

TOWN OF ARLINGTON



Report to Annual Town Meeting 2014 Article 24 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant Budget for program year 40 (July 1, 2014-June 30, 2015). Based on our review of the applications received at the public hearing on February 24, 2014 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 \$1,084,871 in new grant funds from the Department of Housing and Urban Development for the period July 1, 2014 through June 30, 2015. This is a reduction of **\$4,613** from the current year's allocation. Requests for funds totaled **\$2,487,903** therefore, necessitating reductions. Many of the programs and activities are a continuation of ongoing programs.

The Town also estimates that it will receive an additional \$190,000 in *program income* generated by the Arlington Home Improvement Loan Program. HUD regulations allow 15% of program income to be allocated to the public services category so the Town will utilize program income to offset the \$4,613 reduction in CDBG funding. The Town has also included in this budget re-programmed funds of \$201,649 from previous years' CDBG project allocations that were not fully expended.

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.*

Projects/activities must meet **ONE** of the following HUD National Objectives:

Low/Moderate Income Area Benefit: the project/activity meets the needs of persons residing in an **area** where at least 51% of the residents are low or moderate income persons.

Low/Moderate Income Clientele: the activity benefits a group of persons (rather than residents

in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: abused children, battered spouses, elderly persons, adults meeting the **Bureau of Census' Current Population Reports** definition of "severely disabled", homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing: The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter-occupied units in one family or multi-family structures.

Slum or Blighted Area: the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

Spot Blight: the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Board of Selectmen
Town Manager

**Community Development Block Grant
Annual Action Plan
July 1, 2014-June 30, 2015**

REHABILITATION/HOUSING

Affordable Housing Program: This is a request for \$500,000, which will allow the Town to continue creating affordable housing. Funds will be used to purchase additional units of permanent affordable housing during the year, and for possible brownfields site clean-up for redevelopment for affordable units. The properties will be de-lead, 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. \$15,000 is included as partial salary for the Senior Planner/Housing Director position. Funding is recommended at \$360,859.

Arlington Home Improvement Loan Program: A request for \$350,000 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 (1.75 %) 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. Funding is recommended at \$250,000.

Arlington Housing Authority (AHA) Affordable Condo: This is a request for \$200,000 to purchase one or two one-bedroom condominiums to be used to relocate over-housed residents that are presently occupying 2-bedroom units in the Housing Authority's family housing development. Currently, there are 11 families that are considered over-housed. At this time, no funding is recommended.

PUBLIC SERVICES

Adult Day Health Center Scholarships: The Council on Aging seeks \$10,000 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: This is a request for \$8,000 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 \$8,000.

Arlington Youth Consultation Center: The Board of Youth Services is requesting \$30,000 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. Level funding is recommended at \$17,708.

Arlington Youth Hockey Scholarships: This is a request for \$5,300 for a scholarship program that provides financial assistance to income eligible youths to participate in the Arlington Youth Hockey Program at the Ed Burn's Arena. Funding is recommended at \$5,300.

Arlington Senior Association Program Coordinator: This is a request for \$16,860 by the Arlington Seniors Association (ASA) to fund the salary and workman's compensation for the ASA's Program Coordinator. No funding is recommended at this time.

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, a reduction from last year's funding of \$14,500.

Code Red-MyDailyCallProgram: The Council on Aging is requesting \$1,250 to fund a service that schedules calls to monitor those residents who are most vulnerable or at-risk. In the event a resident does not respond to attempted calls or requests assistance during a call, emergency personnel are dispatched to the resident's address. Funding is recommended at \$1,250.

Dial-A-Ride Transportation Program: The Council on Aging is requesting \$72,182 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 \$40,000.

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 \$14,000 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 and will provide service to other income qualified youth. 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 \$12,000.

Ican Shine Learn to Bike Program: This is a \$9,900 request to support a program designed to teach people with disabilities ages eight and up how to ride a two-wheel bicycle and experience the thrill of independently riding a bicycle during their lifetime. Funding is recommended at \$1,992.

Lifeline Subsidy: The Council on Aging is requesting \$2,000 to supplement the cost of lifeline services for Arlington elders who cannot afford the cost of such services. Level funding is recommended at \$1,200.

Menotomy Manor Homework Support Program: This is a request by Operation Success for \$6,000 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. Trained volunteers, active and retired teachers 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 \$6,000.

Menotomy Manor Outreach Program - Fidelity House: This request from the Fidelity House seeks \$18,000 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 5-18 year olds. Funding is recommended at \$14,000.

Recreation Program Scholarships: The Park and Recreation Commission is requesting \$13,000 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 \$13,000.

Volunteer Services Coordinator: The Council on Aging requests \$52,281 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 \$52,281.

PUBLIC FACILITIES AND IMPROVEMENTS

ADA Compliance–Curb Cuts: There is a request for \$150,000 to construct/reconstruct curb cut ramps with the Americans with Disability Act Guidelines for the purpose of improving access and pedestrian safety for the elderly and disabled. Funding is recommended at \$125,000.

ADA Accessibility N. Union Park: This is a request for \$25,200 to meet ADA guidelines at North Union Park and Spray Pool by creating an accessible pathway to connect N. Union Street to Everett Street. The pathway will also connect the different play components of the park including the playground, picnic area, basketball court, field and spray pool. Funding is recommended at \$10,000.

Drake Village Senior Housing Renovation: This is a \$500,000 request from the Arlington Housing Authority to renovate, modernize and add accessibility features to the Drake Village cottages. No funding is recommended at this time.

Facade Improvement Program: This is a request for \$50,000 to fund a portion of facade restoration/rehabilitation of Commercial Buildings. \$25,000 is recommended at this time.

Historic Preservation: JCH & 23 Maple Street: This is a request for \$80,000 to restore the siding and gutters, install hearthstone supports and preserve the doorway of the historic Town

owned Jefferson Cutter House and for exterior restorations to 23 Maple Street, also a Town owned building which is located in the Pleasant Street Historic District. The Maple Street renovations will involve replacing the deteriorated and inappropriately repaired porches and entryways and correct and improve handicap access. Funding is recommended at \$80,000.

Housing Authority: Life & Skills Center Building: This is a request by the Arlington Housing Authority for \$100,000 to build a Life & Skills Center at 2 Freemont Court, in the Menotomy Manor Development. Currently, two 3-bedroom units are used to run programs that benefit the residents of Menotomy Manor.

The Center would offer a larger and more efficient space for existing programs and allow for additional programs such as banking and finance classes, computer training classes, and job search skills classes in an effort to make families of Menotomy Manor self sufficient.

The Center would also house the present substation of the Arlington Police Department and the Arlington Housing Authority's on site Management Office at Menotomy Manor.

The total amount needed to undertake this project is \$350,000. Funding for the Life & Skills Building is recommended at \$200,000.

Whittemore Robbins Carriage House Rehabilitation: This is a request for \$25,000 to begin phase 1 of the restoration of the historic Whittemore Robbins Carriage House. The first phase will include addressing safety issues and designing a concept for future use of the property. Funding is recommended at \$25,000.

PLANNING

Open Space & Recreation Plan: This is a request for \$9,900 by the Open Space Committee (OSC) to hire a consultant to help update the current Plan which expires in December 2014. Funding is recommended at \$9,900.

Planning & Zoning Study: This is a request for \$65,000 to fund tasks and services to prepare and recommend a revised zoning bylaw to guide land use and redevelopment consistent with the Comprehensive Master Plan. Funding is recommended at \$50,000.

Planner: This is a request for \$20,000 to partially 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. Funding includes salary plus fringe benefits, which are reimbursed to the Town. Funding for this position is recommended at \$20,000.

Senior Planner: \$20,000 is requested to partially fund this staff position responsible for developing affordable housing, a housing plan for the Town, and recertification under State Executive Order 418. Funding for this position is recommended at \$20,000.

Vision 2020 (Community Volunteers for Community Initiatives) This is a request for \$3,400 to continue the annual Census Insert Survey. Data and preferences collected and collated have been valued information for developing policy and direction for the community. Funding is recommended at \$3,400.

ADMINISTRATION

Audit Costs: An amount of \$2,000 is requested to cover the cost for the CDBG portion of the annual town audit. No funding is recommended at this time.

General Administration: An amount of \$20,000 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 \$20,000.

Grants Administrator: This is a request for \$86,130 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. Funding for this position is recommended at \$86,130.

Legal Services: An amount of \$2,500 is requested for outside legal expenses relating to issues involving CDBG activities. No Funding is recommended.

**WARRANT ARTICLE 24 - ANNUAL TOWN MEETING, APRIL 2014
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 40 (7/1/14-6/30/15)**

	Amount Requested	Compliance with Nat'l Objectives Section 570.200(a)(2)	Town Manager Board of Selectmen Approved Budget
REHABILITATION/HOUSING			
1. Affordable Housing Program	500,000	Benefit low & mod. income	360,859
2. Arlington Home Improvement Loan Program	350,000	Benefit low & mod. income	250,000
3. Arl. Housing Authority-Affordable Condo	200,000	Benefit low & mod. income	
Total	\$1,050,000		\$610,859
PUBLIC SERVICES			
1. Adult Day Health Center Scholarships	10,000	Benefit low & mod. income	4,000
2. AHS Athletic Scholarships	8,000	Benefit low & mod. income	8,000
3. Arlington Youth Consultation Center	30,000	Benefit low & mod. income	17,708
4. Arlington Youth Hockey Scholarships	5,300	Benefit low & mod. income	5,300
5. Arlington Senior Assoc Program Coordinator	16,860	Benefit low & mod. income	-
6. Boys & Girls Club Scholarships	20,000	Benefit low & mod. income	14,500
7. Code Red-MyDailyCall Program	1,250	Benefit low & mod. income	1,250
8. Dial-A-Ride Transportation Program	72,182	Benefit low & mod. income	40,000
9. Jobs, Jobs, Jobs Program	14,000	Benefit low & mod. income	12,000
10. Ican Shine Learn to Bike Program	9,900	Benefit low & mod. income	1,992
11. Lifeline Subsidy Program	2,000	Benefit low & mod. income	1,200
12. Menotomy Manor Homework Support Program	6,000	Benefit low & mod. income	6,000
13. Menotomy Manor Outreach Program - Fidelity House	18,000	Benefit low & mod. income	14,000
14. Recreation Program Scholarships	13,000	Benefit low & mod. income	13,000
15. Volunteer Services Coordinator	52,281	Benefit low & mod. income	52,281
Total	\$278,773		\$191,231
			\$191,231
PUBLIC FACILITIES AND IMPROVEMENTS			
1. ADA Comp Program-Curb Cuts	150,000	Benefit low & mod. income	125,000
2. ADA Accessibility N. Union Park & Spray Pool	25,200	Benefit low & mod. Area	10,000
3. Drake Village Senior Housing Renovation	500,000	Benefit low & mod. income	-
4. Façade Improvement Program	50,000	Historic Preservation-Spot Blight	25,000
5. Historic Preservation:JCH & 23 Maple Street	80,000	Historic Preservation-Spot Blight	80,000
6. Housing Authority: Life & Skills Center Building	100,000	Benefit low & mod. income	200,000
7. Whittemore Robbins Carriage Hse-Phse 1 Rehab	25,000	Historic Preservation-Spot Blight	25,000
Total	\$930,200		\$465,000
PLANNING			
1. Comprehensive Master Planning	-	Exempt Activity	-
2. Open Space and Recreation Plan 2015-2020	9,900	Exempt Activity	9,900
3. Planning & Zoning Study	65,000	Exempt Activity	50,000
4. Planner	20,000	Program Support Activity	20,000
5. Senior Planner	20,000	Program Support Activity	20,000
6. Vision 2020 (Community Volunteers -Initiatives)	3,400	Exempt Activity	3,400
Total	118,300		\$103,300
ADMINISTRATION			
1. General Administration	20,000	Program Support Activity	20,000
2. Grants Administrator (Salary + Benefits)	86,130	Program Support Activity	86,130
3. Audit	2,000	Program Support Activity	-
4. Legal Services	2,500	Program Support Activity	-
Total	\$110,630		\$106,130
			\$216,974
TOTAL ALL REQUESTS	\$2,487,903		\$1,476,520
NOTE: 2014/2015 allocation 1,084,871			
Estimated Program Income: 190,000			
Re-Programmed Funds:			
Public Services	17,006		
Public Facilities	124,927		
Plann & Admn	59,716		
Total Funds Avail:	1,476,520		