStart has had good success with a post-placement stabilization model with different levels of service based on need, ranging from four quarterly check-ins with the client to more intensive services. The Rapid Rehousing component needs funds for services, not just leveraged services. She would like to see a choice of billing options, hourly billing (which may add to the administrative burden) or the usual reimbursement method.

Fred Berman reminded participants of the challenge of figuring out how to divide funds between cash assistance and services. If more money is allocated for services, unless there is some resource option not yet identified, those funds would need to come out of client assistance. Speakers were asked to identify from where the additional funds for services should come.

Kathy Watkins introduced herself as a Section 8 tenant in Cambridge, recently elected to the Board of the Alliance of Cambridge Tenants, which brings together section 8 and public housing tenants. She spoke of the importance of legal assistance, since many tenants do not know their rights. A landlord moves to evict and people don't know how to respond. Recent cuts in legal services funds have resulted in lawyers not working full time at CASLS.

Fred Berman noted that the DHSP has received a letter from CASLS and CLSACC asking that \$60,000 be allocated for CASLS and \$15,000 for CLSACC.

Shams Mirza of 1 Lincoln St., the new housing at North Point, recalled the situation at his former residence at 55 Magazine St. A new buyer was implementing inordinate rent increases and wanted to evict all tenants. Ellen Shachter and Susan Hegel of CASLS came to the building at least 20 times to assist the tenants and many have remained housed there. He spoke of how the confidence of even a well-educated professional person is shaken by receiving an eviction notice. It is important and cost effective to fund legal services to help people avoid becoming homeless in the first place.

Deborah Filler of CASLS agreed that most of the funds should go to client assistance. There are relatively straightforward cases where arrearages are cured and case managers are able to help people negotiate to stay in their housing, but there are countless types of eviction cases that cannot be resolved without legal representation. Some examples include recalculations of rent, "for cause" evictions involving hoarding, psychiatric illness, criminal activity, illegal occupants and behavioral problems. With cutbacks from other sources it will not be possible for legal services to assist these new clients without HPRP funding.

John Froio, Assistant Legal Director at CLSACC, noted that Interest on Lawyers Trust Accounts (IOLTA) grants funded out of real estate fees have been down 54% over the last year, because of lowered interest rates and fewer real estate transactions. MLAC funds are down 10%, and reductions are expected at the Boston Bar Association and Massachusetts Bar Association. This is cutting into resources for legal service agencies. He noted that many times legal services are not called in until the legal proceedings have already begun; some landlords will not negotiate until they are at the courthouse.

Larry Gottlieb, Director of Homeless Services at Eliot Community Human Services noted his agency's involvement in providing services for the homeless in Cambridge. One of these services is a benefit maximization statewide project funded only through June 2009. The project helps people get Social Security and disability benefits which are essential for being able to afford housing. Project staff support and accompany clients to their medical determination appointments. Typically there is only a 30% approval rate on claims made by homeless individuals but Eliot's success rate under the project is 70%. Many failures are due to procedural issues. A benefits specialist is paid \$37,500 plus 24% benefits and travel costs. He would like to see Cambridge HPRP funds of a little under \$100,000 used to fund this project over two years; he described the benefits maximization program as "shovel ready". (The needed funds would actually be less because the specialist is only in Cambridge four days a week, spending the fifth day in Lynn.)

Charyti Reiter, Program Director at On the Rise, said she felt the city plan is good but wants to advocate for inclusion of legal services. Saying she did not know which pool funds should come from, she indicated that if you have money but the landlord is still unwilling to work with you an intervention is unsuccessful.

Ellen Shachter endorsed the importance of the Eliot project. She also stated that she is concerned that there may be a "creaming process" for selecting Rapid Rehousing participants. She would like to see people evicted from public housing, people who have criminal backgrounds and many families now ineligible for both shelter and housing included in the program. She indicated that \$300,000 should be enough to cover all services including legal services but if that is not the case the legal services funds would need to come out of the Rapid Rehousing cash. She spoke of legal services as an important step before money and representative payee services

Fred Berman stated that under HUD guidelines this assistance is targeted to people who have a good prognosis of being able to sustain housing. If either their income or services will not be adequate they are likely to be deemed inappropriate for this program.

Peter Shapiro of the Just A Start landlord-tenant mediation program, which is funded by the Community Development Department, described his agency's services. Sometimes there is telephone or face-to-face mediation but much of their work involves "collaborative law", getting a landlord to keep tenants and work out a solution instead of going to court. He anticipates high landlord interest in the HPRP. He remarked that the other local mediation agency provides fine services but with a different service model. His program serves Malden, Medford and Everett as well as Cambridge.

A resident endorsed funding for attorneys because other advocates and service coordinators do not know the fine points of the law.

Jackie Neel inquired whether anyone else in the audience would like to speak.

Len Thomas explained that there will be a limit on assistance to people in government subsidized housing, with possible eligibility for up to six months of cash assistance for the tenant's portion of a housing or utility arrearage but not for an ongoing subsidy. This guidance comes from the HUD Homeless Resource Exchange Frequently Answered Questions on HPRP page.

Ellen Shachter suggested asking HUD for clarification for instances where rent is based on income versus a flat subsidized rent. She also suggested the possibility that those assisted could still retain homeless preference for state public housing, moving from transitional to permanent housing.

Fred Berman noted that HUD's guidance regarding any ongoing subsidy seems clear and that HUD does not see this as replacing existing homeless programs.

Larry Gottlieb said that Somerville's interpretation matches Cambridge's, Newton is seeking further clarification and Medford and Malden believe no HPRP assistance of any type can be made available to tenants in subsidized housing. He asked how the city will gather the information necessary for the high level of scrutiny HUD will require on the success of any HPRP spending.

Fred Berman said that this would be part of the role of the case management and stabilization services we are proposing, but there may be an issue for clients whose needs for subsidy or services exceed the length of the program.

Samara Grossman asked about special attention to certain groups such as domestic violence survivors or people with CORI problems. It might be necessary to zero in on one or two groups for special services and to allocate the rest of the resources to people with only Tier 1 service needs.

Fred Berman indicated that choices we will have to make are already very difficult. The broader eligibility at 50% of median income will make many long-time working Cantabrigians eligible for assistance for which they have never qualified before. The multidisciplinary committee will need to make case-by-case decisions and weigh and facilitate other resources for clients.

Larry Gottlieb said Malden and Medford are viewing the HPRP assistance as funding of last resort, taking care to use other available resources first.

Peter Shapiro spoke about the challenge of figuring out when to terminate cash assistance and how critical it is to measure success.

Len Thomas said cash assistance renewals can only be provided at a maximum of three month intervals, and some clients will need monthly monitoring. The multidisciplinary committee will review requests from everyone's clients and referring agencies can advocate on behalf of clients. It is also critical that there be participation in services and not just acceptance of cash assistance. He likes the HomeStart New Frontiers program with gradually decreasing subsidies and services.

Fred Berman added that for the state-funded Interagency Council on Housing and Homelessness regional partnerships families must be eligible for Emergency Assistance. Individuals can be served by the state-funded Rapid Rehousing component. There will be many opportunities to learn from the different service configurations in the state-funded and the HUD-funded programs.

Larry Gottlieb mentioned that the \$18.4 million Balance of State funds will be available also to entitlement cities and that state hearings will be taking place April 22 and 23.

Fred Berman said that the state is proposing that 70% of the HPRP funds for families will go to Rapid Rehousing and 30% for Prevention. The Balance of State funds will be made available to non-entitlement communities and possibly communities like Chelsea, Brockton and Fall River. After HUD approves the state amendment an RFP will be issued.

Jackie Neel detailed the timetable for comments and submissions. Written comments may be submitted until 5:00 p.m. on May 1. The Substantial Amendment and a record of comments will go to HUD on May 8. HUD approval is expected by June 21 and the program would begin as soon as possible thereafter.

The hearing was adjourned at 7:30 p.m.

Note: There were several meeting attendees who did not sign in with their names and addresses.

Written testimony from one resident and four agencies provided a number of suggestions on the service model. Also included were requests to fund legal services, additional case management, representative payee services, domestic violence services and extended child care coverage for job-seekers.

### C. Distribution and Administration of Funds

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

Competitive Process

Formula Allocation

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

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

Response: We will indicate the services required (stabilization, housing search, money management assistance, legal assistance, and other services allowed by HUD which are determined to be essential to the success of our homelessness prevention and/or rapid re-housing efforts) and will seek competitive bids to provide \$165,000 worth of such services over a projected 30-month period. In seeking such bids, we may prioritize proposals from providers that are able to offer a flexible mix of two or more such services, so that we are best positioned to respond to the mix of needs that manifest over the term of the contract. We will contract with one or more vendors with a track record of delivering such services, who are familiar with the Cambridge community, who are reliable partners in terms of compliance with reporting and HMIS participation requirements, and who can serve the anticipated mix of individuals and families. We may also prioritize qualified bids that are flexible enough within the contracted amount to allow for increased staffing when the demand for assistance is greatest and diminished levels of staffing when the demand for assistance is lower.

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

Response: As per the HUD requirement, the City will execute our contract(s) with the subgrantee(s) prior to September 30, 2009. As soon as the City submits this Substantial Amendment, we will begin the process of working with our community partners to complete the planning needed to initiate the competitive bidding process described in #2. As soon as the City receives word from HUD that its Amendment has been accepted, the City will issue its Request for Bids, describing the kind of quick turnaround required. As the grantee for the Cambridge Continuum's SHP and ESG programs, the City is experienced at expediting the contract process, and has the protocols in place to ensure compliance with program requirements.

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

Response: The City will use approximately 14% of HPRP funds to supplement existing staff at its Multi-Service Center, 13% to purchase supplemental services described in #2, 66% to fund direct assistance to eligible households as defined in FR-5307-N-01, 2% to help with HMIS-related costs, and 5% for admin, including a proportionate share to partnering vendor agencies. Clients and client services, including HPRP funds used to provide direct client assistance will be tracked by the Cambridge HMIS, which is administered by the City's Department of Human Service Programs (DHSP) for the Cambridge Continuum. The DHSP, which has experience overseeing existing CDBG, ESG, and SHP contracts totaling over \$3 million/year will exercise oversight over the flow of all HPRP funds, ensuring that municipal staff and vendor employees properly document time and expenses, and properly verify the income of applicants for HPRP assistance. In addition, the DHSP will work closely with City fiscal staff overseeing all federal stimulus funds to ensure proper expenditure and reporting.

Use of HPRP funds to prevent homelessness and/or rapidly re-house persons that have become homeless will follow guidelines in FR-5307-N-01. Because the magnitude of need is expected to exceed available funds, the City anticipates implementing a decision-making process entailing case-by-case consideration of client circumstances to determine the amount and/or duration of assistance; we anticipate convening a committee of non-profit partners to help shape the decision-making framework and then to make many such case-by-case decisions.

Generally speaking, the City anticipates that awards of HPRP assistance may be conditioned on such factors as the willingness of landlords to offer housing to tenants; the willingness of tenants to comply with the terms of their

leases, including payment of a reasonable share of housing costs, based on considerations of income, assets, and reasonable expenses; the willingness of utility companies to restore or retain customer services; and other factors related to housing stability.

As per HUD requirements, all HPRP-funded assistance will be offered pursuant to a case management assessment. The offer of assistance may be further contingent upon agreement by the recipient to work with a case manager to maximize participation in mainstream benefits or to accept supportive services, including stabilization case management, housing search assistance (if, for example, the City determines that the recipient's housing is not sustainable in comparison to the recipient's projected income over the proximate future, or if the recipient appears to require a housing subsidy or subsidized housing in order to ensure housing stability), job search assistance, money management assistance, addiction or counseling services, or other services reasonably related to the ability of the beneficiary to retain housing.

To the extent that HPRP funds are used to rapidly re-house individuals or families that have become homeless, the City may require that the beneficiary of HPRP funds agree to maintain a working relationship with a Cambridge Continuum stabilization case manager for the duration of HPRP assistance, and may limit such assistance to applicants who are already linked to provider agencies that are willing and able to offer such extended services.

#### **D. Collaboration**

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

Response: The Cambridge DHSP is committed to collaborating with any and all organizations receiving ARRA funds, in order to ensure that client households are able to access supports they need. Through the City's Office of Workforce Development (whose director sits on the WIB) and municipally operated Cambridge Employment Program and in partnership with the local Career Center and other employment services providers, we will maximize resident access to ARRA-assisted job training and employment services. In addition to utilizing City case managers to connect eligible households with mainstream resources, we will continue to collaborate with a range of partners who can connect eligible households to ARRA-related resources:

- with the Cambridge Health Alliance, and other organizations supporting health care access to maximize access to COBRA and Mass Health/Medicaid coverage;
- with the Cambridge Housing Authority, which we anticipate will utilize ARRA funding for modernization and energy efficiency work on its public housing units, and to expand the number of subsidies available;
- with the local child care and Head Start provider network to facilitate parent access to the child care they need to sustain education, training, job search, and employment;
- with the Cambridge School Department to ensure that children in shelters and the Gateway Inn are able to access ARRA-enhanced resources for educating homeless children;
- with the Cambridge Student Partnership, the Food Pantry Network, and other providers offering benefits counseling and enrollment assistance to maximize access to expanded Food Stamps, school meals, Fuel Assistance, lead abatement, and home weatherization assistance.

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

Response: As convener of the Cambridge Continuum and coordinator of the Continuum's HMIS, the DHSP will take a leadership role in providing and documenting HPRP assistance, and will leverage hundreds of thousands of dollars in municipal resources to support those efforts. We anticipate that one or more Continuum providers experienced in stabilizing CoC clients in scattered site permanent supported housing will contract with the DHSP to provide housing search, case management, and stabilization assistance to prevention clients, and will contribute leveraged services to support the post-placement stability of re-housed clients. We anticipate that Continuum partners (as listed in our Consolidated Plan) that offer mediation services, legal services, veteran services, case management and related assistance connecting clients with mainstream benefits, employment services, clinical services, and disability services will likewise work collaboratively to support HPRP prevention and re-housing efforts. We expect to partner with other City programs -- Schools and Community Schools, Child Care, Council on Aging -- and non-profit and faith-based partners -- food pantries, settlement houses, community centers, etc. -- as well as large landlords, and Cambridge Housing Authority to publicize the availability of assistance, steer at-risk households towards that assistance, and help stabilize households that have received assistance. The Cambridge DHSP and other key Continuum partners are co-founders and leaders in the Metro

Boston Network, a regional partnership convened with State funding support to regionally implement homelessness prevention and re-housing efforts; the Network will provide a forum for honing and sharing best practices among ourselves and with other HPRP communities.

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

Response: As described in the City's Consolidated Plan, there are many possible contributing factors and many paths that lead to homelessness. Without the kind of countervailing resources made available through ARRA, the economic downturn could precipitate the homelessness of people from a broad swath of the economic spectrum, ranging from previously stable households that have lost heretofore reliable employment income, to households in which economic stresses have led to domestic violence, to tenuously employed households whose limited education or employability make them prime targets for early layoffs and poor candidates for re-employment, to chronically vulnerable households facing multiple and often inter-related challenges including low income, clinical or medical issues, and/or less-than-adequate independent living skills.

Mobilizing resources to prevent such households from slipping into homelessness is an integral element of our Consolidated Plan, and beefing up such prevention services at a time of heightened economic crisis is completely consistent with that Plan. Working to rapidly re-house and stabilize individuals and families that have become homeless -- or that are teetering on the edge of homelessness -- and linking them to all possible mainstream resources, helping them access employment (or better employment), and providing stabilization services to support housing retention are all features of our Consolidated Plan that are likewise part of our plan for implementing HPRP resources.

Finally, of course, using HMIS to track HPRP clients and services is consistent with the Consolidated Plan's focus on using HMIS to track McKinney clients and services.

Simply put, the infusion of HPRP resources adds more capacity to an already-constituted infrastructure of prevention and re-housing-related programs and services which is described and endorsed by our Consolidated Plan, and therefore, the proposed use of HPRP resources is consistent with that Consolidated Plan.

#### E. Estimated Budget Summary

	Homelessness Prevention	Rapid Re-Housing	Total Amount Budgeted
Financial Assistance	645,000	215,128	860,128
Housing Relocation and Stabilization Services	350,000	(leveraged)	350,000
Subtotal	995,000	215,128	1,210,128
Data Collection and Evaluation			30,000
Administration (up to 5%)			62,000
Subtotal			1,302,128