

TOWN OF ARLINGTON



Report to Annual Town Meeting 2013 Article 27 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant Budget for program year 39 (July 1, 2013-June 30, 2014). Based on our review of the applications received at the public hearing on February 25, 2013 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 \$969,842 in new grant funds from the Department of Housing and Urban Development for the period July 1, 2013 through June 30, 2014. This is a reduction of **\$51,045** or approximately **5%**, from the current year's allocation. Requests for funds totaled **\$2,023,978** 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 150,000 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 and the Town will utilize program income to offset the 5% loss in CDBG funding.

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, 2013-June 30, 2014**

REHABILITATION/HOUSING

Affordable Housing Program: This is a request for \$375,000, 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-leaded, 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 \$300,000.

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 \$150,000.

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. Funding is recommended at \$50,000.

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 \$2,500.

AHS Athletic Scholarships: There 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 \$5,000.

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 \$15,000.

Arlington Youth Hockey Scholarships: There is a request for \$6,000 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 \$3,800.

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 \$13,500.

Dial-A-Ride Transportation Program: The Council on Aging is requesting \$89,304 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 \$15,000 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 assistant's 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 \$10,000.

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 \$4,262.

Menotomy Manor Outreach Program - Fidelity House: This request from the Fidelity House seeks \$14,000 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 \$13,500.

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 \$9,000.

Volunteer Services Coordinator: The Council on Aging requests \$50,214 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 \$50,214.

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.

Boys & Girls Club Boys Locker Room Accessibility: This is a request for \$25,000 to make the boys locker room handicap accessible by installing handicap accessible showers, bathroom sinks, and toilets. The renovation will also include improving floor transitions and installing grab bars and other handicap accessible features to better serve members with disabilities. Funding is recommended at \$15,000.

Facade Improvement Program: This is a request for \$15,000 to fund a portion of façade restoration/rehabilitation of Commercial Buildings. No funding is recommended at this time.

Historic Preservation: JCH & Whittemore Robbins Carriage House: This is a request for \$7,000 to repair and restore the doorways of the historic Town owned Jefferson Cutter House and Whittemore Robbins Carriage House. Funding is recommended at \$7,000.

Housing Authority: Life & Skills Center Building: This is a request by the Arlington Housing Authority for \$400,000 to build a Life & Skills Center at 2 Fremont 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.

Funding is recommended at \$100,000.

Old Schwamb Mill-Second Egress: This is a request for \$33,530 to design and construct a second egress in the building to ensure public safety. The Old Schwamb Mill is individually listed

in the State Register of Historic Places as well as the National Register of Historic Places. Funding is recommended at \$10,000.

PLANNING

Comprehensive Master Planning: This is a request for \$50,000 to fund the tasks and services necessary for comprehensive master planning for the Town, including economic development, community development, and design preference surveys. 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 a request for \$4,300 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 3,338.

ADMINISTRATION

Audit Costs: An amount of \$2,000 is requested to cover the cost for the CDBG portion of the annual town audit. Funding is recommended at \$2,000.

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 \$13,398.

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 27 - ANNUAL TOWN MEETING, APRIL 2013
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 39 (7/1/13-6/30/14)**

		Amount	Compliance with Nat'l Objectives	Town Manager Board of Selectmen Preliminary Budget
		Requested	Section 570.200(a)(2)	
REHABILITATION/HOUSING				
1.	Affordable Housing Program	375,000	Benefit low & mod. income	300,000
2.	Arlington Home Improvement Loan Program	350,000	Benefit low & mod. income	150,000
3.	Arl. Housing Authority-Affordable Condo	200,000	Benefit low & mod. income	50,000
	Total	<u>\$925,000</u>		<u>\$500,000</u>
PUBLIC SERVICES				
1.	Adult Day Health Center Scholarships	10,000	Benefit low & mod. income	2,500
2.	AHS Athletic Scholarships	8,000	Benefit low & mod. income	5,000
3.	Arlington Youth Consultation Center	30,000	Benefit low & mod. income	15,000
4.	Arlington Youth Hockey Scholarships	6,000	Benefit low & mod. income	3,800
5.	Boys & Girls Club Scholarships	20,000	Benefit low & mod. income	13,500
6.	Code Red-MyDailyCall Program	-	Benefit low & mod. income	-
7.	Dial-A-Ride Transportation Program	89,304	Benefit low & mod. income	40,000
8.	Jobs, Jobs, Jobs Program	15,000	Benefit low & mod. income	10,000
9.	Lifeline Subsidy Program	2,000	Benefit low & mod. income	1,200
10.	Menotomy Manor Homework Support Program	6,000	Benefit low & mod. income	4,262
11.	Menotomy Manor Outreach Program - Fidelity House	14,000	Benefit low & mod. income	13,500
12.	Recreation Program Scholarships	13,000	Benefit low & mod. income	9,000
13.	Volunteer Services Coordinator	50,214	Benefit low & mod. income	50,214
	Total	<u>\$263,518</u>		<u>\$167,976</u>
PUBLIC FACILITIES AND IMPROVEMENTS				
1.	ADA Comp Program-Curb Cuts	150,000	Benefit low & mod. income	125,000
2.	B & G Club Boys Locker Room Accessibility	25,000	Benefit low & mod. income	15,000
3.	Facade Improvement Program	15,000	Historic Preservation-Spot Blight	-
4.	Historic Preservation:JCH & Whittemore Carriage Hse	7,000	Historic Preservation-Spot Blight	7,000
5.	Housing Authority: Life & Skills Center Building	400,000	Benefit low & mod. income	100,000
6.	Old Schwamb Mill-2nd Egrees	33,530	Historic Preservation-Spot Blight	10,000
	Total	<u>\$630,530</u>		<u>\$257,000</u>
PLANNING				
1.	Comprehensive Master Planning	50,000	Exempt Activity	50,000
2.	Planner	20,000	Program Support Activity	20,000
3.	Senior Planner	20,000	Program Support Activity	20,000
4.	Vision 2020 (Community Volunteers -Initiatives)	4,300	Exempt Activity	3,338
	Total	<u>94,300</u>		<u>\$93,338</u>
ADMINISTRATION				
1.	Audit Costs	2,000	Program Support Activity	2,000
2.	General Administration	20,000	Program Support Activity	13,398
3.	Grants Administrator (Salary + Benefits)	86,130	Program Support Activity	86,130
4.	Legal Services	2,500	Program Support Activity	-
	Total	<u>\$110,630</u>		<u>\$101,528</u>
TOTAL ALL REQUESTS		\$2,023,978		\$1,119,842
NOTE: 2013/2014 allocation 969,842 (ESTIMATED)				
Estimated Program Income: 150,000				
Total Funds Avail:		<u>1,119,842</u>		