



Select Board CDBG Subcommittee

Date: February 17, 2021

Time: 8:15 a.m. to 9:00 a.m.

Location: Virtual Meeting Held Via Zoom

Minutes

Present: Adam Chapdelaine, Select Board Member John Hurd, Sarah Lee, Select Board Member Diane Mahon, Christopher Potter, Jenny Raitt, Toni Sacco, Mallory Sullivan.

1. Review PY47 CDBG Funding Requests and Make Recommendation

Ms. Sullivan provided a recap from the February 24, 2021 meeting. The Subcommittee is still deliberating its recommendation for Program Year 47 budget due to several changes that occurred after the initial review of applications.

Ms. Sullivan also noted that the US Department of Housing and Urban Development notified the Town of its entitlement grant for Program Year 47, which will be \$1,090,533.

Ms. Sullivan noted that Caritas Communities submitted a request for additional funding, effectively doubling their initial request for capital improvements, and bringing the total for the Housing Rehabilitation category closer to its original request amount prior to the HCA's withdrawal of its acquisition project.

Ms. Raitt noted that she spoke with Ms. Hallett of the HCA to discuss a revised application that aligns with CDBG eligibility factors and housing needs in Arlington. Ms. Raitt commented that a new memo was received from HCA regarding a request for \$50,000 for pre-development costs for specific sites. Ms. Raitt noted that she would recommend making a subrecipient agreement with HCA with the condition that the funding is not tied to a specific address.

Ms. Raitt also noted that she did not have success in reaching out to the Arlington Housing Authority to discuss prospective projects and applications for funding.

Ms. Mahon inquired regarding the specific uses of the \$50,000 amount requested by HCA. Ms. Raitt noted that this amount is approximate, but could include legal fees, land surveys, deeper environmental reviewers, and other fees, and that the request amount is appropriate.

Ms. Sullivan noted that the Public Services category were unaffected by the changed applications. She also commented on a request from the previous meeting to consider a tenant assistance program as part of Program Year 47, and shared that tenant assistance is considered a public service and could only be considered in the Program Year 47 budget if the entire category was revised. She noted that the previous Tenant Assistance program, administered with CDBG-CV CARES Act funds, was not subject to the typical statutory limit which was lifted for that specific funding source for activities related to the pandemic. Ms.

Sullivan noted that the Public Services recommendation needs to be adjusted to meet the statutory limit, which is now available since the actual entitlement award amount had been received. The statutory limit is slightly lower than the original recommendations. The Subcommittee concurred with DPCD's recommendations.

Ms. Sullivan then commented on changes to the Economic Development category. DPCD submitted an application for an Arlington Small Business Recovery Program with a request amount of \$300,000, to expand upon the pandemic response program.

Ms. Sullivan noted that the Planning Studies category had also been marginally increased, but is still within the statutory limit.

Ms. Sullivan noted that the total requested amount of funds, after the changes resulting from the last meeting, is \$1,203,216. The total entitlement allocation is \$1,090,533, but estimated program income and unprogrammed prior year funds increase total available funding to \$1,426,961. An informal vote was taken to approve funds for each of the categories, and consensus was reached. The total recommendation amount is \$1,203,216.

Ms. Lee made a motion to approve the budget as stated as planned. Ms. Sacco seconded. A roll call vote was conducted and all voting members voted affirmatively. The budget was approved 6 (yes) – 0 (no).

Ms. Sullivan then reviewed next steps. She will prepare and present a draft Report to Town Meeting to the Select Board on March 22nd. DPCD will assemble its Annual Action Plan to HUD for Program Year 47 based on the recommendations made by the CDBG Subcommittee, and the Public Comment Period will begin on April 1st. A Public Hearing will be held in mid-April. The Report to Town Meeting will be moved to Town Meeting by the Select Board for endorsement. The Annual Action Plan will then be submitted to HUD in mid-May. Program Year 47 will commence on July 1, 2021.

No further business. Meeting adjourned at 9:00.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG Funding Recommendations, Program Year 47

CDBG Program Activity	Organization/Department	PY47 Recommendation
REHABILITATION/HOUSING		
Improving 22 Fessenden and 12 Russell Terrace	Caritas Communities	\$220,860
Affordable Housing Pre-Development Reports & Surveys	Housing Corporation of Arlington	\$50,000
Sub-total		\$270,860
PUBLIC SERVICES		
Scholarship Program	Arlington Boys and Girls Club	\$19,000
Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$4,000
Athletic Scholarships	Arlington High School	\$3,800
Operation Success Learning Center	Arlington Housing Authority	\$6,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$19,000
Adult Day Health	Council on Aging	\$6,000
Transportation Program	Council on Aging	\$31,540
Volunteer Coordinator	Council on Aging	\$52,922
Jobs, Jobs, Jobs	Fidelity House	\$4,000
Menotomy Manor Outreach Program	Fidelity House	\$20,000
Outreach and Stabilization Program	Somerville Homeless Coalition	\$0
Program Scholarships	Recreation Department	\$11,700
Sub-total (PY47 estimated statutory limit: \$177,965)		\$177,962
PUBLIC FACILITIES AND IMPROVEMENTS		
Curb Cut Ramp Project	Arlington Disability Commission + DPW	\$125,000
Facility Capital Improvements: Environmental Efficiency	Food Link, Inc.	\$46,667
Sub-total		\$171,667
ECONOMIC DEVELOPMENT		
Arlington Small Business Technical Assistance Program	Planning and Community Development	\$50,000
Arlington Small Business Recovery Program	Planning and Community Development	\$300,000
Sub-total		\$350,000
PLANNING		
Planners	Planning and Community Development	\$52,335
Planning Studies	Planning and Community Development	\$79,700
Annual Town Survey	Envision Arlington	\$2,200
Sub-total		\$134,235
ADMINISTRATION		
Grants Administrator (salary + benefits)	Planning and Community Development	\$78,291
General Administration	Planning and Community Development	\$17,500
Sub-total		\$95,791
Planning & Admin. Sub-total (PY47 estimated statutory limit: \$230,107)		\$230,026
TOTAL		\$1,200,515