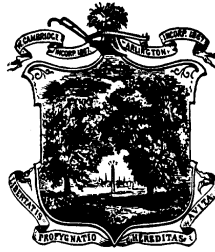


# TOWN OF ARLINGTON



## Report to Annual Town Meeting 2018 Article 23 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for program year 44 (July 1, 2018 through June 30, 2019). Applications were due on January 31, 2018 and reviewed on February 26, 2018 at the Board of Selectmen's public hearing. The CDBG Subcommittee met on March 1, 2018 and March 7, 2018 to review the applications and develop the following budget for the use of CDBG funds. This memorandum describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,019,219** in new grant funds from the U.S. Department of Housing and Urban Development for the period July 1, 2018 through June 30, 2019. This is a reduction of **\$10,368** from the current year's allocation. The potential reduction is based upon the average percentage reduction in allocations the Town received in CDBG funds from the past five years. In addition, the Town also anticipates new program income and reprogrammed prior year's CDBG funds. Refer to attached spreadsheet for further details. The following proposed allocations would expend the total anticipated amount of **\$1,442,269**. Many of the programs and activities are a continuation of ongoing programs and activities.

Were the Town to receive less or more than the estimated allocation, the CDBG Subcommittee would suggest that an overall equal percent reduction or increase be applied to all funding recommendations. Exempt CDBG activities which impact staffing and future planning will not receive the same level of reductions contingent upon final budgetary allocations from the federal government. Should CDBG funding be eliminated, the town will consider a plan to address service and programming impacts.

The following is a summary of the requests for funds and the corresponding recommended allocations. All requests have been placed into one of five categories: *Rehabilitation/Housing, 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 (LMA):** 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.

**Low/Moderate Income Clientele (LMC):** 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, and adults meeting the **U.S. Bureau of Census' Current Population Reports** definition of "severely disabled," homeless persons, illiterate adults and persons living with AIDS.

**Low/Moderate Housing (LMH):** 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 (SBA):** 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 (SBS):** 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.

CDBG Subcommittee

Adam Chapdelaine, Town Manager

Dan Dunn, Selectman

Jennifer Raitt, Director of Planning and Community Development

Clarissa Rowe, Selectman

Julie Wayman, CDBG Administrator

**Community Development Block Grant  
Annual Action Plan  
July 1, 2018- June 30, 2019**

**REHABILITATION/HOUSING**

**Affordable Housing Portfolio Capital Improvements, Housing Corporation of Arlington:** This request for \$200,000 would be used to make improvements to HCA's portfolio of existing affordable rental housing. This project is expected to benefit six households and complies with national objective LMH. Funding is recommended at \$200,000.

**Arlington Home Improvement Loan Program, Weatherization and Housing Rehabilitation:** This request for \$150,000 would provide low- to moderate-income property owners of one- to four-family homes a low-interest (1.75 %) and deferred-payment loan to assist with the renovation of their properties. The loans enable the owners to make repairs, bring properties into compliance with building, health and safety code standards, and abate lead-based paint. The Arlington Home Rehabilitation Program also provides technical and contractor procurement services. This project is expected to benefit 12 households and complies with national objective LMH. Due to an ongoing and significant reduction in qualifying loan applications, CDBG funding is recommended at \$25,000. It is recommended the program utilize their unused CDBG grant funding and program income generated during fiscal years 2015, 2016, and 2017, totaling over \$450,000. CDBG staff will be working with the program to create a detailed plan to expend these funds.

**PUBLIC SERVICES**

**Summer Scholarships, Arlington Boys & Girls Club:** This request for \$20,000 would provide scholarships to income-eligible households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for such activities as after school care, summer camp, instructional classes, and preschool. Each recipient is also required to share in the cost of the program, based on their ability to pay. This project is expected to benefit 52 individuals and complies with national objective LMC. Funding is recommended at \$15,500.

**Jobs, Jobs, Jobs Program, Arlington Boys & Girls Club:** This request for \$5,000 would fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding would pay for the teens to be employed as recreation assistants at the club and would provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit eight individuals and complies with national objective LMC. Funding is recommended at \$5,000.

**Athletic Fee Scholarships, Arlington High School Athletic Department:** This request for \$10,000 would provide athletic scholarships for Arlington High School students. The funds would be used for income-eligible students who cannot afford to pay the annual activity fee for various athletic

programs offered. This project is expected to benefit 30 individuals and complies with national objective LMC. Funding is recommended at \$8,000.

**Operation Success Learning Center, Arlington Housing Authority:** This request for \$6,000 would pay for the operating costs of a homework support program for junior high school students living in Menotomy Manor, an Arlington Housing Authority property. Trained volunteers and active and retired teachers from the community provide homework tutoring. This project is expected to benefit 20 individuals and complies with national objective LMA. Funding is recommended at \$6,000.

**Mental Health Services for Youth and Families, Arlington Youth Counseling Center:** This request for \$10,000 would subsidize the costs of counseling services to income eligible households. AYCC clinicians provide individual and/or group counseling services in each of the elementary schools, Ottoson Middle School, and Arlington High School. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or is used for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 15 individuals and complies with national objective LMC. Funding is recommended at \$6,000.

**Adult Day Health Services/Scholarships, Council on Aging:** This request for \$8,000 would provide scholarships for elderly to utilize the Adult Day Health Services, through the Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a very low cost for those who, due to physical and/or psychological limitations, cannot be left alone at home. This project is expected to benefit 28 individuals and complies with national objective LMC. Funding is recommended at \$5,000.

**Transportation Enterprise Fund, Council on Aging:** This request for \$35,000 would fund the transportation services that are offered to Arlington seniors. The transportation program brings seniors to medical appointments and local stores, helping seniors remain independent and active in the community. This project is expected to benefit 265 individuals and complies with national objective LMC. Funding is recommended at \$36,500.

**Volunteer Coordinator, Council on Aging:** This request for \$56,806 would fund the position of Volunteer Coordinator. The coordinator supervises and coordinates volunteers and manages the van and transportation program and is essential to the Council on Aging's mission to engage senior citizens in community participation. The funds received would be used for the base salary of the staff person plus all fringe benefits. This project is expected to benefit 495 individuals and complies with national objective LMC. Funding is recommended at \$53,883.

**Jobs, Jobs, Jobs Program, Fidelity House:** This request for \$5,000 would fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding would pay for the teens to be employed as recreation assistants at Fidelity House and would provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit four individuals and complies with national objective LMC. Funding is recommended at \$5,000.

**Menotomy Manor Outreach Program, Fidelity House:** This request for \$16,000 would help to defray the cost of programs that Fidelity House manages for the low-income families of Menotomy Manor. This program, created to directly address the developmental needs of Arlington's low-income youth, includes transportation to and from Fidelity House, 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 6- to 18-year-olds. This project is expected to benefit 100 individuals and complies with national objective LMC. Funding is recommended at \$14,000.

**Program Scholarships, Recreation Department:** This request for \$13,000 would provide scholarships for activities offered by the Recreation Department. The program provides income-eligible households an opportunity to participate in recreation programs by providing financial assistance to offset the cost of program fees. This project is expected to benefit over 60 individuals and complies with national objective LMC. Funding is recommended at \$13,000.

## **PUBLIC FACILITIES AND IMPROVEMENTS**

**ADA-Compliant Spy Pond Trails, Arlington Conservation Commission:** This request for \$67,000 would fund an ADA-compliant trail at Spy Pond Park, as a part of a larger, CPA-funded Spy Pond Park improvement project. The project proposes the use of a natural-looking permeable pavement to create an ADA-compliant path from a newly accessible sidewalk ramp from Pond Lane to a new accessible sidewalk ramp at Linwood Street. Along this route, this material will be used to connect a newly accessible North Beach, South Beach, and water access area at the end of Linwood Street. Funding is recommended at \$67,000.

**ADA Compliance Program-Curb Cuts, Arlington Commission on Disability:** This request for \$150,000 would construct and reconstruct ADA-compliant sidewalk ramps for the purpose of improving access and pedestrian safety for the elderly and disabled. 50 curb cuts would be installed utilizing these funds. This activity complies with national objective LMA. Funding is recommended at \$150,000.

**ADA Compliance Program-Curb Cuts, Department of Public Works:** This request for \$532,729 would construct and reconstruct ADA-compliant sidewalks and sidewalk ramps for the purpose of improving access and pedestrian safety for the elderly and disabled. This project would focus on the sidewalks and ramps on Everett, Fremont, Marrigan, Norcross Rawson, River, Silk, Sunnyside, Tufts, and Warren in East Arlington. If fully funded, this project would construct 58 ramps and over 4,000 feet of sidewalk would be installed utilizing these funds. This activity complies with national objective LMA. Funding is recommended at \$300,000.

**Acquisition of Operations Location, Food Link Inc.:** This request for \$300,000 would fund the purchase of property in Arlington on which to construct an operations facility. This facility will have ample sorting space, including cold and dry, to meet the growing demands of Food Link operations. A new, more adequate facility will assist Food Link in the daily recovery of food from retailers and farms throughout the region, making it possible to store food until needed by the recipient agencies, allowing Food Link to better serve the growing needs of the Arlington organizations it serves such as the Food Pantry, the Arlington Housing Authority, Arlington EATS, Arlington Council on Aging,

Arlington Boys & Girls Club, and other Arlington programs and agencies. This project is expected to benefit 2,000 individuals and complies with national objective LMC. Funding is recommended at \$300,000.

## PLANNING

**Planners, Department of Planning and Community Development:** This request for \$52,335 to fund a portion of the salary and fringe benefits of Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, local and comprehensive planning and zoning, affordable housing studies and implementation. All positions serve under the Director of Planning and Community Development. Funding includes salary plus fringe benefits, which are reimbursed to the Town. This activity is exempt from meeting a national objective. Funding is recommended at \$52,335.

**Planning Studies, Department of Planning and Community Development:** This request for \$70,000 would fund planning activities to comply with the HUD Rule to Affirmatively Further Fair Housing, including but not limited to hiring a consultant to begin an assessment of fair housing and public outreach related thereto. The Department would also use this funding to update the Town's ADA Self-Evaluation and Transition Plan which would address access to the Town's programming and facilities. This activity is exempt from meeting a national objective. Funding is recommended at \$70,000.

**Annual Town Survey 2018, Vision 2020:** This request for \$2,000 would continue the annual town Census Insert Survey. Data collected from this survey inform policy-setting for the town and other planning activities. This activity is exempt from meeting a national objective. Funding is recommended at \$2,000.

## ADMINISTRATION

**Community Development Block Grant Administrator, Department of Planning and Community Development:** This request for \$75,000 funds the position of Community Development Block Grant Administrator who serves under the Director of Planning and Community Development. The Administrator is responsible for the daily financial and programmatic administration of the CDBG program and overall coordination and management of grant activities. Related costs include salary and reimbursement to the Town for fringe benefits. This activity is exempt from meeting a national objective. Funding is recommended at \$75,000.

**General Administration, Department of Planning and Community Development:** This request for \$15,000 would fund the operating and administrative costs of the CDBG program. This budget item provides for costs of overall program management, coordination, monitoring, training, membership dues, and evaluation. This activity is exempt from meeting a national objective. Funding is recommended at \$15,000.

**WARRANT ARTICLE 23 - ANNUAL TOWN MEETING, APRIL 2018  
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 44 (7/1/18-6/30/19)**

		Amount Requested	Compliance with Nat'l Objectives Section 570.200(a)(2)*	CDBG Subcommittee Preliminary Budget	
<b>REHABILITATION/HOUSING</b>					
1.	Affordable Housing Capital Improvements	Housing Corporation of Arlington	\$ 200,000	LMH	\$ 200,000
2.	Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Office	\$ 150,000	LMH	\$ 25,000
	<b>Total</b>		\$ 350,000		\$ 225,000
<b>PUBLIC SERVICES</b>					
1.	Summer Scholarships	Arlington Boys and Girls Club	\$ 20,000	LMC	\$ 15,500
2.	Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000	LMC	\$ 5,000
3.	Athletic Fee Scholarships	Arlington High School	\$ 10,000	LMC	\$ 8,000
4.	Operation Success Learning Center	Arlington Housing Authority	\$ 6,000	LMA	\$ 6,000
5.	Mental Health Services for Youth and Families	Arlington Youth Counseling Center	\$ 10,000	LMC	\$ 6,000
6.	Adult Day Health Services/Scholarships	Council on Aging	\$ 8,000	LMC	\$ 5,000
7.	Transportation Enterprise Fund	Council on Aging	\$ 35,000	LMC	\$ 36,500
8.	Volunteer Coordinator	Council on Aging	\$ 56,806	LMC	\$ 53,883
9.	Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000	LMC	\$ 5,000
10.	Menotomy Manor Outreach Program	Fidelity House	\$ 16,000	LMC	\$ 14,000
11.	Program Scholarships	Recreation Department	\$ 13,000	LMC	\$ 13,000
	<b>Total</b>		\$ 184,806		\$ 167,883
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>					
1.	ADA-Compliant Spy Pond Trails	Conservation Commission+ Planning and Community Development Department	\$ 67,000	LMC	\$ 67,000
2.	ADA Compliance Program-Curb Cuts	Arlington Commission on Disability	\$ 150,000	LMA	\$ 150,000
3.	ADA-Compliant Curb Cut Ramps+Sidewalk	Arlington Department of Public Works	\$ 532,729	LMC	\$ 300,000
4.	Acquisition of Operations Location	Food Link, Inc.	\$ 300,000	LMC	\$ 300,000
	<b>Total</b>		\$ 1,049,729		\$ 817,000
<b>PLANNING</b>					
1.	Planners	Planning and Community Development Department	\$ 52,335	Exempt Activity	\$ 52,335
2.	Planning Studies	Planning and Community Development Department	\$ 70,000	Exempt Activity	\$ 70,000
3.	Annual Town Survey 2018	Vision 2020	\$ 2,000	Exempt Activity	\$ 2,000
	<b>Total</b>		\$ 124,335		\$ 124,335
<b>ADMINISTRATION</b>					
1.	Grants Administrator (Salary + Benefits)	Planning and Community Development Department	\$ 75,000	Exempt Activity	\$ 75,000
2.	General Administration	Planning and Community Development Department	\$ 15,000	Exempt Activity	\$ 15,000
	<b>Total</b>		\$ 90,000		\$ 90,000
<b>TOTAL ALL REQUESTS</b>			<b>\$ 1,798,870</b>		<b>\$ 1,424,218</b>

Last modified 3/14/2018

<b>2018/2019 Estimated Allocation</b>	\$ 1,019,219
<b>Estimated Program Income</b>	\$ 60,000
<b>Re-Programmed CDBG Funds</b>	\$ 363,050
<b>Total Estimated Funds Available</b>	\$ 1,442,269

\*HUD National Objectives are defined on page 2