

# TOWN OF ARLINGTON



## Report to Annual Town Meeting 2008 Article 32

We are pleased to submit the Community Development Block Grant Budget for program year 34 (July 1, 2008-June 30, 2009). Based on our review of the applications received at the public hearing on March 10 2008, we have developed the following budget for the use of CDBG funds. This memorandum describes each of the requests and the recommended budget amounts.

The Town of Arlington expects to receive \$1,285,289 in new grant funds from the Department of Housing and Urban Development for the period July 1, 2008 through June 30, 2009. Requests for funds total \$2,475,774 therefore, necessitating reductions. Many of the programs and activities are a continuation of ongoing programs.

The following is a summary of the requests for funds. All requests have been placed into one of five categories: *Housing/Rehabilitation, Public Services, Public Facilities and Improvements, Planning, and Administration.*

Board of Selectmen  
Town Manager

**Community Development Block Grant  
Annual Action Plan  
July 1, 2008-June 30, 2009**

**REHABILITATION/HOUSING**

**Affordable Housing Program:** There is a request for \$300,000, which will allow the Town to continue creating affordable housing. The Housing Corporation expects to purchase additional units of permanent affordable housing during this year.

The properties will be de-leaded, repaired and upgraded and then rented to low-income Arlington families who are currently using more than half of their income to pay for rent. Funding is recommended at \$200,000.

**Arlington Home Improvement Loan Program:** A request for \$400,000 has been submitted by the Arlington Home Rehabilitation Office to continue a loan program that assists residential homeowners of one to four family residences in the renovation of their properties. The Arlington Home Improvement Loan Program (AHILP) offers financial assistance to low and moderate-income homeowners by providing low interest (4%) and deferred loans with CDBG funds. The loans enable the homeowner to make home repairs and to correct violations of existing building code standards that can be detrimental to the health and safety of the occupants. The Arlington Home Rehabilitation Office also provides technical and contractor procurement services. Because of additional grant monies received for the Menotomy Weatherization Program, we have been able to maintain the AHILP and Weatherization staffs in a dual-funded category. Funding is recommended at \$250,000.

**Arlington Housing Authority:** A request for \$150,000 has been submitted by the Arlington Housing Authority to purchase one or two one-bedroom condominiums over the next 12 to 18 months in an effort to increase the number of low-income affordable rental units. Funding is recommended at \$75,000.

## **PUBLIC SERVICES**

**Adult Day Health Center Scholarships:** The Council on Aging seeks \$11,500 to continue the Adult Day Health Center Scholarship Program, which is operated by Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service at a very low cost for those who, due to physical and/or psychological limitations, cannot be left alone at home. Clients are brought to a safe and supportive environment at a day care facility in the Multipurpose Senior Center. Funding is recommended at \$4,000.

**AHS Athletic Scholarships:** There is a request for \$10,000 by the Arlington High School Athletic Department to continue an athletic scholarship program at Arlington High School. The funds will be used for income eligible students who cannot afford to pay the annual activity fee for various athletic programs offered. Funding is recommended at \$5,000.

**AHS Performing Arts Scholarships:** This is a request for \$2,000 to provide scholarships to income eligible Arlington High School students who wish to participate in programs such as music and art. Funding is recommended at \$1,500.

**Arlington Assistance Program:** The Arlington Assistance Committee is requesting \$2,500 to continue to provide services and financial assistance to low and moderate income residents of the Town that experience severe short-term financial problems. This program serves a limited clientele and funds are distributed on a case-by-case basis. Due to the significant increase in costs of heating and electricity, an appeal was made to Arlington residents for contributions to support this program. Because of a generous resident response, no CDBG funding is required this year.

**Arlington Youth Consultation Center:** The Board of Youth Services is requesting \$25,000 to subsidize the costs of counseling services to low and moderate-income families that qualify under HUD income guidelines. Ninety percent of AYCC clients qualify under the low and moderate-income guidelines. The AYCC provides various counseling services including individual, group and family therapy, emergency services, crisis intervention services and referral services. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by the client's insurance or is used for children and families that are without support or cannot afford the fee scale. The AYCC maintains records verifying income and the names of the families receiving the benefit. Funding is recommended at \$14,000.

**Arlington Youth Hockey Scholarships:** There is a request for \$10,000 for a scholarship program that provides financial assistance to income eligible youths to participate in the Arlington Youth Hockey Program at the Veteran's Memorial Skating Rink. Funding is recommended at \$4,000.

**Boys & Girls Club Scholarships:** The Arlington Boys & Girls Club requests \$20,000 to continue awarding scholarships to families who participate in the Boys & Girls Club activities. The program provides financial assistance to families with limited resources for such activities as after school care, summer camp, instructional classes and preschool. Each applicant must verify his/her income and fall within the HUD guidelines. Each recipient is also required to share in the cost of the program, based on his or her ability to pay. Funding is recommended at \$13,500.

**Community Outreach Program-Thompson School:** The Board of Youth Services is requesting \$5,000 to continue funding the operating costs of the Community Outreach Program at the Thompson School. The rationale of the program is to support academic achievement of the students through family, school, and community involvement. This program, in conjunction with a School Linked Services Grant, has allowed a number of programs to be provided to the Thompson School community. This proposal seeks funding for custodial services and program supplies. Funding is recommended at \$4,000.

**Dial-A-Ride Transportation Program:** The Council on Aging is requesting \$67,850 to continue operating their transportation program as an enterprise fund. It provides transportation services allowing the elderly and disabled to have access to the community and its services. Medical trips, food shopping, access to Senior Center programs, church and banking services are the most frequent reasons for usage. The program provides van service and taxi services for persons who are unable to use public transportation or who cannot afford full taxi fares. Fully equipped vans are owned and operated by the Council on Aging while taxi services are purchased from a private vendor. Funding is recommended at \$62,850.

**Dial-A-Ride Transportation Replace Van (20% share):** The Council on Aging is requesting 10,000 to cover the local share of the cost of a new van to replace the 1996 vehicle, which is due to be retired from service. This vehicle has 59,000 miles and according to the Massachusetts Office of Transportation & Construction, 5 years/50,000 miles marks the extent of the useful life of these vehicles. Mass Office of Transportation has approved a grant to cover 80% of the cost to replace the van with the remaining 20% to be provided by the local agency. Because the Council on Aging has other sources of funding it can utilize and because priority must be given to other COA requests, no funding for this request is recommended at this time.

**Jobs, Jobs, Jobs Program:** This is a combined request submitted by the Board of Youth Services on behalf of the Arlington Recreation Department, the Arlington Boys & Girls Club, and the Fidelity House for \$25,000 to provide human service jobs for young teens. The program targets youths in grades nine, ten and eleven who meet low-income guidelines. The teens will be employed as recreation assistants at all three agencies. The program provides teens the opportunity to learn job skills, skills in childcare and recreation leadership skills. A portion of the funds is used to hire a program coordinator who screens applicants, makes appropriate placements, supervises and evaluates the program. The remaining funds will be used to pay the recreation assistants. All teens will be paid the same hourly fee. Funding is recommended at \$13,000.

**Lifeline Subsidy:** The Council on Aging is requesting \$1,200 to supplement the cost of lifeline services for Arlington elders who cannot afford the cost of such services. No Funding is recommended this year, as the program has other sources of funds.

**Meals-on-Wheels Scholarship Program:** The Council on Aging requests \$1,000 for this ongoing program, which provides hot meals to elderly and disabled persons who cannot leave their homes. This program provides a cost subsidy for Arlington residents who are participants in Minuteman Home Care's Meals-On-Wheels Nutrition Program. The funds appropriated for this program

provide sliding-scale scholarships for clients who do not qualify for this program under Minuteman's guidelines. It is a CDBG-eligible limited clientele activity that clearly benefits low and moderate-income persons. No Funding is recommended this year, as the program currently has surplus funds.

**Menotomy Manor Homework Support Program:** This is a request by the Board of Youth Services for \$5,000 to pay for the operating costs of a homework support program for junior high school students living in Menotomy Manor, a Housing Authority property for income qualified families. Volunteers from the community provide homework tutoring. Anticipated operating costs include computer supplies and maintenance, schoolwork supplies, phone line, Internet access, and parent program consultation. Funding is recommended at \$1,000.

**Menotomy Manor Outreach Program - Fidelity House:** This request from the Fidelity House seeks \$15,000 to help defray the cost of programs that the Fidelity House manages for the low income families of Menotomy Manor. The Menotomy Manor Outreach Program was created to directly address the developmental needs of Arlington's low-income youth and help assimilate them into the community. The program includes free transportation to and from Fidelity House, free memberships, participation in all youth programs, on-site programming, and camp memberships for Summer Day Camp. The program's goal is to continue to provide a quality program for the 6-18 year olds, increase the number of youth that participate in the programs, and provide early intervention/prevention services for the 2.9-5 year old age group. Funding is recommended at \$12,000.

**Recreation Program Scholarships:** The Park and Recreation Commission is requesting \$21,000 to continue a scholarship program for activities offered by the Recreation Department. The program provides low and moderate income residents an opportunity to participate in recreation programs by providing financial assistance to offset the cost of program fees. The program requires that families provide documentation of financial need and meet HUD income guideline requirements. Funding is recommended at \$13,500.

**Volunteer Services Coordinator:** The Council on Aging requests \$43,584 to fund the position of Volunteer Services Coordinator. The Coordinator works directly for the Council on Aging to organize program activities and to recruit and supervise volunteers who provide services throughout the community. The development of public relations and special programs, many of which interface with other COA services, is an ongoing focus of this position. The Volunteer Services Coordinator also acts as the coordinator of the COA transportation program. The funds received will be used for the base salary of the staff person plus all fringe benefits. Therefore, funding is recommended at \$43,584.

## **PUBLIC FACILITIES AND IMPROVEMENTS**

**ADA Compliance-Curb Cuts:** There is a request for \$150,000 to construct/reconstruct curb cut ramps on Broadway and Warren Street in order to improve access and pedestrian safety for the elderly and disabled. Funding is recommended at \$62,097.

**Arlington Town Center Gardens:** This is a request for \$47,000 to add to funds required to repair the historic wall surrounding the Town Hall, Library and Gardens. Application has been made for additional funds, but this amount is needed to complete the work that needs to be done to preserve this historic asset. Funding is recommended at \$47,000.

**Buzzell Field Basketball:** This is a request for \$50,000 to renovate the basketball court. Environmental problems at the site caused the funding recommendation to be increased to 70,000.

**North Union St. B-Ball Court & Spray Pool Renovation:** This is a request \$151,940 to renovate the basketball courts and spray pool. No funding is recommended at this time.

**Rink Renovation:** This is a request for \$300,000 from the Arlington Recreation Department to replace the ice rink bed, boards and glass. No funding is recommended at this time.

**Sidewalk Construction-Everett St & North Union St:** This is a request for \$77,200 to construct a curbed sidewalk along the east side of Everett St which currently has no sidewalk and to construct a curbed sidewalk along the west side of North Union St which currently has a “sidewalk area” with no curb. Funding is recommended at 77,200.

**Summer St. Playground:** This is a request for \$80,000 to pour rubberized safety surfacing for handicap accessibility to this playground. Funding is recommended at 55,000.

**Whittemore Robbins House-Gutter Replacement:** This is a request for \$95,000 to repair damage to the soffit, gutters and roof. The Arlington Youth Consultation Center is located in the Whittemore Robbins House. No Funding is recommended.

## PLANNING

**ABC Study:** This is a request for \$40,000 to continue to implement the findings of the Arlington Business Community Study. It is planned to evaluate the business mix in Arlington 3 business districts and to assess the impact of the change of use of certain major parcels. Funding is recommended at 17,769.

**ADA Accessibility Study:** This is a request for \$25,000 for an Accessibility Study of the Town’s

open space and outdoor recreation sites. No funding is recommended.

**Community Development Plan:** This request for \$15,000 is the allocation for CDBG related planning activities. It is the only source of general planning funds available to the Department of Planning and Community Development and the Town. It permits the department to undertake general comprehensive planning activities including updates on population, demographics, and economic development issues on behalf of the Town and to respond to specific activities and issues that occur during the budget year. No Funding is recommended due to surplus funds.

**Mass Ave Corridor Improvement Study:** This is a request for \$35,000 to fund the work to coordinate several Mass Ave initiatives and prepare them as a staged plan, eligible for state funding. It is recommended that no funds be allocated to the study this year.

**Planner:** This is a request for \$75,000 to fund the position of Planner. The Planner works directly for the Director of Planning and Community Development. Duties and responsibilities of the position involve a multitude of CDBG related planning issues, including work on historical matters, land and open space issues, and the Town Center Gardens Restoration Project. Funding includes salary plus fringe benefits, which are reimbursed to the Town. After a careful analysis of the actual cost of benefits, funding for this position is recommended at \$73,000.

**Senior Planner:** \$77,000 is requested for this staff position responsible for developing affordable housing, a housing plan for the Town, and recertification under State Executive Order 418, as well as other general planning activities. Funding includes salary plus fringe benefits, which are reimbursed to the Town. Funding for this position is recommended at \$75,000.

**Storefront Improvement Program:** This is a request for 15,000 to extend program o f design assistance to commercial properties. This program was inspired by an 18 month planning process which identified the importance of commercial revitalization. No funding recommended.

**Vision 2020:** This is a request for \$8,000 for the continuation of Arlington's future vision development program. The Vision 2020 program is entirely self-directed and involves one of the most exciting goal setting and comprehensive planning processes ever undertaken. In 1993, Town Meeting endorsed Vision 2020's goals and included these goals in the bylaws for the Town. This past year, Vision 2020 has continued its efforts in the clean up of Spy Pond, and in issues involving diversity and education. No funding is recommended due to surplus funds.

## ADMINISTRATION

**Audit Costs:** An amount of \$2,000 is requested to cover the cost for the CDBG portion of the annual town audit. Funding is recommended at \$2,000.

**General Administration:** An amount of \$30,000 is requested for operating and administration costs of the CDBG program. This budget item provides for costs of overall program management, coordination, monitoring, and evaluation. Funding is recommended at \$17,289.

**Grants Administrator:** This is a request for \$72,000 to fund the position of Grants Administrator. The Grants Administrator works in the Department of Planning and Community Development and is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. Related costs include salary and reimbursement to the Town for fringe benefits. After a careful analysis of the actual cost of benefits, funding for this position is recommended at \$72,000.

**Legal Services:** An amount of \$5,000 is requested for outside legal expenses incurred to resolve issues relating to CDBG activities. No funding is recommended due to surplus funds from the previous year.



**WARRANT ARTICLE 32 - ANNUAL TOWN MEETING, APRIL 2008  
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 34 (7/1/01)**

	Amount Requested	Compliance with Nat'l Objectives Section 570.200(a)(2)	Planning & Community Development Working Budget
<b>REHABILITATION/HOUSING</b>			
1. Affordable Housing Program	300,000	Benefit low & mod. income	200,000
2. Arlington Home Improvement Loan Program	400,000	Benefit low & mod. income	250,000
3. Housing Authority-Affordable Condo	150,000	Benefit low & mod. income	75,000
<b>Total</b>	<b>\$850,000</b>		<b>525,000</b>
<b>PUBLIC SERVICES</b>			
1. Adult Day Health Center Scholarships	11,500	Benefit low & mod. income	4,000
2. AHS Athletic Scholarships	10,000	Benefit low & mod. income	5,000
3. AHS Performing Arts Scholarships	2,000	Benefit low & mod. income	1,500
4. Arlington Assistance Program	2,500	Benefit low & mod. income	-
5. Arlington Youth Consultation Center	25,000	Benefit low & mod. income	14,000
6. Arlington Youth Hockey Scholarships	10,000	Benefit low & mod. income	4,000
7. Boys & Girls Club Scholarships	20,000	Benefit low & mod. income	13,500
8. Community Outreach Program at Thompson Sch	5,000	Benefit low & mod. income	4,000
9. Dial-A-Ride Transportation Program	67,850	Benefit low & mod. income	62,850
10. <b>Dial-A-Ride Trans-Replacement Van (20% Sha</b>	<b>10,000</b>	Benefit low & mod. income	-
11. Jobs, Jobs, Jobs Program	25,000	Benefit low & mod. income	13,000
12. Lifeline Subsidy Program	1,200	Benefit low & mod. income	-
13. Meals-on-Wheels Program	1,000	Benefit low & mod. income	-
14. Menotomy Manor Homework Support Program	5,000	Benefit low & mod. income	1,000
15. Menotomy Manor Outreach Program - Fidelity Hc	15,000	Benefit low & mod. income	12,000
16. Recreation Program Scholarships	21,000	Benefit low & mod. income	13,500
17. Volunteer Services Coordinator	43,584	Benefit low & mod. income	43,584
	<b>\$275,634</b>		<b>\$191,934</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>			
1. ADA Comp Program-Curb Cuts	150,000	Benefit low & mod. Area	62,097
2. Arlington Town Center Gardens	47,000	Benefit low & mod. Area	47,000
3. Buzzell Field Basketball Court	50,000	Benefit low & mod. Area	70,000
3. Curb Cut-Broadway & Warren (see ADA Program	-	Benefit low & mod. Area	-
4. North Union B-ball Court & Spray Pool Renovatio	151,940	Benefit low & mod. Area	-
5. Rink Renovation	300,000	Benefit low & mod. Area	-
6. Sidewalk Construction-Everett St & North Union	77,200	Benefit low & mod. Area	77,200
7. Summer Street Playground	80,000	Benefit low & mod. Area	55,000
8. Whittemore Robbins House-Gutter Replacement	95,000	Benefit low & mod. Area	-
<b>Total</b>	<b>\$951,140</b>		<b>\$311,297</b>
<b>PLANNING</b>			
1. Arlington Business Community Stdy (Manager's r	40,000	Exempt Activity	17,769
2. ADA Accessibility Study	25,000	Exempt Activity	-
3. Community Development Plan	15,000	Exempt Activity	-
4. Mass Ave Corridor Improvement Study	35,000	Exempt Activity	-
5. Planner	75,000	Program Support Activity	73,000
6. Senior Planner	77,000	Program Support Activity	75,000
7. Storefront Improvement Program	15,000	Exempt Activity	-
8. Vision 2020	8,000	Exempt Activity	-
	<b>290,000</b>		<b>165,769</b>
<b>ADMINISTRATION</b>			
1. Audit Costs	2,000	Program Support Activity	2,000
2. General Administration	30,000	Program Support Activity	17,289
3. Grants Administrator	72,000	Program Support Activity	72,000
4. Legal Services	5,000	Program Support Activity	-
<b>Total</b>	<b>\$109,000</b>		<b>\$91,289</b>
<b>TOTAL ALL REQUESTS</b>	<b>\$2,475,774</b>		<b>\$1,285,289</b>

**NOTE: FY2008/2009 ALLOCATION: 1,285,289.00**