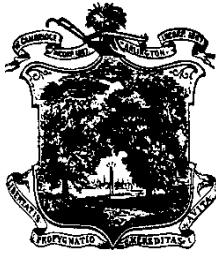


# TOWN OF ARLINGTON



Report to Annual Town Meeting 2023

## Article # 24

### Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for Program Year 49. Applications were due on January 13, 2023 and accepted at the February 6, 2023 Select Board meeting. The CDBG Subcommittee met on February 15, 2023 and March 8, 2023 to review the applications and develop the following budget for the use of CDBG funds. This report describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,058,933** in new grant funds from the U.S. Department of Housing and Urban Development (HUD) for the period July 1, 2023 through June 30, 2024. This is a decrease of \$1,217.00 from the current year's allocation, which is in line with decreases the entitlement grant program has experienced in recent years, and as shown in the attached spreadsheet. The following proposed allocations would expend a total anticipated amount of \$1,058,933. The Town expects a more modest sum of Program Income from the Arlington Home Rehabilitation Program than in years past, in an amount less than \$20,000. The amount is lower than in previous years as no new loans have been made since 2018 and fewer than 15 loans remain to be paid off. If necessary, a substantial amendment will be made to the Annual Action Plan to program any Program Income or prior year funds that become available during Program Year 49.

Below is a summary of the requests for funds and the corresponding recommended allocations made by the CDBG Subcommittee. Each request has been placed into one of six categories: *Affordable Housing, Economic Development, Public Services (limited to 15% of the grant per HUD restriction), Public Facilities, Infrastructure and Parks, Planning, or Administration (Planning and Administration are cumulatively limited to 20% of the grant per HUD restriction)*. Projects/activities must also 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 33.67% of the residents make a low or moderate income.

**Low/Moderate Income Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom make a low- or moderate-income. The following groups are presumed to make a low- to moderate-income: 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 households that make a low- to moderate-income. 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**

Sandy Pooler, Town Manager

Judith Guillou, Resident

Jennifer Hernandez, Resident

John Hurd, Select Board Member

Diane Mahon, Select Board Member

Rebecca Persson, Resident

Mary Muszynski, CDBG Administrator

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**BUDGET RECOMMENDATION, PROGRAM YEAR 49**

**AFFORDABLE HOUSING**

**Hauser Building Exhaust Fan/Air Handler upgrade, Arlington Housing Authority:** This request for \$302,500 would be used to fund the replacement of the expired HVAC system at the Hauser Building at Drake Village. The project will help to preserve affordable housing for seniors in Arlington and support the Arlington Housing Authority and Town sustainability efforts. This project is expected to benefit 216 households and complies with the national objective LMH. Funding is recommended at \$302,500.

**Housing Portfolio Capital Improvements, Housing Corporation of Arlington:** This request for \$200,000 would be used to fund the maintenance of Housing Corporation of Arlington units to improve sustainability and energy efficiency. The project will help to preserve affordable housing for low-income households and support Town sustainability efforts. This project is expected to benefit 25 households and complies with the national objective LMH. Funding is recommended at \$100,000.

**PUBLIC SERVICES**

**Scholarship Program, 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 a broad range of programs in the following five core National Boys & Girls Club program areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation. This project is expected to benefit 55 individuals and complies with national objective LMC. Funding is recommended at \$18,000.

**Swim Safety Program, Arlington Boys & Girls Club:** This request for \$5,000 would fund a program for children and families to increase awareness of the importance of being safe when in and around the water. The swim safety program will consist of 3 class lessons; General Water Safety, Home Pool Safety, and Sun Safety. These lessons would teach children and families the importance of knowing how to safely play in and around water. Funding would pay for materials and staff time necessary to facilitate the program. This project is expected to benefit 100 individuals and complies with national objective LMC. Funding was not recommended for this program due to budget constraints.

**Scholarship Program, Arlington Center for the Arts:** This new request for \$5,000 would fund need-based financial assistance for students of all ages for people from underserved communities. Eligible students would receive scholarships of 50% to 100% of the price of Arlington Center for the Arts' classes or camp tuition. This project is expected to benefit 15 individuals and complies with national objective LMC. Funding was not recommended for this program due to budget constraints and the program cost benefit analysis.

**Arts Program at Arlington Housing Authority Locations, Arlington Center for the Arts:** This new request for \$15,000 would fund arts programming into the community through on-site programs at each of the Arlington Housing Authority sites. Monthly arts program at Menotomy Manor, Drake Village, Cusack Terrace, Winslow Towers, and Chestnut Manor from October 2023 to May 2024 would allow residents to access quality programming in their own backyard. Programming would be co-created with the Tenant Associations at each site to meet the needs and wants of each unique community. This project is expected to benefit 600 individuals and complies with national objective LMC. Funding was not recommended for this program due to budget constraints.

**APS Family Welcome and Information Center, Arlington Public Schools:** This request for \$15,000 would support the creation of a center to advance educational access and increase equity by improving access to information, especially for families who would benefit from a personal connection. The Center would provide a single, centralized location for newcomer and marginalized families to easily access school and community information. This project is expected to benefit 60 households and complies with the national objective LMC. CDBG funding would be duplicative with funding supporting this project from the School Department and thus is not recommended for this project.

**Operation Success Learning Center, Arlington Housing Authority:** This request for \$6,000 would pay for the operating costs of a homework support program for middle and 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 25 individuals and complies with national objective LMC. Funding is recommended at \$2,000.

**Mental Health Services for Youths and Families, Arlington Youth Counseling Center (AYCC):** This request for \$15,000 would subsidize the costs of counseling services to income-eligible households including free and reduced-fee mental health counseling and medication treatment and case management services. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 10-20 individuals and complies with national objective LMC. Funding is recommended at \$15,000.

**Adult Day Health Scholarships, Council on Aging:** This request for \$10,000 would provide scholarships for seniors to utilize Adult Day Health Services through Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a low cost for those who, due to physical and/or psychological reasons, cannot be left alone at home. This project is expected to benefit ten individuals and complies with national objective LMC. Funding is recommended at \$10,000.

**Transportation Program, Council on Aging:** This request for \$40,000 would fund the transportation services that are offered to Arlington seniors helping seniors remain independent and active in the community. The transportation program is comprised of nine fully accessible passenger vans driven by six part time drivers, a volunteer medical driver program for medical rides, and a partnership with Uber for medical rides outside of Arlington. COA received over 40 calls per day, a total of 7,690 rides to over 700 individuals in FY3. This project is expected to benefit 700 individuals and complies with national objective LMC. Funding is recommended at \$30,000.

**Volunteer Coordinator, Council on Aging:** This request for \$53,134 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. Volunteering within the COA allows residents to provide crucial services and programs to residents and allows services to take place at a lower cost. The funds received would be used for the base salary of the staff person plus all fringe benefits. This project is expected to benefit 375 individuals and complies with national objective LMC. Funding is recommended at \$53,134.

**Jobs, Jobs, Jobs Program, Fidelity House:** This request for \$5,000 would fund a summer employment program for income-eligible youth. Funding would pay for teen participants to be employed and learn job skills, including skills in childcare and recreation leadership. This project is expected to benefit five individuals and complies with national objective LMC. Funding is recommended at \$4,000.

**Menotomy Manor Outreach Program, Fidelity House:** This request for \$21,000 would help to defray the cost of programs that Fidelity House manages for the low-income families of Menotomy Manor. The program is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and

financial barriers) and assimilate youth into community-wide programming. It provides scholarships and transportation for youth to attend summer and school year programming. This project is expected to benefit 125 individuals and complies with national objective LMC. Funding is recommended at \$19,000.

**Recreation Scholarship Program, Recreation Department:** This request for \$10,000 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 of 25%-100% to offset the cost of program fees. This project is expected to benefit 50 individuals and complies with national objective LMC. Funding is recommended at \$7,706.

**Civic Engagement Coordinator, Housing Corporation of Arlington:** This request for \$50,000 would support deeper engagement for HCA's tenants and other low-income residents in Arlington. The coordinator would involve families in leadership opportunities with HCA by joining committees, help tenants participate in local processes such as giving input on Town plans. This work would expand the voice of low-income families in Arlington and expand leadership among this population. This project is expected to benefit 100 individuals and complies with the objective LMC. Funding was not recommended for this project as it may be considered a conflict of interest and cost benefit analysis for the project.

## **PUBLIC FACILITIES AND IMPROVEMENTS**

**Accessible Restroom Renovation, Robbins Library:** This request for \$152,320 would support the goal to improve services and access at the Robbins Library by renovating the two first floor restrooms. These restrooms were last renovated in 1992 and are not fully compliant with the American Disabilities Act (ADA) standards. The current restrooms do not provide appropriate toilet access to the 233,585 visitors the Robbins Library welcomed last year. This project is expected to benefit 233,595 individuals and complies with national objective LMA. Funding is recommended at \$152,320.

**Veterans Memorial Park, Arlington Veterans' Services:** This request for \$225,000 would fund a project intended to restore the Plaza surrounding the historic Robbins Memorial Flagstaff sculpted by Cyrus Dallin. As a result of heavy use, deferred maintenance and severe winter conditions, the plaza has entered a state of disrepair, worsening each year. At present, many surfaces are heaved and irregular, presenting myriad accessibility challenges for visitors to Arlington's civic center. Through thoughtful repair and reconstruction, this project intends to restore this feature for safe use, enjoyment and appreciation by this and future generations. This project is expected to benefit 46,000 individuals, create 15 jobs, and assist 30 businesses it complies with the national objective LMA. Funding is recommended at \$133,486.

**Arlington on Tap, Arlington Zero Waste Committee, DPW, and Facilities:** This request for \$16,000 would fund the creation of one station of a network of water bottle filling stations throughout Arlington's recreational and open spaces. This would support the bylaw passed by 2022 Town Meeting that bans the sale of plain bottled water (in single-use plastic bottles), and the bylaw took effect November 1, 2022. The intersection of Mill Street at the Minuteman represents a very busy location, and we hope to collaborate with Intercontinental Real Estate, owners of Brigham Square Apartments, on this project.

This project will not be funded as it does not comply with the CDBG national objectives.

## **PLANNING**

**Planners, Department of Planning and Community Development:** This request for \$60,000 would 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, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and implementation activities, and economic development. 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 \$60,000.

**Planning Studies, Department of Planning and Community Development:** This request for \$67,250 would fund a range of planning activities to help in the creation and preservation of affordable housing and minimize displacement. These activities include studying the needs of extremely low-income and under-housed individuals and families to inform future funding applications and allocation of resources; identification of resources to preserve homes that are on track to lose affordability due to expiring deed restrictions and other activities which advance affordable housing planning; development of additional plans for the Arlington Affordable Housing Trust Fund, as needed; planning analyses to advance recommendations in Connect Arlington, the Net Zero Action Plan, and the Housing Plan; and development of Master Plan update process. Funding is recommended at \$52,073.

**Annual Town Survey, Envision Arlington:** This request for \$2,000 would continue the annual town survey. Data collected from this survey informs 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 \$78,214 would fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD. Funding is recommended at \$78,214.

**General Administration, Department of Planning and Community Development:** This request for \$19,500 would fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising and training and travel costs for the Administrator. This activity is exempt from meeting a national objective. Funding is recommended at \$19,500.

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
BUDGET RECOMMENDATION, PROGRAM YEAR 49**

CDBG Program Activity	Organization/Department	CDBG Subcommittee Recommendation
<b>HOUSING</b>		
Hauser Building Exhaust Fan/Air Handler Update	Arlington Housing Authority	\$302,500
Housing Portfolio Capital Improvements	Housing Corporation of Arlington	\$100,000
<b>Sub-total</b>		<b>\$402,500</b>
<b>PUBLIC FACILITIES AND IMPROVEMENTS</b>		
Robbins Library Accessible Restroom Renovation **	Arlington Libraries	\$152,320
Arlington Veterans Memorial Park**	Arlington Veterans' Services	\$133,486
Arlington on Tap**	Arlington Zero Waste Committee, DPW, and Facilities	\$0
<b>Sub-total</b>		<b>\$285,806</b>
<b>PUBLIC SERVICES</b>		
Scholarship Program	Arlington Boys and Girls Club	\$18,000
Swim Safety Program	Arlington Boys and Girls Club	\$0
Scholarship Program ACA**	Arlington Center for the Arts	\$0
Arts Program at Arlington Housing Authority Locations**	Arlington Center for the Arts	\$0
APS Family Welcome and Information Center	Arlington Public Schools	\$0
Operation Success Learning Center	Arlington Housing Authority	\$2,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$15,000
Adult Day Health	Council on Aging	\$10,000
Transportation Program	Council on Aging	\$30,000
Volunteer Coordinator	Council on Aging	\$53,134
Jobs, Jobs, Jobs	Fidelity House	\$4,000
Menotomy Manor Outreach Program	Fidelity House	\$19,000
Civic Engagement Coordinator**	Housing Corporation of Arlington	\$0
Program Scholarships	Recreation Department	\$7,706
<b>Sub-total (statutory limit 15%)</b>		<b>\$158,840</b>
<b>PLANNING &amp; ADMINISTRATION</b>		
Planners	Planning and Community Development	\$60,000
Planning Studies	Planning and Community Development	\$52,073
Annual Town Survey	Envision Arlington	\$2,000
Grants Administrator (salary + benefits)	Planning and Community Development	\$78,214
General Administration	Planning and Community Development	\$19,500
<b>Planning &amp; Admin. Sub-total (statutory limit 20%)</b>		<b>\$211,787</b>
<b>TOTAL</b>		<b>\$1,058,933</b>

<sup>1</sup> PY49 Public Services Statutory Limit is equal to 15% of the sum of the PY49 Entitlement Grant and PY48 Program Income. This figure will be adjusted as necessary at the end of PY48 and based on the actual PY49 Entitlement Grant.

<sup>2</sup> PY49 Planning and Admin Statutory Limit is equal to 20% of the PY49 Entitlement Grant and anticipated PY49 Program Income. This figure will be adjusted as necessary based on the actual PY49 Entitlement Grant.