



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2018-2019**



ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE  
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

**DEADLINE**

**4:00 PM, Wednesday, January 31, 2018**

**WHERE**

*Email the grant application and required attachments to:*

[jwayman@town.arlington.ma.us](mailto:jwayman@town.arlington.ma.us)

If you do not receive an email confirmation after sending your application, contact Julie Wayman.

**SUBMISSION DIRECTIONS**

1. Open the file
2. Click "Save As"
3. Rename file, "2018-2019 CDBG\_ YOUR ORGANIZATION NAME"
4. Save to your computer

**YOU MUST SAVE THIS DOCUMENT TO ENSURE IT IS NOT LOST**

**SUBMISSION REQUIREMENTS**

- CDBG Grant Application
- One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS *(if applicable)*
- One (1) copy: Agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**OPTIONAL SUBMISSION DOCUMENTS**

- Letters of Support
- Resumes, brochures, newspaper articles, or other marketing materials

For help completing this year's application, office hours will be held in the first floor conference room in the Town Hall Annex on Thursday, January 18<sup>th</sup> from 6pm-7pm.

*Failure to provide complete application and supporting documentation may result in a rejected application.*

**FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:**

Julie Wayman, CDBG Administrator  
Department of Planning and Community Development  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476  
Phone: 781-316-3094

[jwayman@town.arlington.ma.us](mailto:jwayman@town.arlington.ma.us)

TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

December 20, 2017

Dear applicant,

Thank you for your interest in applying for funding through the Town of Arlington’s Community Development Block Grant (CDBG) program. CDBG is a program of HUD and was created in 1974 as part of Title I of HCD ACT of 1974, as amended. The primary objective of Title I is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low-and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

This federal funding provides opportunities to improve the lives of our fellow residents. As a town, through a 5-year consolidated plan, we are focused on the following activities:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Affordable Housing Development</li> <li>• Housing Rehabilitation</li> <li>• Public Facilities</li> </ul> | <ul style="list-style-type: none"> <li>• Public Parks and Open Space</li> <li>• Public Infrastructure</li> <li>• Public Services</li> <li>• Planning and Administration</li> </ul> |
|---|--|

<b>Year 44 2018-2019 CDBG Application Timeline</b>	
December 20, 2017	Application released and available online at <a href="https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg">https://www.arlingtonma.gov/departments/planning-community-development/community-development-block-grants-cdbg</a>
January 18, 6-7pm	Office hours for application assistance
January 31, 2018 at 4pm	Applications Due
February 26, 2018	Board of Selectmen meeting and public hearing on CDBG application submissions. Applicants are invited to update the board on FY18 activities and preview of application for FY19.
Early March 2018	Board of Selectmen subcommittee will meet to discuss CDBG applications.
March 19, 2018	CDBG Subcommittee will present funding recommendation to Board of Selectmen. Selectmen will move it to Town Meeting.
April 2018	The subcommittee will make and present the final funding recommendation at Town Meeting.

Please utilize the following pages as a guide while filling out the application. If you have any questions, please contact us. We look forward to reviewing your application and thank you for your participation in making our town a better place for all to live, learn, work, and play.

Sincerely,

Julie Wayman

CDBG Administrator

## **ELIGIBLE ACTIVITIES**

### **Eligible Applicants**

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. No awards will be made without this information.

### **Grant Program Description & Eligible Activities**

The Town of Arlington is requesting proposals for Program Year July 1, 2018 – June 30, 2019 for funding from the:

**Community Development Block Grant (CDBG) Program:** The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) at or below 80% of the area median income. Also, for the purposes of this grant program, the following groups of people are presumed to be LMI: violence victims, abused children, homeless, disabled, elderly, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment, and to expand economic opportunities.

**Applicants may apply for funds to support the Consolidated Plan Goals and Objectives, listed on Page 7.**

### **Encouraging Collaborations**

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze the level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Town of Arlington at 781-316-3094. The CDBG Administrator, Julie Wayman, will provide technical assistance to all applicants upon request.

## GRANT EVALUATION CRITERIA

The CDBG Subcommittee will use the following criteria to evaluate proposals and make funding recommendations. In order to be considered for funding, a proposed activity must, at minimum, be eligible for funding according to HUD’s regulations by meeting at least one of HUD’s National Objectives, and address at least one goal of the [Town of Arlington Consolidated Plan](#), which can be found under CDBG on the Town of Arlington’s Planning and Community Development page. Application, including Budget Description, must also be complete.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
<b>1. Community Need</b> Does the proposed project address a pressing or significant need in the town of Arlington and demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan	Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.	It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.
<b>2. Resources &amp; Capacity</b> Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?	Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.	Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.	Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.
<b>3. Cost Benefit</b> How does the cost of the proposed project compare to its proposed output and outcome accomplishments?	Proposed project yields a low cost-benefit ratio comparable to similar programs.	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs.
<b>4. Encouraging Partnerships</b> Does the proposed project involve new or existing partnerships with other service providers in the community?	Applicant and/or proposed activity will encourage new partnerships as a result of the project.	Applicant will utilize existing partnerships to complete the proposed project.	Proposed project does not encourage partnerships.
<b>5. Leveraged Funds</b> Has the organization secured additional funding sources or in-kind support to cover the proposed project?	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.	Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.
<b>6. Self Sufficiency</b> Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?	Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.
<b>7. New Public Services Program</b> Is the proposed project offering a new service and is it available from any other providers in the community?	The proposed project offers a new service not provided elsewhere in the Town.	The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.	The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.

## PERFORMANCE AND OUTCOME MEASUREMENT

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the Town of Arlington has implemented a Performance and Outcome Measurement System. This system will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

***Please note the following definitions specific to this system as you prepare your application***

**Inputs** – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

**Major Activities** – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

**Outputs** – Quantifiable products of the project - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

**Outcomes** – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (Note: Applicants should only include the major project outcomes supported by the requested program funds.)

**Outcome Measurement** – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

**Please note:** HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2018-2019 program year, the Town of Arlington will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the subrecipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as prescribed in the appropriate federal regulations and town policies. Both HUD and the Town of Arlington understand that this type of contracting will not easily fit for some projects, however when it is possible, the Town will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested.

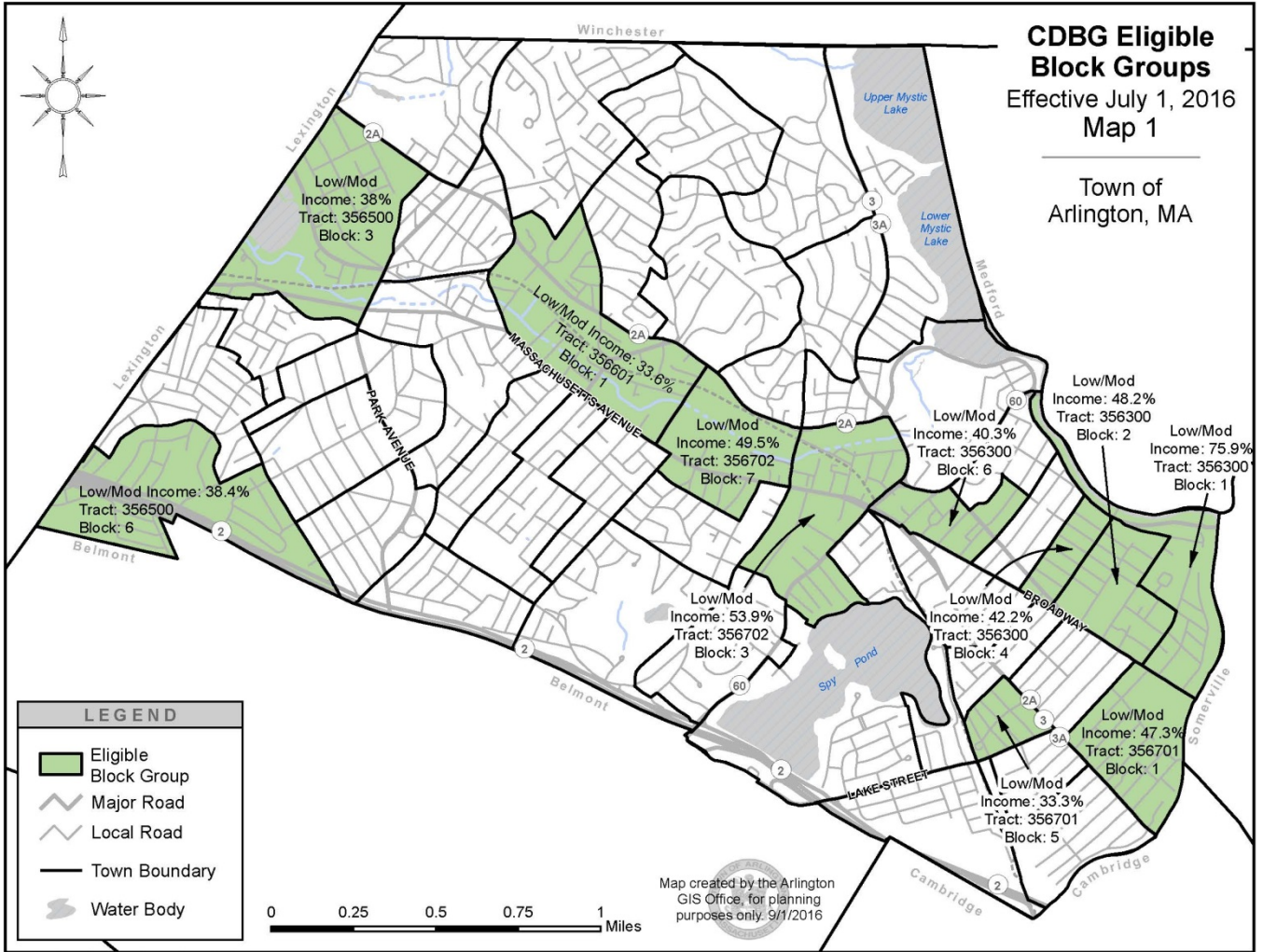
**MEASURING ACCOMPLISHMENTS TABLE EXAMPLE**

<b>GOAL</b>	<b>INPUTS</b>	<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>
<b>Proposed goals to reduce extent of problems or needs</b>	<b>Resources to be dedicated or utilized to meet proposed goals</b>	<b>What the program does with the input to fulfill its mission</b>	<b>Direct products of program activities</b>	<b>ST (Short Term) LT (Long Term) Benefits that result from the program</b>
Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.	20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs	1. Increased number of homework assignments completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)

<b>Nationally Reportable Outputs</b>			
<b>Businesses Assisted</b>		<b>Persons Served</b>	20
<b>Households Assisted</b>		<b>Jobs Created</b>	

**PROJECT/ACTIVITY SERVICE AREA**

If you check the first box, "Low/Moderate Income Area Benefit (LMA)", under Determining Eligibility on page 1 in part II of the CDBG application, please fill in the census tract and block of the activity for which you are applying. If you are unsure of the census tract/s that is/are served by your project or activity, visit the Federal Financial Institutions Examination Council (FFIEC) website <http://www.ffiec.gov/Geocode/default.aspx> and type in the address.



## CONSOLIDATED PLAN GOALS AND OBJECTIVES

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal are the high and medium priority objectives. Relative priorities were established through the development process of the Town's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the many community needs given the limited amount of funding available through the CDBG program. Proposed projects and programs must address at least one of the following objectives:

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### TOWN OF ARLINGTON CONSOLIDATED PLAN ACTIVITIES & OBJECTIVES

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#### ECONOMIC DEVELOPMENT

##### Objectives

- Improve economic opportunities for low-income persons
- Create local employment opportunities

#### AFFORDABLE HOUSING DEVELOPMENT

##### Objectives

- Develop affordable rental and ownership units

#### HOUSING REHABILITATION

- Rehabilitate existing housing stock

#### PUBLIC FACILITIES

- Improve Public Facilities including Historic Preservation

#### PARKS, AND OPEN SPACE

##### Objectives

- Improve Public Parks and Open Spaces

#### PUBLIC INFRASTRUCTURE

##### Objectives

- ADA compliant sidewalks, curb cuts

#### PUBLIC SERVICES

##### Objectives

- Provide essential public services to youth, elders, and vulnerable populations.

#### PLANNING AND ADMINISTRATION

##### Objectives

- Planning and Administration
-



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2018-2019**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization:	Project Name:
Contact:	Title:
Mailing Address:	Project Location:
Email:	Phone:
Anticipated Start Dates:	Anticipated End Dates:
Amount of Request:	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds ( <i>Note: More than one may apply</i> )	
<input type="checkbox"/> 501(c)3 <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Unit of Government <input type="checkbox"/> Institution of Higher Education	
<b>Determining Eligibility</b>	
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;">Census Tract and Block:</div>	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> 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.	
<input type="checkbox"/> <b>Low/Moderate Housing (LMH):</b> 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.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> 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.	
<input type="checkbox"/> <b>Spot Blight (SBS):</b> 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.	
Does your program benefit any of the following? <ul style="list-style-type: none"> <li><input type="checkbox"/> Abused children</li> <li><input type="checkbox"/> Elderly persons (age 62 and older)</li> <li><input type="checkbox"/> Battered spouses</li> <li><input type="checkbox"/> Homeless persons</li> <li><input type="checkbox"/> Severely disabled <b>adults</b> (as defined by Bureau of Census*)</li> <li><input type="checkbox"/> Illiterate adults</li> <li><input type="checkbox"/> Persons living with AIDS</li> <li><input type="checkbox"/> Migrant farm workers</li> <li><input type="checkbox"/> Other (please specify):</li> </ul>	DUNS #:  (Note: All entities receiving federal assistance are required to have a DUNS #)

**II. General Description**

1. Brief Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives

3. Geographic Distribution of Activities: (Town wide, or Census Tract)

**III. Attachments**

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit
- One (1) copy; MA Certificate of Good Standing

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

**Project Narrative**

**Based on the evaluation criteria identified, use the space provided to answer each prompt**

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

**1. b)** Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

<b>Budget Description</b>			
Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.			
<b>A. Non-Construction Projects/Activities (Public Services)</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET</b>			

<b>B. Construction Projects (physical improvements) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.</b>			
Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)*

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Other:		
Total:		

**MEASURING ACCOMPLISHMENTS TABLE**

*PLEASE AVOID ABBREVIATIONS*

<b>NEED STATEMENT</b>	<b>GOAL</b>	<b>INPUTS</b>	<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program

**Nationally Reportable Outputs**

*Please indicate the number of outputs expected*

<b>Businesses Assisted</b>		<b>Persons Served</b>	
<b>Households Assisted</b>		<b>Jobs Created</b>	