



Public Services Request for Proposals

City of Medford Office of Planning, Development & Sustainability
Community Development Block Grant (CDBG)
Program Year 2026 (July 1, 2026 – June 30, 2027)

1. SUMMARY

The City of Medford's Office of Planning, Development & Sustainability invites proposals for Community Development Block Grant (CDBG) public services programs for Program Year 2026 (July 1, 2026 to June 30 2027).

All applications should be submitted online using the City's Neighborly portal. Please [CLICK HERE](#) to access an existing account or set up a new Neighborly account for your organization, and to access the application.

Applications are due by 4:00 p.m. on Monday, March 2, 2026.

The CDBG program is a federal grant program that provides funding for cities to address the causes and consequences of poverty. Medford's CDBG program provides grants to qualified human service organizations through its public services program. Public services are social services administered by nonprofit agencies and organizations that directly benefit low- and moderate-income Medford residents. Examples include homelessness prevention, after school programming, transportation for older adults or adults with disabilities, food security programs, and workforce education. Collectively, these programs serve thousands of low- and moderate-income Medford residents each year and further the CDBG program's objective to address the causes and consequences of poverty.

Funding is contingent upon approval, and receipt of funds, from HUD. Grants will be subject to all applicable HUD regulations.

For more information about CDBG please visit [CDBG Entitlement Program - HUD Exchange](#). Current and potential grantee subrecipients are also strongly encouraged to review HUD's [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems - HUD Exchange](#) to ensure their organizations have the capacity and internal systems to comply with CDBG rules and requirements. Please also review the **General Terms and Conditions** for receiving CDBG funds attached hereto.

If you have questions about your application, online office hours are available to discuss your application with Laurel Siegel, Medford's CDBG & Grants Manager. Please sign up [HERE](#).

To ensure your proposals are in line with the City's goals and needs, we also encourage applicants to contact Pam Kelly at the Medford Council on Aging (pkelly@medford-ma.gov or 781-396-6010) for proposals related services for older adults, and Jason Stone, the City's Social Services Coordinator (jstone@medford-ma.gov or 781-475-5646) for proposals related to housing or other emergency assistance or to address alcohol and substance abuse.

If you need reasonable accommodations in order to complete your application, please contact the City's ADA Coordinator Frances Nwajei (fnwajei@medford-ma.gov or 781-393-2439). While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be available if requested immediately before the application is due.

For assistance for non-English speakers please call the Medford Multilingual Resource Line at 781-475-5644 and select a preferred language from the menu to leave a voicemail in your native language.

2. CDBG GOALS AND OBJECTIVES

The goals of the CDBG program are to provide decent, safe, and sanitary housing, a suitable living environment, and to expand economic opportunities for Medford residents.

The primary objective of the CDBG program is to benefit low and moderate-income residents who earn at or below 80% of the area median income and/or live in census tracts where at least 51% of the population is at low or moderate-income levels.

For new public service programs not previously funded by the City, the program must provide either a new service or a quantifiable increase on the level of an existing service above that which has been provided by or on behalf of the City of Medford in the prior year.

Every effort will be made to ensure participation by disadvantaged and historically marginalized populations in the City of Medford.

3. MEDFORD'S CDBG FUNDING PRIORITIES (In alphabetical order)

- A. Alcohol and Substance Abuse Services -- Objectives include providing:
 - 1. Information and referral services;
 - 2. Crisis Intervention and counseling; and/or
 - 3. Education.
- B. Child Care -- Objectives include providing services that will encourage the participation of Medford children in licensed community-based educational programs, as well as creative, pre-and after-school care programs.
- C. Elderly Services (for older adult residents 62+) -- Objectives include:
 - 1. Securing daily nutrition for older adults who are frail, live alone, and/or have recently been released from a medical facility;
 - 2. Providing transportation for older adults with limited mobility and who are unable to use public transportation. Priority destinations are to medical appointments and food markets;
 - 3. Providing respite care services;
 - 4. Increasing social participation of isolated older adults; and/or
 - 5. Providing in-house services to enable older adults to age in place.
- D. Emergency Services -- Objectives include:
 - 1. Crisis intervention and referrals;
 - 2. Access to legal aid;
 - 3. Providing support for food and other basic necessities; and/or
 - 4. Providing counseling services to families who are homeless, have housing-related problems or are otherwise faced with a crisis situation.

- E. Housing Services -- Objectives include:
1. Access to legal aid related to housing needs, including evictions;
 2. Services that encourage the creation and preservation of housing for low- and moderate-income people, minorities, older adults, and individuals with special needs; and/or
 3. Programs that assist low- and moderate-income persons in purchasing affordable housing.
- F. Mental Health and Developmentally Disabled Services -- Objectives include providing services that seek to increase the ability of adults to perform activities necessary for daily living, including developmental vocational skills.
- F. Workforce Development – Objectives include employment and job readiness training, including English for Speakers of Other Languages (ESOL) programs.
- G. Youth Services -- Objectives include:
1. Access to self-improvement resources for disadvantaged youth;
 2. Organized social activities;
 3. Education, referral, and counseling services; and/or
 4. Day care and after-school care.

4. GRANTEE ELIGIBILITY

- A. Applicants **must** be non-profit organizations. We are unable to accept applications from organizations using fiscal agents or sponsors. If an applicant is a religious organization, no CDBG funding may be used for inherently religious activities, in accordance with 24 CFR 5.109.
- B. **At least 51%** of the people benefitting from your program must be low- and moderate-income Medford residents. Low- and moderate-income refers to residents with incomes at or below 80% of the area median income. The following income limits represent eligibility for assistance under CDBG effective as of June 2025 (updated guidelines for federal fiscal year 2026 are anticipated to be available in Spring 2026):

PY2026 Income Levels	Persons in Household or Family							
	1	2	3	4	5	6	7	8
Extremely Low Income (30%)	\$34,750	\$39,700	\$44,650	\$49,600	\$53,600	\$57,550	\$61,550	\$65,500
Very Low Income (50%)	\$57,900	\$66,200	\$74,450	\$82,700	\$89,350	\$95,950	\$102,550	\$109,200
Low Income (80%)	\$92,650	\$105,850	\$119,100	\$132,300	\$142,900	\$153,500	\$164,100	\$174,650
Over Income Limits	\$92,651 +	\$105,851 +	\$119,101 +	\$132,301 +	\$142,901 +	\$153,501 +	\$164,101 +	\$174,651 +

Residents who fall into any of the following categories are generally presumed by HUD to be low-income:

- (i) abused children
- (ii) older adults (62+)
- (iii) battered spouses
- (iv) homeless persons
- (v) severely disabled adults
- (vi) illiterate adults
- (vii) persons living with AIDS, or
- (viii) migrant farm workers

- C. Applicants **must** have an existing federal System Award Management (SAM) Unique Entity ID (UEI). If you do not yet have a SAM UEI, please visit <https://sam.gov/SAM/> to register. Registration is free. **No awards will be made without this information.** SAM registrations generally take 2-3 weeks to process, so you will want to factor that into your application timeline.
- D. Programs must provide **direct services** to clients/participants.
- E. Program funding can only be used **to serve residents of Medford.**
- F. Program funding cannot be used to reimburse the cost of providing services to individuals who receive similar assistance from the Department of Social Services, Mental Health, Medicaid, or other publicly funded service providers.
- G. All program funds must be expended by **June 30, 2027.**

5. DOCUMENTATION OF CLIENT ELIGIBILITY

All service agencies assisting clients must demonstrate in writing that each individual or household receiving assistance is eligible. For each activity, one of the following types of documentation must be kept:

- Documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be low-income persons as listed in Section 4.B. above; or
- Documentation describing how the nature and the location of the activity establishes that it will be used predominantly by low-income persons; or
- Data showing the size and annual income of the family for each person receiving the benefit.

6. RULES AND RECORD KEEPING REQUIREMENTS

The following requirements will apply to all applicants:

- A. You will be required to maintain written records justifying all expenditures and client eligibility for at least four (4) years after the full amount of the grant is expended. Your records will be reviewed by the City and may also be reviewed by HUD.

- B. You will be required to maintain the City's minimum insurance standards and comply with the bonding and insurance requirements outlined in [2 CFR 200](#), if applicable to your project. Details on the City's insurance standards are available [HERE](#).
- C. You must agree to administer the CDBG program in accordance with 2 CFR 230 - Cost Principles for Non-Profit Organizations [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#).
- D. You will be required to provide quarterly reports stating the total number of persons served by your program including their race, ethnicity, and the gender of the head of household, if applicable. These figures are required to be reported to HUD.
- E. These grants are reimbursement grants. You must submit a reimbursement request at least once every quarter for any expenses you have incurred related to your grant (as detailed in the budget you will submit with your application) and provide back-up documentation on expenses, such as timesheets, reports, logs, receipts, invoices, bank statements, etc. **Please note that indirect costs are not eligible for reimbursement under this grant.**
- E. You will be required to obtain written proof of income for each person or household you assist unless your clients are abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers, or 62 years of age or older.
- F. If your CDBG-funded program derives any income, that income must be accounted for and returned to the City or used according to requirements stated in your contract.
- G. If HUD or the City determines that CDBG funds were improperly spent and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.
- H. You will be subject to periodic monitoring to ensure your organization is complying with all program requirements. This may include on-site visits to your organization, or requests for you to provide copies of relevant documents and materials. For a full list of program requirements, please refer to [Playing By The Rules: A Handbook for CDBG Subrecipients](#).
- I. The City of Medford and this CDBG program must be credited in all publications and promotional materials for the funded program, including print materials and online materials.

7. APPLICATION TIMELINE AND PROPOSAL REVIEW PROCEDURES

- Application available on or about January 30, 2026.
- Applications are due by 4:00 pm on Monday, March 2, 2026.
- Completed applications will be reviewed and scored by City officials and staff, including the CDBG & Grants Manager; the Director of the Office of Planning, Development & Sustainability; the Director of the Department of Health; the Prevention and Outreach Manager; the Social Services Coordinator; and the Mayor. Criteria for scoring will include whether the proposed program meets one or more of the priorities listed in Section 3; the experience and capacity of the applicant and its staff to run the program; the reasonableness of the program budget; and the financial stability of the applicant.

- Two public meetings will be scheduled in April to discuss recommendations for CDBG funding. ***All agencies requesting CDBG funds are strongly encouraged to send a representative to both of these meetings.***
- The City will submit its Community Development Block Grant application to the U.S. Department of Housing and Urban Development (HUD) by May 15, 2026 (subject to any delays or extensions implemented by HUD). The application will include recommendations from Mayor Breanna Lungo-Koehn and the Medford City Council for funding for public services.
- Program year begins July 1, 2026.

Funding is contingent upon approval, and receipt of funds, from HUD. Grants will be subject to all applicable HUD regulations.

8. APPLICATION PROCEDURES

Agencies interested in applying for CDBG funding must submit a proposal to the Office of Planning, Development, & Sustainability online using the City's Neighborly portal. To set up your account and submit your application [CLICK HERE](#).

You may download a sample of the application [HERE](#).

Proposals must be received no later than 4:00 pm on Monday, March 2, 2026 to be considered.

Once submitted, no proposal may be amended or substituted, unless the amendment has been requested or permitted by the City. The City, in its sole discretion, reserves the right to contact an applicant if additional information is required.

Required Application Attachments

For organizations that are not City of Medford departments or agencies, the following documents must be uploaded with your application:

1. Your agency's SAM Unique Entity ID (UEI) <https://sam.gov/SAM/> Your agency must be registered, and in good standing with SAM.gov. If you have not already registered, please do so prior to submitting this application. Registrations are required to be updated annually. ***SAM registrations generally take 2-3 weeks to process, so you will want to factor that into your application timeline.***
2. Most recent Annual Report filed with the Massachusetts Secretary of State.
3. Articles of Organization.
4. IRS Letter of Determination documenting that your agency is a 501(c)(3) nonprofit organization.
5. List of your agency's current Board of Directors.
6. If your organization expends more than \$1,000,000 in federal funds per program year, your most recent audit, including the A-133 Audit.

GENERAL TERMS AND CONDITIONS

Definitions:

Grantee: City of Medford

Subrecipient: Applicant

Agreement: Grant Agreement between Grantee and the Subrecipient

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the Grantee's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the Grantee's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with 2 CFR 200.300, 24 CFR 570.501, 570.503(b)(3)(1) & (5), 570.600-603, 570.605-614, and all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under the Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in the Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under the Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in the Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of the Agreement.

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, casualty and personal liability and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee. The insurance for property purchased with federal, state or municipal funds shall be for at least 100% of the full value. The personal liability insurance shall be in the amount of \$1million. Insurance policies shall be issued for the respective interest of the City of Medford and the Subrecipient.

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200.304,

Bonding and Insurance.

F. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through the Agreement. All activities, facilities and items utilized pursuant to the Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under the Agreement.

G. Amendments

The Grantee or Subrecipient may amend its Agreement at any time provided that such amendments make specific reference to the Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate the Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under the Agreement.

The Grantee may, in its discretion, amend its Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of the Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

H. Suspension or Termination

In accordance with 24 CFR 570.502, 570.503 and 2 CFR 200.339, the Grantee may suspend or terminate the Agreement if the Subrecipient materially fails to comply with any terms of the Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under the Agreement;
3. Ineffective or improper use of funds provided under the Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR 200.339, the Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.