

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington Boys & Girls Club, Inc.

**Address:** 60 Pond Lane

**Telephone No.** 781-648-1617

**Fax No.** 781-648-5064

**E-Mail:** dcurran@abgclub.org

**Project Title:** Jobs Jobs Jobs Program

**Amount of Funding Requested \$** 5,000

**Project Description:**

The Jobs Jobs Jobs (JJJ program) provides teenage youth with an opportunity to gain valuable work experience. This program will allow for teenage youth to earn their own spending money and perhaps ease the financial burden that is placed on parents/caregivers.

Participants in the JJJ program will be part of our Junior Staff. The staff will provide teenage youth with skills to explore a variety of careers with an emphasis on human services, sense of business awareness, job readiness and employability skills.

The JJJ program participants will provide support to staff for a wide range of activities in the following core program areas (Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation). All programs are designed to produce positive outcomes for youth and reinforce necessary life skills.

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals  
☒ At-Risk Children & Youth  
☐ Elderly Individuals  
☐ Individuals with Disabilities  
☐ Low and Moderate Income Area  
☐ Other (please specify)

**Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	July 16 – June 17

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
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## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Clients ages 14 to 19 whose families meet the income guidelines provided by CDBG and HUD.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents. Over 75 % of the clients live in Arlington.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population? The Jobs Jobs Jobs program (JJJ) provides resources and activities to teens ages 14 to 19 that help our Junior Staff to develop leadership, employment skills, and a sense of community responsibility as well as understand the value of a career in helping others.

What are the short-term goals and objectives for the contract period?

To provide our youth with an opportunity to gain work experience in a safe environment. This will allow for teens to work and earn a paycheck which they may not be able to do elsewhere because they are too young, inexperienced, or simply cannot find a job.

How will the target population be reached?

The target population will be reached via the Arlington Boys & Girls Club, local high school guidance departments and AYCC.

How will client eligibility be documented?

Clients (parents/legal guardians of youth workers) must meet income guidelines provided by CDBG and HUD. Clients will be expected to fill out an application and provide proof of income for the prior year. All records will be kept secure at the Arlington Boys & Girls Club.

How will the project be managed and staffed?

The Arlington Boys & Girls Club staff will be responsible for distributing JJJ applications and will distribute applications to those who may be interested and meet eligibility criteria set forth by CDBG and HUD. The Arlington Boys & Girls Club will be responsible for interviewing youth and hiring youth to work for the Club. The Club will be responsible for maintaining accurate records for each teenager it chooses to employ.

What is the timetable for delivery of services?

Delivery of services is usually provided during summer months.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2016-2017
Job money for teens	\$5,000
Total Cost of the Activity/Project →	\$5,000

### b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017	Amount
Job money for teens	\$5,000

<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$5,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	<b>\$5,000</b>
<b>Total Funding for the Activity/Project →</b>	<b>\$5,000</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature** *Kevin Flood*

**Title** *Assistant Director*

**Name** *Kevin Flood*



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington Boys & Girls Club, Inc.

**Address:** 60 Pond Lane

**Telephone No.** 781-648-1617

**Fax No.** 781-648-5064

**E-Mail:** dcurran@abgclub.org

**Project Title:** Boys & Girls Club Scholarships

**Amount of Funding Requested** \$20,000

**Project Description:**

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand. Each family will be required to meet income guidelines. Proof of income will be required.

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals  
X ☐ At-Risk Children & Youth  
☐ Elderly Individuals  
☐ Individuals with Disabilities  
☐ Low and Moderate Income Area  
☐ Other (please specify)

**Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$14,500	July 16 – June 17

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Donations	\$5,000	July 16 – June 17



## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Client population differs year to year. This past year we served 35 families with over 80 children. Families that receive financial assistance from the Club must meet income guidelines. Children who live in public housing receive free or reduced membership.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents. Over 90% of clients live in Arlington.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population? Parents/Guardians need a safe place for their children to go and be active. The Club staff prides itself on providing programs/activities that help enhance the lives of children and shape their future. The club offers 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. All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills. When children are at the Club parents know that their kids are in a safe place and are receiving positive direction from the staff.

What are the short-term goals and objectives for the contract period?

The Club provides many opportunities for families with children who benefit greatly from time spent at the Club. Children come to the Club to participate in many programs; programs such as Swim Lessons, Basketball, Games Room, Teen Room, STEM (Science, Technology, Engineering and Math), the Arts, Learning Center and more. Children also come to the Club to attend ABC Pre-School and the Afterschool Program.

How will the target population be reached?

The Club will reach the target population by working with other youth agencies, schools, Arlington Youth Consultation Center and Department of Children and Families. Other avenues that the Club will take to reach target population will include Facebook, Twitter and Patch, along with the Arlington Advocate and Arlington Shopper. Flyers will also be posted in and around town.

How will client eligibility be documented?

Clients will be required to meet income guidelines provided by CDBG and HUD. Clients will also be required to fill out and complete an application and provide proof of income from the prior year.

How will the project be managed and staffed?

The Club will have a designated staff member assigned to administer this project. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club.

What is the timetable for delivery of services?

Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during the summer months. Membership to the Club lasts for one year.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2016-2017
Scholarship Administrator	\$5,000
Support Staff	\$2,000
Scholarships for families	\$20,000
Total Cost of the Activity/Project →	\$27,000

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Scholarships for families	\$20,000
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$20,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</b>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$20,000
Donations from Individuals	\$5,000
<b>Total Funding for the Activity/Project →</b>	<b>\$25,000</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

*Signature* *Kevin Flood*

*Title* *Assistant Director*

*Name* *Kevin Flood*

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:**     **Arlington Youth Counseling Center**

**Address:**     **670R Massachusetts Avenue; Arlington, MA 02476**

**Telephone No.** **781-316-3255**     **Fax No.** **781-316-3261**

**E-Mail:** **cleger@town.arlington.ma.us**

**Project Title:** **Mental Health Counseling and Case Management Services**

**Amount of Funding Requested \$20,000**

**Project Description:** The Arlington Youth Counseling Center (AYCC) is a licensed, community-based mental health center serving Arlington youth (ages 3-21) and their families. AYCC provides a variety of high quality, innovative, and therapeutic outpatient mental health services, including individual, group, and family counseling, psychiatric consultation, and medication management. Demand for these services is great in Arlington, with some of the more common presenting concerns being depression, anxiety, social and behavioral issues, substance use, domestic violence, self-harm and suicidality. Untreated, these issues can have far-reaching and often debilitating effects on individuals, their families, schools, employers, and entire communities. However, in most areas across Massachusetts the availability of children's mental health services is scarce. As one of the only remaining mental health facilities dedicated to the treatment of community youth and families, and one of the only providers in the area that accepts youth with public health insurance, AYCC serves as a beacon of hope for hundreds of Arlington families. While the cost of providing treatment and other support services far exceeds insurance revenues and local funding allocations, AYCC remains committed to reducing financial barriers for Arlington families trying to access care. To this end, AYCC seeks grant funding, in part, to provide assistance to Arlington families who are uninsured, underinsured, or who are otherwise unable to afford weekly copayments or annual deductibles. Through a new Community Resource Specialist position, AYCC also offers case management services to AYCC clients and disadvantaged Arlington residents with critical resource needs, such as food, shelter and other emergency assistance. Ensuring that these basic needs are met is of vital importance, and essential to the social and emotional growth and wellbeing of AYCC clients. However, there are very few reimbursement opportunities for case management services, and AYCC is tasked with securing funding to support this critical position. Therefore, AYCC requests \$20,000 in CDBG funding to help cover the unpaid costs of providing counseling and psychiatric sessions to CDBG eligible families, as well as the cost of case management services for low income Arlington residents in need of food, shelter or emergency assistance.

### **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:**

**X 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:**

☐ **Slum or Blighted Area:**

☐ **Spot Blight:**

### **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- X** At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

### **Program Funding**

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$10,122	7/01/15-6/30/16
DMH	\$150,000	7/01/15-6/30/16

Identify *other* funding sources (non-federal/private)

Source	Amount	Funding Period
Cummings Foundation	\$33,000	7/01/15-6/30/16
Health Insurance Reimbursements	\$264,000	7/01/15-6/30/16
Client Copayments	\$42,000	7/01/15-6/30/16
Fundraising	\$50,000	7/01/15-6/30/16
School Contract	\$40,000	7/01/15-6/30/16
Town of Arlington	\$120,000	7/01/15-6/30/16

### **Target Population**

**What are the characteristics of the client population to be served by this project?**

There are roughly 300 active clients receiving mental health counseling at AYCC. Among them, 13% are children under the age of 10, 70% are preteens and adolescents between the ages of 10 and 19, and

17% are adults over the age of 20. More than half of these families are low to moderate income, including over 30% who have public health insurance. There are currently 19 active case management clients, 1/3<sup>rd</sup> of whom represent AYCC families. The remaining clients are adult residents of Arlington who were referred to AYCC by community partners such as the police, schools, and Council on Aging. The majority of these clients need assistance with applications for food stamps, housing, health insurance, or fuel assistance, and almost all are low income.

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.** All AYCC clients are Arlington residents, with the exception of a seldom few (<2%) who attend Arlington Public Schools but who are not residents (for example, students in the METCO program). AYCC has provided school-based counseling to these students as well, when needed. All case management clients are Arlington residents.

### **Service Need**

**What need will be met by providing the proposed service to the community and the target population?** Children, adolescents, and families in Arlington who are struggling to cope with mental health issues will have direct access to timely, high-quality, and community-based mental health services, regardless of their financial means or ability to pay. Currently, there are few other options for children's mental health services for low and moderate income families, and often there are significant financial and other access barriers (long wait times and extensive travel) preventing families from utilizing these services. AYCC provides easily accessible mental health counseling and psychiatric services to community youth and families, and helps to ensure, by offering free and reduced cost care and case management services, that both their mental health and critical resource needs are met. Likewise, Arlington residents who are struggling to meet their basic needs for food, shelter, health care etc. will be able to access case management services at AYCC. The community resource specialist will connect these residents to critical resources, and assist them in accessing needed services. CDBG funding will be used to pay for health insurance copayments, insurance deductibles, and uninsured sessions for low and moderate income families, as well as for case management hours dedicated to supporting low income Arlington residents access services they need.

### **What are the short-term goals and objectives for the contract period?**

<b>Goal</b>	<b>Objective 1</b>	<b>Objective 2</b>	<b>Objective 3</b>
<u>Goal 1:</u> Low & moderate income families will have immediate access to mental health services and treatment.	Intake assessments will be completed within two business days of first client contact.	Clients will be assigned to a clinician within 5 business days of intake assessment.	AYCC's clinical team and clinical caseloads will be monitored on an ongoing basis to ensure sufficient capacity to meet demand for services.
<u>Goal 2:</u> Treatment will support positive social & emotional growth among clients and families.	Treatment plans will be individualized & based on sound therapeutic knowledge.	Progress towards treatment goals will be clearly documented in clients' electronic health records.	Treatment plans will be reviewed and updated annually, or more frequently as needed.
<u>Goal 3:</u> AYCC families and Arlington residents referred for case management services will secure food, housing and other critical resources as needed	An inventory of needs will be conducted on all case management clients during initial intake.	The community resource specialist will manage an up-to-date list of available resources to support the full range of client needs.	The community resource specialist will ensure that all critical resource needs identified during clients' initial intakes are addressed during subsequent sessions.

**How will the target population be reached?**

There are a number of referral sources that connect at-risk youth and families to AYCC. These include Arlington Public Schools, the Arlington Police, local pediatricians' offices and area hospitals, as well as youth-service organizations and other community members. Part of what is unique and most valuable about AYCC is the extent to which it is embedded in the community and responsive to its needs. Through its close connections with the schools, other Town departments, and local service providers, AYCC is able to identify and serve families who are unable to access services elsewhere. Likewise, AYCC relies on its existing community partnerships to identify and refer residents in need of case management services.

**How will client eligibility be documented?**

AYCC client eligibility will be determined and documented through an application process which requires copies of 2015 income tax returns, as well as general income verification methods. A separate file will be kept on each client who receives CDBG funding. Case management clients seeking housing, food, or insurance coverage are often required to provide proof of income as part of their applications; the community resource specialist will retain copies of these documents for proof of CDBG eligibility.

**How will the project be managed and staffed?**

The project is managed by the Executive Director of AYCC. The Director will work in partnership with the AYCC billing manager to identify CDBG eligible clients in need of support. Counseling and psychiatric sessions will be conducted by licensed clinicians, including salaried staff (psychologist, psychiatric nurse practitioner, and two licensed independent clinical social workers) and 18 fee-for-service clinicians. The Community Resource Specialist, who is also a licensed independent clinical social worker, will oversee all aspects of the case management services.

**What is the timetable for delivery of services?**

Services will be provided from July 1, 2016 through June 30, 2017.

**1. Budget Information:****a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Personnel costs (salaries, wages, and longevity)	\$376,903
Fee for service clinicians	\$195,000
Community Resource Specialist	\$50,000
Agency expenses	\$8,585
<b>Total Cost of the Activity/Project →</b>	<b>\$630,488</b>



**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Co-payments or coinsurance for CDBG eligible clients	\$5,000
Full sessions for CDBG eligible clients who lack insurance coverage or who carry large out-of-pocket deductibles	\$9,000
Community Resource Specialist- hours dedicated to assisting CDBG eligible clients access housing, food, and other critical resources	\$6,000
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$20,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</b>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	
Grants	\$57,000
Insurance Reimbursements	\$270,000
Client copayments	\$48,000
Town of Arlington	\$120,000
Donations	\$96,000
School Contract	\$40,000
CDBG	\$20,000
<b>Total Funding for the Activity/Project →</b>	<b>\$651,000</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature:** 

**Title:** *Executive Director of AYCC*

**Name:** *Colleen Leger*

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Arlington Council on Aging**

**Address: 27 Maple Street, Arlington, MA 02475**

**Telephone No. 781-316-3400 Fax No. 781-316-3409**

**E-Mail: [scarp@town.arlington.ma.us](mailto:scarp@town.arlington.ma.us)**

**Project Title: Adult Day Health Services**

**Amount of Funding Requested: \$10,000**

**Project Description: To provide a subsidy for Adult Day Health Services for Arlington seniors.**

According to data provided by the MA Healthy Aging Community Data Profile and the Alzheimer's Association, there are about 831 adults aged 65+ with Alzheimer's and related dementia's living in Arlington. Over 60% of caregivers in Arlington have to leave work early or go in late, or take time off, because of essential caregiving responsibilities. The Adult Day Health program offered by Cooperative Elder Services, Inc. (CESI) provides much needed respite for caregivers, so that they can go to work and not worry about their loved one's safety, or so that elderly spouses who are caregivers can get some rest during the day. Many of the clients' families express that they would not be able to take care of their loved one at home without the support of CESI in Arlington. Others say that they would have had to quit their jobs, resulting in significant financial losses, to care for their mother or father who has dementia or another chronic disease requiring full-time care.

Furthermore, 70% of the Arlington residents who attend the program are classified as low-income, with \$24,000 or less for annual income, and rely on support from MassHealth (Massachusetts Medicaid for impoverished seniors), the Veterans' Administration, and/or State Home Care funding from Minuteman Senior Services for basic necessities. Too often, clients have low-to-moderate income but are not eligible for funding from Minuteman or the VA, and would have to deplete all their savings to get on MassHealth. Without a viable source of funding, needs of many frail elders go unmet.

Access to scholarship funds could ensure access to Adult Day Health and nursing care, meals, and social services. Additional funds would mean that more elders could attend the program who have no other source of financial support and could have critical needs easily met by regular participation at CESI Arlington.

More scholarship funding could provide the following:

1. Offer more days of attendance for clients with an acute medical situation that requires daily monitoring by our nurses
2. Provide respite for a family caregiver who experiences a crisis and the elder needs to be at the program to maintain his/her safety
3. Give an additional day of attendance/week for current clients who need more supervision during the day or who are struggling with depression and live alone
4. Provide Adult Day Health services to more Arlington residents with chronic diseases like Alzheimer's, who would not otherwise have access to the program
5. Continue to provide community-based care to frail, at-risk elders to prevent frequent, avoidable hospitalizations and premature nursing home placement

CESI provides adult day health services to 123 Arlington seniors; 111 units of service for Arlington residents per week and about 5,020 units per year. Based on current funding financial assistance is provided to 13-15 Arlington seniors.

### **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- x Elderly Individuals
- x Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

**Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$4,000	FY16

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
None		

**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population for this request is Arlington residents, 60 years and older which have memory impairment, including but not limited to Alzheimer's disease.

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

All clients receiving benefit from this grant request will be Arlington residents.

### **Service Need**

**What need will be met by providing the proposed service to the community and the target population?**

Cooperative Elder Services, Inc. (CESI) currently provides Adult Day Health services for Arlington residents who attend the program 3 to 5 days each week. Overall, CESI provides 111 units of service for Arlington clients each week, at 435 units a month and 5020 units of service per year. Services include skilled nursing care, a light breakfast, hot lunch and afternoon snack, handicapped accessible door-to-door transportation, therapeutic exercise and diverse activities, specialized Alzheimer's programming, socialization with peers for emotional health, caregiver support, and social services.

Currently, there are approximately 831 people living with Alzheimer's disease in Arlington, with 2200 family caregivers struggling to manage. Over 60% of caregivers in Arlington have to leave work early or go in late, or take time off, because of essential caregiving responsibilities. The Adult Day Health program offered by CESI provides much needed respite for caregivers, so that they can go to work and not worry about their loved one's safety, or so that elderly spouses who are caregivers can get some rest during the day. Many of the clients' families express that they would not be able to take care of their loved one at home without the support of CESI in Arlington. Others say that they would have had to quit their jobs, resulting in significant financial losses, to care for their mother or father who has dementia or another chronic disease requiring full-time care.

Critical needs for Arlington elders include community-based nursing care for chronic conditions, proper nutrition and hydration, safe and supervised environment for those who have dementia, socialization for seniors who live alone and are at-risk for depression and anxiety, among other situations. Most of the clients would not be able to remain at home safely, putting them at-risk for nursing home placement, if they were not able to attend Arlington CESI.

**What are the short-term goals and objectives for the contract period?**

Increase the number of individuals to receive adult day health services

**How will the target population be reached?**

The target population will be reached through a variety of Social Work outreach programs as well as referrals from neurologists with diagnostic codes for dementia and Alzheimer. The professional staff at CESI also provide referrals.

**How will client eligibility be documented?**

Each family member responsible for the cognitively impaired individual seeking assistance will complete a CDBG Client Beneficiary Form. For confidentiality reasons, the invoice for services will reflect a number that has been assigned to each Arlington resident 60 years and older.

**How will the project be managed and staffed?**

Social Work staff at the COA or at Cooperative Elder Services will identify those in greatest need. There are potential referrals for neurologists that have access to patients with neurodegenerative diseases.

The Executive Director is sent an invoice from Cooperative Elder Services. The invoice is reviewed and approved, then forwarded to the administrative assistant for payment by grantor.

**What is the timetable for delivery of services?**

Ongoing as identified



# 1. Budget Information:

## a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2016-2017
Social Work	\$936
Intake and Referral	\$504
Admin Assist	\$840
Executive Director	\$328
CDBG Funding for Adult Day Health Services	\$10,000
Total Cost of the Activity/Project →	\$12,608

## b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017	Amount
All funds will be paid to Cooperative Elder Services, Inc. with invoice	\$10,000
Total Amount of this Grant Request for FY 2016-2017 →	\$10,000

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$10,000
All Staff Salaries listed in 1 (a)	\$2,608
<b>Total Funding for the Activity/Project →</b>	<b>\$26,208</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature** 

**Title:** Executive Director

**Name** Susan R. Carp, MS



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington Council on Aging

**Address:** 27 Maple Street, Arlington, MA 02476

**Telephone No.** 781-316-3400 **Fax No.** 781-316-3409

**E-Mail:** scarp@town.arlington.ma.us

**Project Title:** Transportation Enterprise Fund

**Amount of Funding Requested \$** 65,059

**Project Description:**

The Council on Aging's Transportation Program is one of the most important services offered to seniors in Arlington. Transportation to medical appointments and local stores and services are an essential part in helping seniors to remain independent and in the community. In addition, transportation to the Senior Center programs affords elders regular contact with others, a shared meal, and new learning experiences that not only alleviate isolation but helps to mitigate depression.

The Transportation Program has three components: a subsidized taxi program for use within Arlington, two lift-equipped vans, which primarily transport elders to medical appointments and to the Senior Center, and a Volunteer Medical Escort Service with mileage reimbursement.

The in-town taxi service provides about 120 rides a month, serving 75 registered participants. The Council on Aging acts as an overseer- managing the program but contracting the actual service to a local taxi company. The taxi company is responsible for all expense relating to the running of its fleet, which provides service only within the Town of Arlington, Monday through Saturday.

The van component of the Transportation Program is comprised of two, 9 passenger lift-equipped vehicles. Office staff and volunteers take calls from clients requesting rides and the Van drivers and Van Supervisor schedule the trips. Four Council on Aging van drivers provide the rides to the Senior Center and the medical appointments and on Thursday provide rides for food shopping and errands. All van-related expenses (driver salaries, maintenance, fuel, repair, purchase of the vans) are the responsibility of the Transportation Enterprise Program. Ride cost to the Senior Center: \$1.50 participant fee each way, Ride Cost for out of town medical rides: \$20, and Ride Cost for in-town medical rides: \$7 round trip participant fee.

The Medical Escort program utilizes volunteers and the senior pays a \$20 out of town fee as well as tolls and parking. This program is utilized when COA Van transportation is not appropriate for the rider.

### Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

### Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- x Elderly Individuals
- x Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

## **Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$40,000	FY16
EOEA	\$200	FY16
Harry Barber Program	\$750	FY16

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Taxi Tickets	\$8,000	FY16
Van Fees Collected	\$5,800	FY16
Symmes Trust	\$15,000	FY16
Friends of ACOA	\$500	FY16
Volunteers (@ \$15/hr)	\$5,340	FY16
Sanborn Foundation	\$2,500	FY16

## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Arlington residents, 60 years and older, primarily of low-moderate income status; also low and moderate-income disabled resident.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All riders will be Arlington residents

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

**Goal 1:** To provide transportation for Arlington seniors to medical appointments in order to remove barriers to access to health care to maintain and improve health status.

**Goal 2:** To provide transportation for Arlington seniors to the Arlington Senior Center to have access to Minuteman Senior Services Meals; a low cost meal option of a \$2 donation.

**Goal 3:** To provide transportation for Arlington seniors to the Arlington Senior Center to participate in programs intended to increase mental and physical well-being through socialization, exercise, education, nutrition, and volunteer activities.

**Goal 4:** To provide transportation to help the Arlington senior live a dignified and engaged life in the Town of Arlington for every day errands which also helps local commerce.

What are the short-term goals and objectives for the contract period?

- A. To continue to provide a low cost, accessible transportation option for seniors to engage life in the Town of Arlington. This includes errands, community service, congregate meals, physical activity, social programs, and education.
- B. To continue to evaluate and enhance the much needed transportation program for the seniors in Arlington.
- C. Implement a transportation policy for any individual utilizing the Council on Aging Transportation services.
- D. Evaluate each client in the Dial A Ride Program and the COA Transportation program to determine if they are a qualified referral for the MBTA's, THE RIDE, which would provide another low cost flexible transportation option.

How will the target population be reached?

The Council on Aging utilizes a number of methods to reach the senior population within our mission. A monthly newsletter (3,500 per month) is distributed by mail, specific drop off locations, delivered electronically through the Town website, and available within the Senior Center. In addition, the COA utilizes local cable programming to disseminate information. In our constant outreach efforts, we also network with other agencies to ensure transportation options are discussed.

How will client eligibility be documented?

All riders will complete a CDBG Client Beneficiary form.

How will the project be managed and staffed?

The Council on Aging has an Intake and Referral Specialist, a Transportation Coordinator (.4), and dedicated volunteers that assist in the marketing, collection of data, and registration for the Dial A Ride program as well as the Council on Aging Van program.

Dial A Ride is based on annual registration. Taxi tickets are purchased at the COA. Once registered and tickets purchased, the client is able to contact the Taxi vendor directly. This enables the department to offer an alternative low income transportation option without carrying the burden of high administrative costs.

The Council on Aging Van Transportation program is managed by paid staff and volunteers reduce administrative costs.

The Executive Director must be available to facilitate transportation needs when the staffing level and demands conflict.

What is the timetable for delivery of services?

Ongoing



# 1. Budget Information:

## a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Salaries & Wages ( Van Driver, PT Intake, PT Transportation Coordinator)	\$66,030
Longevity	
Uniform	\$400
Expenses	\$12,000
Dial A Ride Taxi	\$20,000
PT Van Drivers to cover additional needs, vacation, and personal time off	\$8,850
Admin Staff to process payments	\$1,400
<b>Total Cost of the Activity/Project →</b>	<b>\$108,680</b>

## b) Show only the Cost items to be paid by the CDBG Grant:


<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Salaries	\$35,809
Longevity	
Uniform	\$400
Taxi Expense	\$20,000
PT Drivers to cover vacations, personal time, and extra hours	\$8,850
<b>Total Amount of this Grant Request for FY 2015-2016 →</b>	<b>\$65,059</b>

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2016-2017 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$65,059
COA Transportation Program Fees	\$5,800
Dial A Ride Ticket Fees	\$8,000
Other State Revenue	\$200
Grants	\$15,000
Friends of Arlington COA	\$5,000
Total Funding for the Activity/Project →	\$99,059

**CERTIFICATION**

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature 

Title: Executive Director

Name Susan R. Carp, MS

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Arlington Council on Aging**

**Address: 27 Maple Street, Arlington, MA 02476**

**Telephone No. 781-316-3400      Fax No. 781-316-3409**

**E-Mail: [scarp@town.arlington.ma.us](mailto:scarp@town.arlington.ma.us)**

**Project Title: Transportation and Volunteer Coordinator (28 hours)**

**Amount of Funding Requested \$56,253**

**Project Description: Transportation and Volunteer Coordinator**

The Council on Aging's Transportation Coordinator/Supervisor of Volunteers position was created in 1990 by action of the Board of Selectmen. The Coordinator/Supervisor has a dual role – coordinating the agency's transportation program and recruiting, training and supervising the agency's many volunteers.

**TRANSPORTATION COORDINATOR:** The duties of the Council on Aging's Transportation Coordinator include supervising van drivers, assigning daily van routes and client lists, managing additions and cancellations, maintaining radio communication with vans on the road, coordinating rides through the Medical Escort program, managing the Sanborn cancer transportation program, overseeing the Dial-a-ride Taxi Program and formulating monthly reports, billing, and statistics.

COA Van transportation services, has a ridership over 200. Those individuals utilize the family of services such as the VAN, Dial-a-Ride Taxi, Medical Escort, and Sanborn for 11,538 collective rides.

**SUPERVISOR OF VOLUNTEERS:** Engaging seniors in civic responsibilities keeps individuals active in their community and more likely to age in place. Promoting civic engagement is a part of the aging initiatives through the Executive Office of Elder Affairs. The Council on Aging has more than two hundred twelve (212) volunteers who provide various services to seniors throughout the community. There are many COA programs that would not exist without the involvement of COA volunteers: Friendly Visitors, Tax Abatement Assistance, Fuel Assistance, Medical Escorts, Benefit Check Up, Office Assistants, LINKS Program, Thanksgiving Home-Delivered Meal Program, and others are supported primarily through the efforts of volunteers. Yearly, these individuals give on excess of 8,847 hours of service through such programs annually. If they were to be paid at an average rate of \$9, this represents a savings of more than \$79,623 to the Town. It is the responsibility of the Supervisor of Volunteers to recruit, train and supervise these volunteers.



## Project Eligibility

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

## Primary Beneficiary of Project

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

## Program Funding

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$53,530	FY16
Municipal Longevity	\$560	FY16

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
Harry Barber Program	\$750	FY15

## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The program serves residents of Arlington, 60 years of age and older.

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

Only Arlington seniors age 60 years of age or older will have access to the transportation services.

Individuals who choose to volunteer for the Council on Aging are primarily Arlington residents, however there are roughly 5% from surrounding communities that want civic engagement in the town of Arlington. There are no age restrictions on COA volunteers.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

Through the Transportation Program seniors and the disabled will be able to access the community and its services at a reasonable cost for shopping, personal errands, socialization, work, medical appointments, volunteering, education, etc.

Through the Volunteer Program seniors will receive rides to medical appointments, get assistance with health insurance issues, link up with youth in their neighborhood for leaf-raking and snow-shoveling assistance, apply for property tax abatements from the Town, receive home visits to mitigate isolation and loneliness, etc. Our volunteers also help in each of the 80 programs a year that the COA creates. In addition, many of the Council on Aging's volunteers are seniors or disabled persons and as volunteers they benefit themselves by utilizing skills in service to others.

Engaging older adults in civic engagement is a mutual benefit for the health and well-being of the senior and for the Town of Arlington.

What are the short-term goals and objectives for the contract period?

**How will the target population be reached?**

**Transportation:** The target population is reached in a number of ways; word of mouth, monthly newsletter, social work staff in/outside of the COA, flyers for programs, newsletter, community cable programming, by seeing the COA van throughout Arlington.

**How will client eligibility be documented?**

The Transportation client will complete a CDBG Client Beneficiary Form that will be maintained in a locked file.

All Volunteers complete an application and are CORI'ed and are interviewed by the Volunteer Coordinator and the Executive Director for appropriate placement. Volunteers are given job descriptions and supervision. The COA Volunteers record hours "worked" and that information is reported to the Executive Office of Elder Affairs as well as to any grantor.

**How will the project be managed and staffed?**

The Transportation and Volunteer Coordinator will perform most functions within 28 hours/week. The Intake and Referral Specialist, COA Social Worker, COA Administrative Staff, and the Executive Director will assume the 7 hours/week of operations that exceed funding for this position. Additionally, volunteers are trained to assume appropriately assigned duties.

**What is the timetable for delivery of services?**

Ongoing

# 1. Budget Information:

## a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2016-2017
Intake and Referral Specialist	\$2,592
Social Worker	\$1,014
Admin Assistant	\$3,220
Harry Barber Participant	\$750
Executive Director	\$3,936
Van Drivers serve as back up scheduler	\$800
Transportation and Volunteer Coordinator	\$56,253
Total Cost of the Activity/Project →	\$68,565

## b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017	Amount
Transportation and Volunteer Coordinator	\$55,693
Longevity	560
Total Amount of this Grant Request for FY 2016-2017 →	\$56,253

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$
Total Sum of Staff Salaries listed in 1 (a)	\$12,312
<b>Total Funding for the Activity/Project →</b>	\$12,312

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

***Signature***

***Title Executive Director***

***Name Susan R. Carp, MS***

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

***Signature***

***Title   Co-chairs of Arlington EATS***

*Lauren Ledger (submitted electronically)*

*Susan Stewart (submitted electronically)*

***Name***

Lauren Ledger

Susan Stewart



**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
*FUNDING APPLICATION*  
**FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington EATS (Eat All Through Summer); under the fiscal umbrella of the Town of Arlington Health and Human Services Charitable Organization

**Address:** c/o The Thompson School, 187 Everett Street, Arlington, MA 02474

**Telephone No.** 857-205-5215(Susan Stewart); 617-365-4877 (Lauren Ledger)

**Fax No.** 781-316-1419 (Thompson School)

**E-Mail:** [info@arlington-eats.org](mailto:info@arlington-eats.org)

**Website:** [www.arlington-eats.org](http://www.arlington-eats.org)

**Project Title:** Arlington EATS: (Vacation Lunch Program)  
Feeding Arlington Students in Need When School is Out

**Amount of Funding Requested** \$6,000

**Project Description (summary):** Founded in May 2014, Arlington EATS maintains a clear goal: ensuring that the over 500 local students who receive free and reduced price lunch (FRL)<sup>1</sup> when school is in session still have access to healthy meals when school is not in session. We address the need for supplemental food by doing the following:

- Serving free lunches during summer & school vacation weeks
- Sending home fresh produce and other staples in our Weekend Food Program
- Making snacks available for any student who is hungry during the school day.

We bring together those struggling with food scarcity and those concerned with food justice and give them a welcoming, respectful place to work together to end hunger. We work closely with other area food organizations, including local food rescue groups. In the last year, these groups have provided us with over 34,000 pounds of fresh produce that we, in turn, provided to our families. Arlington EATS is proud of our all-volunteer model, allowing residents of all ages to give of their time and money in a hyper-local way, meaning that the money they give is going to kids living in their own neighborhoods.

The CDBG would help us grow our summer lunch program so we can help an even greater number of qualifying Arlington students.

For further details, please see the attached Executive Summary.

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<sup>1</sup> a family of four makes less than \$44,863.

## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

X **Low/Moderate Income Area Benefit:** 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:** 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.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- X At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)



## **Program Funding**

### **Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$1250	2015-2016

### **Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
--------	--------	----------------

A	B	C	D	E
<b>Income</b>		<b>Projections</b>	<b>2015/16 actual (ytd)</b>	<b>2014/15 actual</b>
Small individual donations		\$15,000	\$11,710	\$13,597
Business Donations		\$7,500	\$2,700	
CDBG		\$1,250	\$1,250	
Spring Fundraiser		\$12,500		\$12,000
<b>Total Income</b>		<b>\$36,250</b>	<b>\$15,660</b>	<b>\$25,597</b>
<b>Expenses</b>		<b>Budget</b>	<b>2015/16 actual (ytd)</b>	<b>2014/15 actual</b>
Summer Lunch Program		\$9,938	\$4,600	\$3,550
Weekend Food Program		\$10,000	\$315	\$3,273
Feb/April Vacation Lunch Program		\$2,600		\$200
School Snack Program		\$8,000	\$450	\$1,640
Overhead/marketing/paper goods, etc.		\$3,054	\$500	\$2,070
<b>Total Expense</b>		<b>\$33,592</b>	<b>\$5,850</b>	<b>\$10,733</b>
<b>Income less Expense</b>			<b>\$9,810</b>	<b>\$14,864</b>
<b>Cash on Hand (November 2015)</b>			<b>\$24,674</b>	
<b>**Fiscal Year: July 1-June 30</b>				

Gifts in Kind                                      difficult to quantify\*                      May 2014 - present

\*From the start of Arlington EATS operations, we have received weekly donations of food items in great quantity through Food Link, Food for Free, Whole foods, the Arlington Food Pantry and food drives conducted around the community. Over the last year we have received and redistributed over 34,000 pound of donated food, valued at over \$50,000.

## **Target Population**

***What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)***

### **Beneficiaries of the Arlington EATS program**

#### **Students**

Over 500 students in the Arlington Public Schools receive free and reduced price lunch and breakfast on school days. When school isn't in session, families are forced to make hard choices about food purchases. Food assistance programs available to these families often don't include fresh fruit and vegetables. Through our Vacation Lunch Programs, Weekend Food Program, and School Snack Program, Arlington EATS helps these students and their families.

District-wide, approximately 11% of students qualify for free and reduced-priced meals (over 500 students), with a significantly higher percentage present at the Thompson School (28% of students qualify). The Thompson School district includes Census blocs with some of the lowest household incomes in Arlington. Residents of Menotomy Manor must meet federal guidelines for housing eligibility and include disabled individuals. While Arlington EATS has focused our efforts in the Thompson School district for our first year, we are also providing snacks for all the Arlington Elementary Schools and High School and provide Weekend Food Bags for 6 students who attend the Dallin school. In addition, we have established volunteer contacts at all of the Arlington schools and look forward to expanding our reach in the near future.

#### **The Environment/ Food Rescue and Recovery**

Arlington EATS helps local businesses and food rescue organizations find an end use for their recovered food. In a given year, the United States disposes of 133 billion pounds of uneaten food, an amount which could feed 25 million Americans. 10% of that disposal occurs at grocery stores<sup>2</sup>. Food rescue organizations have begun to step in to prevent this food from ending up in landfills, reclaiming and redistributing thousands of pounds of food each month. However, these food rescue operations need local networks to get the food into the hands of those who need it. Arlington EATS functions as a "second harvest" for donated food that might otherwise go uneaten. Additionally, it helps local businesses, like grocery stores and restaurants, reduce their waste stream while simultaneously giving back to the community.

#### **Volunteer and Donor Network**

Arlington EATS is meeting another social need by depending upon and empowering a local volunteer and funding network. Arlington EATS provides an opportunity for people to donate money on a hyper-local level, with funds that go right back into the community. Also, many studies have shown that volunteering has demonstrable mental health benefits. Town members of all types find real value in being able to volunteer for Arlington EATS. Volunteers are absolutely necessary to organize and operate every aspect of the program, from packing food bags or serving lunches, to shopping for snacks. Several generations of one family, people who benefit from the program itself, or residents who can only commit to a few hours per month all find purpose and welcome in this organization.

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<sup>2</sup> <http://www.businessinsider.com/why-grocery-stores-throw-out-so-much-food-2014-10>

***Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.***

All clients are residents of Arlington.

**Service Need**

***What need will be met by providing the proposed service to the community and the target population?***

The purpose of Arlington EATS is to provide meals to students in need when school is not in session. Arlington EATS is fortunate to work with the Arlington Food Pantry, with whom we collaborate closely and share a reporting structure through the Arlington Health and Human Services Charitable Corporation 501(c)3. However the two organizations take a slightly different approach to the problem of hunger. Arlington EATS focuses solely on replacing meals that students miss out on when school is not in session. This well-defined mission allows us to meet the needs of our focused clientele in a familiar and comfortable setting--their school. Students, regardless of potential household insecurities and inconsistencies, can rely on the predictability of knowing where their next meal is coming from. By helping the children, we also have a conduit to the other members of the household and we supply food to them through the Weekend Food Bag program.

In addition, Arlington EATS provides a "second harvest" for donated food that might otherwise go uneaten. Approximately 40% of food (about \$165 billion worth) is thrown out in the United States every year. All of this uneaten food could feed 25 million Americans. Arlington EATS helps local businesses reduce their waste stream while giving back to the community. We provided a welcome end-use for our partners at Food Link and Food for Free who reclaim and redistribute thousands of pounds of food per month.

Finally, many members of the Arlington community want to volunteer and would like to involve several generations of their family, or want to commit fewer hours per month than required by other volunteer opportunities. Arlington EATS fills this need.

***What are the short-term goals and objectives for the contract period?***

During 2016 - 2017, we seek to expand our services by 50 - 60% by reaching more of our students in need, and their families. During the summer of 2015, we provided lunch for approximately 60 students and family members per day, 4 days per week, with weekend food bags going home to supplement food resources for the remainder of the week. For the summer of 2016, we are targeting 80 to 90 meals served, 4 days per week, with continued distribution of weekend food bags.

Here is a summary of additional 2016 - 2017 program year goals (beyond the Summer Vacation lunches):

- 250 student meals per week for students at summer day camp(66% increase)
- Targeting 60 to 80 weekend food bags during school year (double the 2015 number) - This target may significantly change/decrease with expanded operation of the second Arlington Food Pantry Location.
- Continued support of the Snack program at all 7 elementary schools. During the 2015 - 2016 we expanded the snack program into all 7 elementary schools (up

from 3 schools in 2014 - 2015) and into the high school. We hope to expand the service into the middle school.

- 80 to 100 meals per day for February and April Vacation (up from an average of 55 meals per day in 2015)

### ***How will the target population be reached?***

We reach our target population through the local schools. We rely on the Principals, Administrative Assistants and Social Workers to encourage students in need to participate in the program. The vacation lunches and weekend food bags operate on an opt-in program where an invitation goes out to the school community and families sign-up to participate.

We reach out through extensive e-mail and social media networks. We have recruited residents of Menotomy Manor to spread word of the program within their personal networks. Local churches also assist in promoting the program to their members.

### ***How will client eligibility be documented?***

Our programs are designed to be inclusive, respectful and community oriented, and as such, we do not turn students or families away who request weekend food resources or come for vacation lunches. The Arlington School Food Services Department maintains a confidential database of students/families who qualify for free or reduced-price school meals. Though Arlington EATS does not have access to these lists for privacy reasons, those who do are able to encourage students and their families to take part in our program. When students/families opt-in to our program, a member of the school administration assigns them a number that we use to track their use of the program, while maintaining privacy.

### ***How will the project be managed and staffed?***

Arlington EATS is fortunate to have a talented core of leaders and volunteers—none of whom receive any monetary compensation. Through our community outreach, we have recruited a broad pool of volunteers of all ages who collect, retrieve, purchase, organize, and distribute food. At times, we contract through the school food services department for preparation and serving of vacation lunches, paid for by Arlington EATS.

### ***What is the timetable for delivery of services?***

Funding from the CDBG program would be used to partially fund our seven-week Summer 2016 program (July 5, 2016 through August 18, 2016). Arlington EATS will continue to offer services throughout the school year as described above.

1. **Budget Information:**

**a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2015-2016</b>
<b>2016- 2017 Arlington EATS Budget Summary (Projected)</b>	
- Summer Lunch Program w/weekend food bags	\$ 8,960
- EATS grants to feed campers at Arlington day camps	2,000
- School snack program (providing up to 500 snacks per week at 9 schools)	8,000
- Weekend Food Bags (20 weeks)	10,000
-February and April Vacation lunch program	2,600
-administration (printing, postage, website, social media outreach)	3,000
Total projected budget for 2016-2017 Arlington EATS (all programs)	\$34,560
<b>Total Cost of the Activity/Project →</b>	<b>\$34,560</b>

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016</b>	<b>Amount</b>
<b>Summer 2015 Vacation Lunch program:</b>	
7 weeks (July 5 - August 18), 4 days per week plus weekend food bags	
estimating 80 student meals per day at \$4 per meal	\$ 8,960
All funding goes directly to provide food for students, not to administration or overhead	
Minus donations sought from the community	-\$2,960
<b>Total Amount of this Grant Request for FY 2015-2016 →</b>	<b>\$6,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2015-2016</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.)</b> →	
	\$ 6,000
*Donations from Interfaith community (local church contributions)	2,000
*Individual donations from general appeals and awareness campaigns	8,000
*Major community fundraising events	5,000
*Numerous small fundraisers (bake sale, town day, Feast of the East, etc...)	8,000
*In-kind donations from local food vendors, restaurants, caterers, food drives, partnership with Arlington Food Pantry, Food Link, Food for Free, which reduces the amount of food that we directly purchase.	6,000
*All of these are estimates of the fundraising that must occur.	
<b>Total Funding for the Activity/Project →</b>	<b>\$ 35,000</b>

Please see attached supplemental material:

- Executive Summary: Arlington EATS
- Programs and Services (Detail)
- Testimonials from Recipients, Volunteers, Teachers/Administrators, Donors
- Promotional/Informational Flyer
- Photos

## **Executive Summary: Arlington EATS**

**Mission statement:** *To ensure that Arlington students from food insecure families have enough to healthy food to eat during the school day, on weekends, during school vacations and in the summer when school is out.*

Unlike a typical food pantry, EATS focuses solely on replacing meals that eligible students miss out on when school is not in session. The 500 students targeted in Arlington thus have their needs met in a familiar and comfortable setting: their school. Students, regardless of potential household insecurities and inconsistencies, can rely on the predictability of knowing where their next meal is coming from. Situated in their local school, students feel confident accessing food in their own cafeteria, from familiar teachers or volunteers.

By helping Arlington children, we also have a conduit to the other members of the household, supplying food to the whole family through the Weekend Food Program. Thanks to local food drives, individual food donations, and our partnerships with local food sources, this program regularly serves about 45 families each week. Unlike many food pantries which stock only non-perishable items, Arlington EATS is always able to include a variety of fresh fruits and vegetables, replacement meals for breakfast and lunch (eggs, poultry, milk, cereal, bread etc), in addition to the typical shelf-stable items. We work with local food partners that donate healthy rescued food as well as buy other needed foods from local vendors to fill the gap of food. Our expertise consists in collaborating with local non profit food rescue organizations and schools, just in time delivery of free food to schools and organizing volunteers in the school to distribute the food as it is delivered.

Arlington EATS does not limit food accessibility to the income-eligible students; anyone can get a snack or come to the vacation lunches. In this way, accessing free and healthy food is normalized for students, rather than potentially seen as a stigma. Our client families build deeper ties to their local school community through the support they receive with Arlington EATS programs. Parents who receive food often volunteer for the program themselves. In this way, rather than an "us and them" mentality in the school or town, Arlington EATS creates an inclusive community. Furthermore, any local resident wishing to volunteer feels engaged by working on something so fundamentally important to their own town.

Lack of access to reliable and healthy food affects all aspects of a child's physical, mental, cognitive, and social development. Childhood obesity is epidemic across all socio-economic groups, but for those with limited financial resources, the struggle to stay healthy and active is even more challenging. Multiple studies have found that children from lower-income households had more than two times higher odds of being obese than children from higher-income households. This finding is not surprising when we consider that the price of a bag of potato chips is often less than the price of buying a piece of fresh fruit (assuming such an option is even available at a local convenience store.)

## Programs and Services

After forming in the spring of 2014, we have grown to operate through 4 primary programs: Summer Lunches, February and April Vacation Lunches, School Snacks, and the Weekend Food Program.

**1. Summer Vacation Lunch Program:** EATS serves a hot lunches from 12-1, Monday-Thursday. We often have free clothing, toys and books as well as food to take home.

- Provided 2,460 meals at the Thompson School over 7 weeks of 2015.
- Provided funding for 2,900 meals at the Boys and Girls Club drop-in program

**2. February/April Vacation Lunches:** EATS serves a hot lunches out of the Thompson Cafeteria from 12-1, Tuesday-Friday. These lunches are often catered by local restaurants and caterers.

- Served 220 meals per week during February and April 2015

**3. Snack Program:** Arlington EATS has snacks available at all elementary schools for any student who is hungry.

- Distributed over 7,000 snacks at Thompson during the 2014/2015 school year
- Helping to develop snack programs at the Arlington Elementary schools

**4. Weekend Food Bags:** EATS hosts a 'PopUp Food Pantry' at Thompson on the 2nd and 4th Fridays of the month. Typically, two complete meals and fresh produce is available.

- Provided ingredients for 4440 meals
- Consistently served 80 families during the school year

**All four programs distribute fresh produce and rescued food from Food for Free in Cambridge and Food Link in Arlington; over the last year, we distributed 34,000 pounds, valued at over \$50,000**

Our unique value added proposition is providing food that is healthy, fresh and primarily rescued from local farms and vendors, to pockets of food insecure students and their families in a manner that is responsible and respectful within the school environment using local volunteers.

In our first year for the period of September 2014 through September 2015 we have 29,804 lbs going to Arlington EATS from Food for Free. They calculate rescued food at the rate of \$1.72/lb so the total dollar amount would be \$51,262.88.

The cost to administer most of our programs is minimal. The majority of the food we serve or distribute is donated by Food For Free / Food Link or excess school year food that the Public School Food Service Department has given us for Summer Lunches. In all of these cases, this food would be thrown away without a group who could use it or redistribute it to those in need. Arlington EATS creatively addresses an array of needs throughout the community.



## **Recipient testimonials**

*Sometimes we have to choose between paying rent or buying food. Arlington Eats has helped my family tremendously in defraying the cost of food. ---food recipient*

*The Arlington EATS programs have helped my family in so many ways.. We are so grateful for the EATS program if it wasn't for them there would of been times my kids would of gone hungry. Food Stamps are so little for four people. Thank you for all you do. --mom of 2*

*Arlington EATS has helped my family more than once. There always there to help out families even when the pantry is not open. Since Arlington EATS started no families have to worry about going hungry, they know EATS is always there to help out. ---Food recipient*

*Arlington Eats have helped my family by opening the doors to us receiving food. Also lunches during school vacations. I wasn't able to feed my kids all the time, but then I started to go to Eats and they gave my family so much that there where no worse. My children never went hungry because of Arlington Eats.. They always have a smile on there and is always happy to see you. This program is amazing for so many families including mine.. Thank you so much Arlington Eats for all you do for us.---mom of 2*

## **Volunteer testimonials**

*The EATS program has helped a lot with at least 2 meals on the Weekends which stretches food stamps. It's also always a great place to volunteer. I have been volunteering with EATS for over a year. These people are fantastic . There is no stop to what EATS does to get healthy food to families with kids. Each person that comes is treated with respect and dignity. Food is not held back from anyone. There are always veggie versions of a meal provided. A great group of people to work for. EATS is one of the best family based programs going. Thank u for letting me have a chance to help with this great program. ---Food recipient and Weekly Volunteer*

## **Teachers/Administrators**

*With the help of Arlington EATS and their coordinated efforts, we have healthy snacks and fresh produce available to all students, all day long. This has helped to create an atmosphere of acceptance and has removed the potential embarrassment factor associated with having to approach an adult and ask for food, or to sit in class where all the other kids are eating snack and 1-2 students aren't because they didn't have food at home. In addition, we have seen a significant decrease in behavioral issues - students are not acting out because they are hungry, and are more available for learning because they know that they will have access to food each and every day. ---Karen Donato, Thompson School Principal*

*I will never forgot a first grader that was in the middle of a tantrum and finally yelled out "I'm hungry!" I immediately went into my lunch bag and gave this student some food. No one can focus when they are hungry and unsure when their next meal might be. Arlington EATS has filled this gap and more. The snack program at Thompson allows any child to choose a piece of rescued fruit or other healthy snacks such as a granola bar or cheese stick. All students now have access to healthy snacks all day long, resulting in happier, focused learning. As co-leader of the Weekend Food Program, I love seeing my students and their families at the pop-up pantry on Fridays filling their bags for the weekend. -Nicole Melnik, teacher at Thompson School*

## **Donors**

*We know it takes a village to keep a community going, and when everyone chips in great things can happen. We chose to donate to Arlington EATS because we share the belief that no child in Arlington should go hungry. These volunteers do a tremendous job helping the children of our community, and we are proud to support their hard work. - Steve McKenna & The Home Advantage Team*

# Our Kids, Our Community

Over 500 Arlington students receive free and reduced-price lunches during the school year. Arlington EATS feeds these students when school is out. During the 2014/15 school year, EATS served students through four programs:

## Summer Vacation Lunch Program

- Provided 2,460 meals at the Thompson School over 7 weeks
- Provided funding for 2,900 meals at the Boys and Girls Club drop-in program

## February/April Vacation Lunches

- Served 220 meals per week during school vacation, mostly provided by local stores, restaurants, caterers

## Snack Program

- Distributed over 7,000 snacks at Thompson
- Helping to develop snack programs at all Arlington elementary schools

## Weekend Food Bags

- Provided ingredients for 4440 meals
- Consistently served 80 families during the school year

*All four programs distribute fresh produce and rescued food from **Food for Free** in Cambridge and **Food Link** in Arlington; over the last year, we distributed **34,000 pounds, valued at over \$50,000***



## Thanks to:

Arlington Food Pantry,  
Arlington Interfaith Community,  
Arlington Swifty Printing,  
Beaujolais Catering,  
Food For Free,  
Food Link,  
My Brothers Place,  
Something Savory  
Thompson Elementary,  
Town of Arlington Food Services,  
Whole Foods Arlington,

and to all the individuals who  
continue to provide meals, donations,  
and precious time...

Arlington EATS is a 501c3 org under the  
Town of Arlington Health and Human  
Services Charitable Organization. Your  
donations are tax deductible.

## Help set a place for every child

- For **\$8**, you can help feed a child for a **weekend**
- For **\$20**, you can help feed a child for a **school vacation week**
- For **\$50**, you can help provide a school with snacks for a **week**
- For **\$200**, you can help feed a child for **the summer**
- For **\$500**, you can sponsor a **Weekend Food Distribution**

## Get involved

- Volunteer with your whole family! To sign up: [arlington-eats.org](http://arlington-eats.org)
- Like us on Facebook: [facebook.com/Arlington.EATS](https://www.facebook.com/Arlington.EATS)
- Contact us: [info@arlington-eats.org](mailto:info@arlington-eats.org)

## Make a donation

- Online via PayPal at <http://bit.ly/YXBpzz>
- Check to Arlington EATS c/o Thompson School,  
187 Everett Street, Arlington, MA 02474

**Arlington-EATS.org**

Feeding Children, Creating Community





**Pictures of Arlington EATS in action!**



**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

***Signature***

***Title   Co-chairs of Arlington EATS***

*Lauren Ledger (submitted electronically)*

*Susan Stewart (submitted electronically)*

***Name***

Lauren Ledger

Susan Stewart

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Fidelity House

**Address:** 25 Medford Street, Arlington, MA 02474

**Telephone No.** 781-648-2005      **Fax No.** 781-648-4604

**E-Mail:** [fidelityhouseordir@hotmail.com](mailto:fidelityhouseordir@hotmail.com) ; [fidelityhouse@fidelityhouse.net](mailto:fidelityhouse@fidelityhouse.net)

**Project Title:** Fidelity House Jobs, Jobs, Jobs

**Amount of Funding Requested** \$5,000

**Project Description:** The Jobs, Jobs, Jobs program is designed to help Fidelity House youth programs and high school age youth from low to moderate income families. We provide job training and experience working with younger youth while the program benefits from having additional supervision and energetic personnel working with our 3 – 14 year old clientele.

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

**Program Funding**

**Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$4,000	2015-2016

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
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**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Teen age youth who are learning the necessary requirements, expectations & skills they need for future employment and to become better citizens. They all come from low to moderate income family backgrounds.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents. 66% or more are Arlington residents....any others are from local surrounding areas and have a current strong work, school or past Fidelity House Summer Camp connection.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

Providing jobs/work experience for teens during the summer.

What are the short-term goals and objectives for the contract period?

The goal is to train teens to arrive at work on time, learn professional work expectations and interact with their community.

Teach teens how to interact with youth ages 3 – 14 and learn how to provide a safe atmosphere, stimulate interest and guide younger kids to interact with each other.

How will the target population be reached?

Via printed information, mailings and local high school postings

How will client eligibility be documented?

They provide family income documentation with their written application

How will the project be managed and staffed?

Executive Director oversees financial data & School Age Child Care Program/Day Camp Program

Directors oversee training/supervision of teen.

What is the timetable for delivery of services?

Provided during teen out of school hours

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

All Cost Items for the Activity/Project (Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)	Anticipated Costs for FY 2016-2017
Funds to pay for teen jobs	5,000
Total Cost of the Activity/Project →	5,000

### b) Show only the Cost items to be paid by the CDBG Grant:

Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017	Amount
Funds to pay for teen jobs	5,000
Total Amount of this Grant Request for FY 2012-2017→	5,000



**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	5,000
<b>Total Funding for the Activity/Project →</b>	5,000

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

*Signature*

*Title*

*Name*

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Fidelity House

**Address:** 25 Medford Street, Arlington, MA 02474

**Telephone No.** 781-648-2005      **Fax No.** 781-648-4604

**E-Mail:** [fidelityhouseordir@hotmail.com](mailto:fidelityhouseordir@hotmail.com), [fidelityhouse@fidelityhouse.net](mailto:fidelityhouse@fidelityhouse.net)

**Project Title:** Menotomy Manor Outreach Program

**Amount of Funding Requested** \$16,000

**Project Description:** Our Menotomy Manor Outreach Program originated to directly address the developmental needs of Arlington's low income youth, offer opportunities, reduce the barriers that prevent participation (i.e. location and financial barriers) and help assimilate them into community wide programs. Menotomy Manor is the name of Arlington's low income housing development. The program includes free transportation to and from Fidelity House, free memberships for the youth, participation in and scholarships for our youth programs, on-site programming, Summer Camperships & free transportation to/from Fidelity House to attend our Summer Day Camp. It is a unique program in Arlington that is able to offer stability, long term benefits and has served well over a thousand children for a sustained period of time since its inception.

## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** 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:** 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.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

## **Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG funding	\$14,000	7/1/15- 6/30/16

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
United Way	\$8,000	7/1/15-6/30/16

**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

Our client population is the youth, 5-18 years old, that reside in the low/moderate income housing development in Arlington. The adult population that benefit include the parents/legal guardians of those children.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

All clients are Arlington residents.

**Service Need**

What need will be met by providing the proposed service to the community and the target population?

The need to increase self-reliance and further the social, physical and emotional growth of the individual is universal. This program insures that more youth in our community have the same opportunities for growth, regardless of financial considerations.

What are the short-term goals and objectives for the contract period?

Our Menotomy Manor Outreach Program objectives are to increase both the opportunities and participation of youth that reside at Menotomy Manor, provide prevention/intervention programming that meets the needs of the youth and their families, decrease barriers to participation by providing transportation, be a stable and responsible presence in their developmental years and offer financial assistance year round.

How will the target population be reached?

- 1- Mailing to all residents of Menotomy Manor
- 2- Onsite meetings and program visibility
- 3- Information relayed through current clientele, tenant's association and local school liaisons.
- 4- A yearly onsite meeting

How will client eligibility be documented?

Parent/Guardians provide necessary information via membership forms, financial aid forms (including tax form or public assistance documentation). The Arlington Housing Authority provides financial guidelines that are required for tenants to be eligible to reside at Menotomy Manor.

How will the project be managed and staffed?

The Youth Program Director is responsible for overseeing the administrative, personnel and transportation needs of the Program. The Executive Director reviews all financial data. An adult Outreach Coordinator is responsible for handling the onsite daily requirements for the program with the assistance of college/high school staff.

What is the timetable for delivery of services?

Year round

Summer Camperships and transportation are provided June – August while

Memberships, program financial assistance, transportation and onsite programming are offered September – June.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Youth Program Director	\$7,020
Outreach Program Director	\$3,578
Free Memberships and activity scholarships	\$6,726
Summer Day Camp Camperships	\$12,000
Transportation costs to/from Menotomy Manor to Fidelity House	\$3,744
Additional Onsite Youth Supervisors, summer transportation staff	\$1,092
Periodic Mailings	\$500
Supplies for school year onsite program	\$300
Administrative costs	\$3,015
<b>Total Cost of the Activity/Project →</b>	<b>\$37,975</b>

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Free Memberships, Day Care and Program scholarships	\$3,500
Summer Day Camp Scholarships	\$9,000
Transportation costs to/from Fidelity House for the Day Camp & school yr.	\$2,000
Onsite staffing and supplies	\$1,500
<b>Total Amount of this Grant Request for FY 2015-2016 →</b>	<b>\$16,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$16,000
United Way	\$8,000
Fidelity House Fundraising (through Flower Sales, Golf Tournament	\$13,975
Annual silent/live auction evening	
<b>Total Funding for the Activity/Project →</b>	<b>\$37,975</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

*Signature*

*Title*

*Name*

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
*FUNDING APPLICATION*  
**FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Food Link, Inc.

**Address:** 32 Oldham Road Arlington, MA 02474

**Telephone No.** 781-819-4225

**E-Mail:** bpeats@foodlinkma.org

**Project Title:** Healthy Food Delivery to Arlington Housing Authority Locations

**Amount of Funding Requested** \$10,000

**Project Description:**

Food Link is an Arlington, Massachusetts-based food rescue organization that uses the power of volunteers to collect fresh food from food retailers and distribute it to local residents in need. Over 75 volunteers collect and distribute food seven days a week to alleviate hunger and support environmental sustainability. We partner with 12 local grocery and prepared food stores to utilize high-quality fresh fruit, vegetables, meat, dairy, bread and prepared foods that would otherwise be wasted. Food Link provides healthy food to over 25 social service agencies including after school programs, programs for at-risk youth, low income housing facilities, homeless shelters, food pantries, and senior centers throughout Arlington and surrounding towns. Food Link collects and distributes over 30,000 pounds of food each month of which the majority (about 75%) of the food benefits Arlington residents and programs.

Food Link regularly delivers food directly to four Arlington Housing Authority housing facilities, where low income families, elders, and people with disabilities live. Bringing the food to the facilities reduces many of the barriers to accessing nutritious food including the lack of time, lack of transportation, lack of mobility to carry food, and feelings of stigma associated with attending a program specifically for low cost food. The elderly and disabled in particular benefit from having fresh food delivered to them regularly.



## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** 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:** 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.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)



## **Program Funding**

### **Identify and list amount of prior year Federal and/or State funding**

<b>Source</b>	<b>Amount</b>	<b>Funding Period</b>
ACBG	\$1,250	July 1, 2015 - June 30, 2016

### **Identify other funding sources (non-federal/private)**

<b>Source</b>	<b>Amount</b>	<b>Funding Period</b>
Anonymous Donor	\$10,000	Cargo van (Purchased Jan 2016)
Anonymous Donor	4,300	Cargo van (Purchased Jan 2016)
BNY Mellon	15,000	Cargo van (Purchased Jan 2016)
East Cambridge Savings Bank	1,000	Cargo van (Purchased Jan 2016)
Food Link Board of Directors	1,000	Cargo van (Purchased Jan 2016)
Jerry Rojo	1,000	Cargo van (Purchased Jan 2016)
Oakes Plimpton	450	Cargo van (Purchased Jan 2016)
Watertown Savings Bank	1,000	Cargo van (Purchased Jan 2016)
December Matching Campaign	12,000	General Operations (FY 2016)
Bowes Real Estate	2,500	General Operations (FY 2016)
The Lenny Zakim Fund	7,500	General Operations (FY 2016)
Arlington Food Pantry Delivery Fee	4,800	General Operations (FY 2016)

## **Target Population**

**What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)**

Residents of four Arlington Housing Facilities will receive food from Food Link including those living at: Chestnut Manor, Cusack Terrace, Drake Village, and Menotomy Manor. The following demographic information is an estimate based on 2015 reports from the Arlington Housing Authority.

Number of seniors: 581

Number of low income families: 177

Number of White: 781

Number of Black/African American: 112

Number of Asian: 242

Number of American Indian/Alaskan: Native 9

Number of Hispanic: 93

**Total: 1,144** (Please note that this is not a total of the above as this includes both race and ethnicity)

0-30% (very low) of Median Income 500

(Please note that 0 – 30% of AMI in Arlington is 0 - \$29,500. Because of how the Arlington Housing Authority collects demographic information, we are using a range of 0 - \$24,999)

31%-50% (low) of Median Income 147

(Please note that 31 – 50% of AMI in Arlington is \$29,500 – 49,250. Because of how the Arlington Housing Authority collects demographic information, we are using a range of \$25,000 – 44,999)

51%-80% (moderate) of Median Income 46

(Please note that 51 – 80% of AMI in Arlington is \$49,250 – 78,800. Because of how the Arlington Housing Authority collects demographic information, we are using a range of \$45,000 and above)

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

Yes.



## **Service Need**

### **What need will be met by providing the proposed service to the community and the target population?**

Elders, low income families with children, and people with disabilities often struggle to get to the grocery store regularly. The cost of groceries, the cost of transportation to the store and the ability to carry heavy loads make it difficult for this population to get fresh food on a regular basis. As a result, this population often is not able to eat healthy food, negatively impacting their health.

Food Link brings healthy food to this population on a regular basis. Food Link provides fresh fruits and vegetables, dairy and bread one to four times each week to four housing facilities operated by the Arlington Housing Authority. This enables elders, low income families with children, and people with disabilities to have regular, convenient access to healthy foods at no cost.

### **What are the short-term goals and objectives for the contract period?**

In 2016 Food Link will continue to deliver healthy food at no cost to these housing facilities. We will work with the residents and staff to determine the best ways to serve the residents. We will ensure that the types and amounts of food we are providing and the time and regularity with which we provide it is most helpful for the residents. Our goal is to provide a minimum of 5,000 pounds of a combination of fresh produce, dairy and bread each month (60,000 pounds per year).

### **How will the target population be reached?**

We will continue to deliver food to the housing facilities. Anyone who resides in the facilities is welcomed to help themselves to food. We will work with staff to increase outreach so all residents are aware of these free food deliveries.

### **How will client eligibility be documented?**

All residents of Arlington Housing Authorities will be eligible.

### **How will the project be managed and staffed?**

Food Link is a volunteer-based organization that relies on over 75 volunteers to collect and distribute food throughout the area. Food Link is managed by two co-founders, an operations director (paid staff position) and a Board of Directors.

### What is the timetable for delivery of services?

Food Link will deliver food to each location from one to four times per week. Chestnut Manor and Cusack Terrace will continue to receive at least one delivery per week; when Cusack Terrace has the use of its Community Room again, this will be increased to twice per week. Menotomy Manor and Drake Village each will continue to receive at least three deliveries each week. Food Link works with the staff and residents to determine the best timing for deliveries. Food Link will work with the Arlington Housing Authority to reinstate deliveries to Winslow Tower.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs</b> <b>for FY 2016-2017</b>
Operations Director (Base, Payroll taxes & Worker's Comp)	\$13,706
Van Expense (fuel, maintenance, insurance)	1,351
Technology costs for volunteer and food donation tracking	616
Mobile phone & Internet access	308
Liability Insurance	385
Volunteer Recruitment	297
Supplies	200
<b>(This Activity / Project reflects 22% of all Food Link activities; 75% of Food Link's activities benefit Arlington residents &amp; programs)</b>	
<b>(cost per pound \$16,863 / 60,000 = \$0.281 per pound)</b>	
<b>Total Cost of the Activity/Project -</b>	<b>\$16,863</b>



## b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Operations Director (Base, Payroll taxes & Worker's Comp)	\$9,131
Van Expense (allocated portion)	669
Supplies	200
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$10,000</b>

## c) Total sources of Income for the Proposed Activity, including CDBG funding:

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$10,000
Lenny Zakim Fund Grant (22% of the \$7,500 grant)	1,650
December Donation Campaign (22% of \$12,000)	2,640
Project Bread Grant (22% of \$1,000)	440
Fundraising Activities	2,133
<b>Total Funding for the Activity/Project →</b>	<b>\$16,863</b>

Food Link, Inc.

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature**  **Title** President, Food Link, Inc.

**Name** DeAnne Dupont

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Town of Arlington Recreation**

**Address: 422 Summer Street, Arlington, MA 02474**

**Telephone No.** 781-316-3880

**Fax No.** 781-641-5495

**E-Mail: [jconnelly@town.arlington.ma.us](mailto:jconnelly@town.arlington.ma.us)**

**Project Title: Ican Shine Learn to Bike Program**

**Amount of Funding Requested \$1,200**

**Project Description:**

iCan Bike programs are for people with disabilities ages eight and up. The vast majority of people with disabilities never experience the thrill of independently riding a two-wheel bicycle during their lifetime. Research shows that over 80% of people with Autism and 90% of people with Down syndrome never learn to ride a two-wheel bicycle. Defying these odds is why I Can Shine exists!

Their adapted iCan Bike program resulted from more than twenty years of research by Dr. Richard E. Klein, a mechanical engineering professor, and his students at the University of Illinois at Urbana-Champaign. Dr. Klein retired from his academic career at the University of Illinois in 1998 and held the first bike camp in 1999 in LaCrosse, WI.

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **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.

Please provide Census Tract number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Census Tract numbers can be found at the following website: **Factfinder.census.gov**)

**XLow/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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☒ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

**Program Funding**

**Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$1,200	7/1/15 -6/30/16



**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
--------	--------	----------------

NA

**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

*Participants are riders who are children 8 years and up, as well as teens and adults, who have a diagnosed disability but are able to walk without assistive devices.*

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

*Both Arlington residents and non-residents will be eligible to register for the program. Arlington residents will be given first priority.*

**Service Need**

What need will be met by providing the proposed service to the community and the target population?

*I Can Shine bike uses adapted bicycles, a specialized instructional program and trained staff to enable individuals with disabilities to learn to ride a two-wheel bicycle.*

What are the short-term goals and objectives for the contract period?

*Same as above.*

How will the target population be reached?

*Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.*

How will client eligibility be documented?

*The program information will be kept at the Arlington Recreation Department*

How will the project be managed and staffed?

*The program is coordinated and run with current Recreation Department administrative staff and community volunteers.*

What is the timetable for delivery of services?

*The program will be held during the summer of 2017.*

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2016-2017**

**1. Budget Information:**

**a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY2016-2017</b>
Professional Services ICan Shine Staff	\$9,900
Facility Rental	\$2,750
T-shirts for staff and participants	\$900
Trophies for participants	\$100
Office Supplies	\$100
<b>Total Cost of the Activity/Project →</b>	<b>\$13,750</b>

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Professional Services ICan Shine Staff	\$9,900
<b>Total Amount of this Grant Request for FY2016-2017 →</b>	<b>\$1,200</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$1,200
Fees	\$12,550
<b>Total Funding for the Activity/Project →</b>	\$13,750

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION  
IS TRUE AND ACCURATE.*

***Signature***

*Joseph J. Connelly*

***Title***

*Director of Recreation*

***Name***

Joseph J. Connelly

***Federal ID#***

046-001-070

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Town of Arlington Recreation**

**Address: 422 Summer Street, Arlington, MA 02474**

**Telephone No.** 781-316-3880

**Fax No.** 781-641-5495

**E-Mail: jconnelly@town.arlington.ma.us**

**Project Title: Scholarships**

**Amount of Funding Requested \$17,000**

**Project Description:**

Scholarships for seasonal Arlington Recreation youth programs. Please note that Arlington Recreation did not submit its annual \$4,000 request for the Jobs program and instead is requesting an additional \$4,000 in scholarship funding.

There is a tremendous need in town for assistance with programming fees. The requests for scholarships continue to grow annually. Arlington Recreation received requests for over \$40,000 in program assistance in the first six months of FY 2016. The Arlington Recreation Department attempts to accommodate every request by providing at least a partial scholarship for each request. The additional funding would go a long way to assisting Arlington Recreation in being able to partially fund each resident's request.

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2016-2017**

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **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.

Please provide Census Tract number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Census Tract numbers can be found at the following website: **Factfinder.census.gov**)

**X** **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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)

**Program Funding**

**Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$13,000	7/1/14 – 6/30/15

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
NA		

**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

*The scholarship applicants must meet specific income guidelines set by the CDBG program.*

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes

What method was used to identify and assess the target population?

*Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.*

**Service Need**

What need will be met by providing the proposed service to the community and the target population?

*These programs give to those who may not be able to afford recreational programs the opportunity to participate in the programs.*

What are the short-term goals and objectives for the contract period?

*To enable as many children as possible to participate in an Arlington Recreation programs.*

How will the target population be reached?

*Advertisement is done through the Arlington Public Schools and household mailing through the Recreation Department brochure.*

How will client eligibility be documented?

*The applications will be kept on file which will include a verification of income.*

How will the project be managed and staffed?

*The program is coordinated and run with current Recreation Department administrative staff.*

What is the timetable for delivery of services?

*The program year would begin in July 2016 and run through June 2017.*

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2016-2017**

**1. Budget Information:**

**a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY2016-2017</b>
Program Re-imbursements	\$17,000
<b>Total Cost of the Activity/Project →</b>	<b>\$17,000</b>

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Same as above	\$17,000
<b>Total Amount of this Grant Request for FY2016-2017 →</b>	<b>\$17,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$17,000
<b>Total Funding for the Activity/Project →</b>	\$17,000



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION  
IS TRUE AND ACCURATE.*

***Signature***

*Joseph J. Connelly*

***Title***

*Director of Recreation*

***Name***

Joseph J. Connelly

***Federal ID#***

046-001-070

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
*FUNDING APPLICATION*  
**FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Operation Success Learning Center**

**Address: 45 Fremont Court Menotomy Manor**

**Telephone No. : 781-710-5309      Fax No. \_\_\_\_\_**

**E-Mail: jmaguire924@hotmail.com**

**Project Title: Learning Center for Middle and High school students**

**Amount of Funding Requested \$ 6,000.00**

**Project Description:**

**Established in 1999 by Janet Maguire and Peggy Regan, Operation Success offers an academic program to approximately 30 children that reside in Menotomy Manor. There are 16 volunteers, teachers, retired teachers and Arlington residents who volunteer their time. The homework center is open four nights a week during the academic school year from 7:00-8:30 pm. Operation Success offers a structured and safe environment to learn. The focus is to help meet daily academic requirements at school, reinforce study skills, and improve organizational skills while building confidence, self-esteem, and good citizenship.**

**Children receive individual and small group tutoring. The goal is for every child to gain awareness of his or her strengths.**

**Operation Success offers a computer room (eight computers, four study rooms, and all supplies required to successfully complete assignments and projects.**

## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** 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:** 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.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☒ Individuals with Disabilities (**learning**)
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

## **Program Funding**

**Identify and list amount of *prior* year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$6,000	2014/2015

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
--------	--------	----------------

**Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

**They are children and young adults ages 11-18- Low income residing in Menotomy Manor Housing Development.**

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

**The population is Arlington based. All reside in Menotomy Manor.**

**Service Need**

What need will be met by providing the proposed service to the community and the target population?

- ➔ **The first need met is to provide educational support to the children that they are active participants in their learning and education.**
- ➔ **Another need met is that are becoming engaging citizens of the Arlington community.**

What are the short-term goals and objectives for the contract period?

- ➔ **Students are actively participants in their learning.**
- ➔ **Students gain the skills that they are independent learners**
- ➔ **Students become active members of the Arlington community**

How will the target population be reached?

- ➔ **Arlington Housing documentation of children that reside in the manor that are enrolled in grades 6-12**
- ➔ **Flyer distribution to appropriate households**
- ➔ **Open House for parent/s and guardian/s**

How will client eligibility be documented?

- ➔ **Through Arlington Housing client households that reside in Menotomy Manor**

How will the project be managed and staffed?

- ➔ **There are 16 volunteers total. Every night there is also one leader present from 7:00-8:30**

What is the timetable for delivery of services?

- ➔ **Academic School year calendar**

## **1. Budget Information:**

### **a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs</b> <b>for FY 2016-2017</b>
<b>16 volunteers</b>	<b>\$0.00</b>
<b>Backpacks given to each participant</b>	<b>\$700.00</b>
<b>Summer Reading Books/folders</b>	<b>\$500.00</b>
<b>Open House (flyers, handouts)</b>	<b>\$150.00</b>
<b>Girl's Night with speaker/s (food, set-up, materials)</b>	<b>\$200.00</b>
<b>Boy's Night with speaker/s (food, set-up, materials)</b>	<b>\$200.00</b>

<b>Misc. Expenses Supplies for center</b>	<b>\$500.00</b>
<b>Upkeep, Maintenance, and supplies for computers</b>	<b>\$2000.00</b>
<b>Supplies for center</b>	<b>\$2000.00</b>
<b>Total Cost of the Activity/Project →</b>	<b>\$7450.00</b>

b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Supplies for center	\$2100.00
Upkeep for computers, printers, replacement	\$2100.00
Boy's and Girl's Night	\$400.00
Summer Reading projects	\$500.00
Backpacks	\$700.00
Open House (supplies)	\$175.00
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$5975.00</b>

c) Total sources of Income for the Proposed Activity, including CDBG funding:

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	<b>5975..00</b>

<b>Total Funding for the Activity/Project →</b>	<b>\$6000.00</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature**     *Janet Maguire*

**Title**   *Operation Success Learning Center*  
*Menotomy Manor*

**Name**   *Janet Maguire*



**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington High School Athletics

**Address:** 869 Massachusetts Avenue, Arlington, MA 20474

**Telephone No.** 781-316-3551 **Fax No.** 781-316-3558

**E-Mail:** mdlugolecki@arlington.k12.ma.us

**Project Title:** Financial Aid Athletic Scholarships

**Amount of Funding Requested \$** 13,000

**Project Description:** Arlington High School provides athletic scholarships for student-athletes whose families do not have the funds to pay the athletic user fee. As research shows, participation in high school athletics yields statistically higher graduation rate, a higher GPA and lower disciplinary issues. Arlington High School strives to provide a platform for success and involvement for all students, regardless of economic status. As the numbers of involvement in athletics has increased steadily over the course of the last few years, the number of athletic scholarships granted has increased as well. Scholarships are provided for those at either a free or reduced rate, depending on financial need.

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☒ **Low/Moderate Income Area Benefit:** 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:** 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.

### **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- x ☐ Other (please specify)

### **Program Funding**

#### **Identify and list amount of *prior* year Federal and/or State funding**

Source CDBG Grant	Amount \$8,000.00	Funding Period
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#### **Identify *other* funding sources (non-federal/private)**

Source	Amount	Funding Period
--------	--------	----------------

None

## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The client population served by this project includes student-athletes whose families qualify for reduced or free lunch and reduced or free athletic user fees. The business office evaluates all applicants' income and need before determining the amount of scholarship provided. The scholarships allow students to participate regardless of economic status.

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

No. Due to the Metco program, some students that may qualify could live in outside of Arlington. However, all students attend Arlington High School. Less than 5% of our student-athletes have historically been Metco students.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

Student athletes will be afforded the ability to participate in athletics, providing them the benefits of structure after school, membership to a team and opportunities to learn life lessons including commitment, communication, time management, teamwork and sportsmanship.

What are the short-term goals and objectives for the contract period?

To foster an environment that affords opportunities for all of our students to become involved, develop life-skills and reap the benefits that research states are associated with interscholastic athletic programs- higher graduation rate, lower disciplinary issues and increased self-esteem/confidence.

How will the target population be reached?

All families of students interested in signing up for athletics will be notified of the scholarship opportunity and application process.

How will client eligibility be documented?

The business office collects, assesses and retains all applications that include W-2 forms and if applicable, the free and reduced lunch scholarship form at AHS.

How will the project be managed and staffed?

The athletic office and business office collaborate to manage and staff the program. No additional funds are used for staffing purposes.

What is the timetable for delivery of services?

Seasonal- fall, winter and spring athletic seasons.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2015-2016</b>
Athletic Scholarships	\$13,000.00
<b>Total Cost of the Activity/Project →</b>	<b>\$13,000.00</b>

### b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016</b>	<b>Amount</b>

<b>Total Amount of this Grant Request for FY 2015-2016 →</b>	<b>\$13,000.00</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2015-2016</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	<b>\$13,000.00</b>
<b>Total Funding for the Activity/Project →</b>	<b>\$13,000.00</b>

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

*Signature*

*Title*

*Name*

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Town of Arlington Recreation**

**Address: 422 Summer Street, Arlington, MA 02474**

**Telephone No.** 781-316-3880

**Fax No.** 781-641-5495

**E-Mail: jconnelly@town.arlington.ma.us**

**Project Title: ADA Accessibility Upgrades at the Thorndike Park**

**Amount of Funding Requested \$25,000**

**Project Description:**

The Town of Arlington and the Parks and Recreation Commission completed an ADA self assessment of all properties under the Park Commission jurisdiction. The Commission is currently prioritizing the recommendations. The total estimated cost of the upgrades is \$1,346,035. Some upgrades will be completed within the yearly approved capital improvement/CPA projects. The requested amount would enable us to upgrade smaller projects not currently in the capital plan.

**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2016-2017**

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **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.

Please provide Census Tract number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Census Tract numbers can be found at the following website: **Factfinder.census.gov**)

☒ **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.

**Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- X Individuals with Disabilities
- X Low and Moderate Income Area
- ☐ Other (please specify)

**Program Funding**

**Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
Capital Program	\$50,000	7/1/15 – 6/30/16

## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

*The entire Arlington Community will be served by completing this project.*

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

*Both Arlington residents and non-residents will benefit.*

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

*The facility will become accessible to all residents and non-residents that would like to enjoy the park.*

What are the short-term goals and objectives for the contract period?

*To have the facility be accessible to all.*

How will the target population be reached?

*N/A*

How will client eligibility be documented?

*The facilities will meet ADA requirements.*

How will the project be managed and staffed?

*The program is coordinated and run with current Recreation Department administrative staff.*

What is the timetable for delivery of services?

*Design would begin in the fall of 2016 with anticipated construction beginning in the spring of 2017.*



**TOWN OF ARLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**FUNDING APPLICATION**  
**FISCAL YEAR 2016-2017**

**1. Budget Information:**

**a) Total Costs for the Proposed Activity/Project:**

<b>All Cost Items for the Activity/Project</b> <i>(Detail <u>ALL</u> Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY2016-2017</b>
ADA required upgrades at the Thorndike Park	\$25,000
<b>Total Cost of the Activity/Project →</b>	<b>\$25,000</b>

**b) Show only the Cost items to be paid by the CDBG Grant:**

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Same as above	\$25,000
<b>Total Amount of this Grant Request for FY2016-2017 →</b>	<b>\$25,000</b>

**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$25,000
<b>Total Funding for the Activity/Project →</b>	\$25,000

**Signature**

*Joseph J. Connelly*

**Title**

*Director of Recreation*

**Name**

Joseph J. Connelly

**Federal ID#**

046-001-070

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:** Arlington Commission on Disability

**Address:** 20 Academy St., Arlington Ma 02476

**Telephone No.:** 781-316-3431 **Fax No.** 781-641-2103

**E-Mail:** jjones@town.arlington.ma.us

**Project Title:** Curb Cut Ramp Project

**Amount of Funding Requested**      **\$150,000.00**

**Project Description:**

Funding from this project will be used for construction of curb cut ramps. These ramps will improve access and pedestrian safety for the elderly and disabled. If fully funded this project would result in the installation of approximately fifty curb cut ramps.

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

### **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☐ Other (please specify)

### **Program Funding**

Identify and list amount of prior year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$125,000.00	07/01/15-06/30/15

Identify other funding sources (non-federal/private)

Source	Amount	Funding Period
N/A		

### **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The target population is elderly and disabled individuals

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

This project will mainly be of benefit to Arlington residents; however this project will benefit all individuals using Arlington sidewalks.

### **Service Need**

**What needs will be met by providing the proposed service to the community and the target population?**

This project will improve pedestrian safety by eliminating a physical barrier that is encountered by elderly, disabled, parents pushing carriages, and other individuals.

**What are the short-term goals and objectives for the contract period?**

The goals for this contract period are to eliminate physical barriers that exist because of non-existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements. Eliminating these physical barriers will improve accessibility and safety along Arlington sidewalks.

**How will the target population be reached?**

The target population of mobility-impaired residents will be served by the construction of curb cut ramps that will remove the physical barrier of curbing between the street and sidewalks.

**How will client eligibility be documented?**

N/A

**How will the project be managed and staffed?**

The Arlington Engineering Department along with the Commission on Disability Office will ensure that all curb cut ramps constructed or reconstructed meet ADA Code requirements.

**What is the timetable for delivery of services?**

The timetable for delivery of services is from July 1, 2016 through June 30, 2017.

# 1. Budget Information:

## a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Installation of approximately 50 curb cut ramps, by a private contractor	\$150,000.00
<b>Total Cost of the Activity/Project →</b>	<b>\$150,000.00</b>

## b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Installation of approximately 50 curb cut ramps.	\$150,000.00
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$150,000.00</b>

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2016-2017 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$150,000.00
C.D.B G. is the only source of income to find this project.	
Total Funding for the Activity/Project →	\$150,000.00

**CERTIFICATION**

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

Signature



Title:

Director of Housing & Disability Programs

Name

John Jones

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:**

Town of Arlington Housing & Disability Program Office

**Address:**

20 Academy St., Arlington, Ma. 02476

**Telephone No.          Fax No.**

781-316-3431          781-641-2103

**E-Mail:**

jjones@town.arlington.ma.us

**Project Title:**

Arlington Home Rehabilitation Loan Program

**Amount of Funding Requested**

**\$325,000.00**

**Project Description:**

Funding for the Arlington Home Rehabilitation Loan Program (AHRLP) will improve and upgrade the living conditions for low and moderate-income homeowners of 1-4 family structures by providing financial assistance in the form of low interest and deferred loans. Loans will enable homeowners to make necessary home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants. The AHRLP staff will prepare a detailed list of all repairs to be done, obtain cost estimates and evaluate these estimates with the homeowner. The AHRLP inspects work in process and upon completion to ensure that all work has been performed in accordance with work specifications. Funding for the AHRLP will make housing more affordable for existing Arlington homeowners many of who are long-term residents of the Town.



## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☒ At-Risk Children & Youth
- ☒ Elderly Individuals
- ☒ Individuals with Disabilities
- ☒ Low and Moderate Income Area
- ☐ Other (please specify)

## **Program Funding**

Identify and list amount of *prior* year Federal and/or State funding

Source	Amount	Funding Period
CDBG	\$ 225,000.00	07/01/15 – 06/30/16

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
--------	--------	----------------

N/A

**Target Population**

**What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)**

The target population is low and low-moderate income Arlington homeowners of 1-4 family structures.

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

All recipients of services will be Arlington residents.

**Service Need**

**What need will be met by providing the proposed service to the community and the target population?**

The proposed service will improve and upgrade the living conditions of the target population by enabling this population to make necessary home repairs.

**What are the short-term goals and objectives for the contract period?**

The FY 2017 goals will be to provide low interest loans for home improvements that will improve the living condition for approximately twenty Arlington Households.

**How will the target population be reached?**

The target population will be reached by press releases in the Arlington Advocate, mailings, and by contacting local social service and elderly programs.

**How will client eligibility be documented?**

Income documentation will be included in the applicant's file that accounts for each member of an applicants household. Income documentation represents at least the most recent ninety days of income preceding the date of application.

**How will the project be managed and staffed?**

The project will be staffed with a Housing Specialist and an Intake/Outreach worker. These positions are shared with other Town programs.

**What is the timetable for delivery of services?**

The timetable for delivery of services is from July 1, 2016 through June 30, 2017.

# 1. Budget Information:

## a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Program Support Costs	\$80,975
<b>Total Cost of the Activity/Project →</b>	<b>\$80,975</b>

## b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
Wages & Travel	
Gail Waitkunas $\$65,075 \times 50\% =$ \$32,538	
Mike DiNicola $\$75,537 \times 50\% =$ \$37,769	
Health Ins.	
Gail Waitkunas $\$ 6,294 \times 50\% =$ \$ 3,147	
Mike DiNicola $\$15,042 \times 50\% =$ \$ 7,521	
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$80,975</b>

c) Total sources of Income for the Proposed Activity, including CDBG funding:

All Sources of Income for this Activity/Project in FY 2016-2017 (for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)	Anticipated Amount from Each Source
Amount of this C.D.B.G. grant request (Same as total of 1.b.) →	\$325,000
Total Funding for the Activity/Project →	\$325,000

**CERTIFICATION**

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

*Signature*

*John Jones*

*Title*

Director of Housing & Disability Programs

*Name*

Jack Jones

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2015-2016**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization:**

Town of Arlington Department of Planning and Community Development

**Address:** 730 Mass. Ave., Arlington

**Telephone No.:** 781 316-3091      **Fax No.:** 781 316-3112

**E-Mail:** lwiener@town.arlington.ma.us

**Project Title:** Affordable Housing

**Amount of Funding Requested:** \$527,121

**Project Description:** The Housing Corporation of Arlington seeks funding for 2 projects. The first project is located at 117 Broadway, the former Broadway Diner. This building now accommodates the Food Pantry. They seek \$350,000 for predevelopment costs, including developing plans and specs for this property. They anticipate this site will be redeveloped and will be a mixed use structure with commercial on the first floor, including the Food Pantry and another commercial use, and residential use above. It is anticipated that 12-20 affordable units can be developed. HCA is also anticipating doing some major capital improvements to its existing stock of affordable housing, including energy efficiency improvements, and exterior repairs such as roof and porch repairs.

\$350,000	117 Broadway mixed use, design and other pre-development costs
\$150,000	Capital improvements in existing affordable housing
12,121	Director of Housing, including monitoring existing projects
<u>15,000</u>	Legal and other outside services related to Affordable Housing
\$527,121	

**Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

**XX 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.

**Primary Beneficiary of Project**

XX Homeless Individuals

☐ At-Risk Children & Youth

☐ Elderly Individuals

☐ Individuals with Disabilities

☐ Low and Moderate Income Area

XX Other (please specify) Low and Moderate Income Households

**Program Funding \$527, 121**

**Identify and list amount of prior year Federal and/or State funding**

Source	Amount	Funding Period
CDBG	\$480,000	2015
HOME	\$950,000	2014
Mass. Historic	\$100,000	2015

**Identify other funding sources (non-federal/private)**

Source	Amount	Funding Period
TD Bank (Kimball-Farmer)	\$570,000	Acquisition and construction
Brookline Bank (Westminster)	\$650,000	Acquisition
Leader Bank (Kimball-Farmer)	310,000	30 years
Federal Home Loan Bank (K-F)	100,000	30 years
CharlesBank Homes Foundation	50,000	30 years

## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

By the end of the current fiscal year the Kimball Farmer House (1173 Mass. Ave.) will be completed and occupied by 3 low income households, at or below 60% of median income. The property will have two 1-bedroom units and one 2-bedroom unit. The Westminster property is anticipated to receive permits and begin construction during FY2017. The 117 Broadway property will begin design this year. Lastly, the capital improvements planned for the scattered site portfolio will be completed including masonry work, roof replacements, boiler and hot water heater replacements, porch repairs or replacements and others. There will likely be 10-12 units improved with this funding. The income limit for all HCA properties is 60% of median income.

**Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.**

Arlington residents are given preference for 70% of the units. It is State policy to require that 30% of units be open to non-residents, in keeping with fair housing practices.

## **Service Need**

**What need will be met by providing the proposed service to the community and the target population?**

According to the most recent census, over 2000 renter households in Arlington are both low and moderate income AND pay more than 30% of their income for rent. These are considered by HUD to be "cost burdened" households, and the most at risk for homelessness. The affordable housing created with the help of CDBG serves this population. In addition, both HCA and the Housing Authority report very long wait lists for their affordable housing.

**What are the short-term goals and objectives for the contract period?**

Three new affordable units completed (Kimball-Farmer), nine units under construction (26 Westminster), and 12-20 in planning (117 Broadway). In addition, 10-12 existing units will be upgraded with energy related and other capital improvements.

**How will the target population be reached?**

The State requires that all affordable housing be affirmatively marketed in order to be counted on the Subsidized Housing Inventory. This is to ensure that units are marketed to a diverse population. HCA will develop an affirmative and fair housing marketing and selection plan for any new projects. Tenants will be selected by lottery.

**How will client eligibility be documented?**

All tenant incomes are recertified annually, in keeping with requirements of federal and state funding.

**How will the project be managed and staffed?**

The Director of Housing works closely with the Housing Corporation of Arlington. After completion, the Director of Housing monitors compliance with all regulations annually. That includes both physical property inspections and income compliance.

**What is the timetable for delivery of services?**

Kimball Farmer House will be occupied by the end of the fiscal year. Westminster will be under construction, and 117 Broadway will be in planning and design. The proposed capital improvements will be complete.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2015-2016</b>
Director of Housing, including Monitoring affordable housing	\$12,121
Legal and other services	\$15,000
Affordable housing development	\$350,000
Capital improvements, 2 family houses	\$150,000
<b>Total Cost of the Activity/Project →</b>	<b>\$527,121</b>

### b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2015-2016</b>	<b>Amount</b>
All of the above	
<b>Total Amount of this Grant Request for FY 2015-2016 →</b>	<b>\$527,121</b>



c) Total sources of Income for the Proposed Activity, including CDBG funding:

<b>All Sources of Income for this Activity/Project in FY 2015-2016</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$527,121
HOME Admin	\$8000
HOME project funding	\$950,000
Bank funding	\$800,000
Donations	\$50,000
<b>Total Funding for the Activity/Project →</b>	<b>\$2,335,121</b>

**CERTIFICATION**

I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.

**Signature** *Laura Wiener*      **Title** *Acting Dir. of Planning*

**Name** *Laura Wiener*

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2016-2017**

**Agency & Project Summary Information**

**Legal Name of Agency/Organization: Vision 2020**

**Address: Town of Arlington, Dept. of Planning and Community Development**

**Telephone No. 781-316-3093      Fax No. 781-316-3112**

**E-Mail: juli@brazile.net    jglushko@town.arlington.ma.us**

**Project Title: Community Volunteers in Support of Community Initiatives**

**Amount of Funding Requested \$ 3,000**

**Project Description:** The Vision 2020 Standing Committee and its nine Task Groups have, since the 1990s, worked collaboratively with Town leadership to formulate and implement long-range planning for Arlington's future. Goals adopted by Arlington's Town Meeting and goals listed in the Master Plan guide the work of Vision 2020 volunteers as they engage with residents and town leadership to address topics of special concern to the community.

A key tool used by Vision 2020 is an annual insert to the Town Census mailing. Either an informational piece or a survey is mailed to every household along with the Town Census, making it possible for every resident to express their opinion or receive updates about important Town issues. This opportunity to educate the community and provide feedback from residents to town leaders contributes to civic engagement. Early regular financial support via the CDBG program made these surveys and other community activities possible; the community survey has been seen as an annual "event" in which town departments and organizations hope to participate. Occasionally residents propose inclusion of topics about which they are particularly concerned.

Survey results help identify important issues and guide the Board of Selectmen, Town Manager, Town and School departments as well as other departments and committees in developing policy. Early planning for the 2017 project has begun and possible topics have been proposed. The funding will enable the annual mailings to continue.

## **Project Eligibility**

This project/activity must meet **ONE** of the HUD National Objectives listed below. Please check applicable box.

☐ **Low/Moderate Income Area Benefit:** 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:** 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.

☒ The project contributes to the planning, policy-management and capacity building for the community as described in detail under Title 24: Part 570 subpart C, Section 205.

## **Primary Beneficiary of Project**

- ☐ Homeless Individuals
- ☐ At-Risk Children & Youth
- ☐ Elderly Individuals
- ☐ Individuals with Disabilities
- ☐ Low and Moderate Income Area
- ☒ Other (please specify) Planning and resident participation activities

## **Program Funding**

### **Identify and list amount of *prior* year Federal and/or State funding**

Source	Amount	Funding Period
CDBG Funds	\$3000	Fiscal Year 2015-2016

### **Identify *other* funding sources (non-federal/private)**

Source	Amount	Funding Period
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## **Target Population**

What are the characteristics of the client population to be served by this project? (Where applicable, please include total population (by age), number of families, income data such as median income, and other pertinent data, which applies specifically to the client.)

The entire Town is the survey population, the recipient of findings from the survey, and the beneficiary of any changes made because of survey recommendations

Will all clients be residents of Arlington? If no, please provide percentage of non-Arlington residents.

Yes, all clients will be residents of Arlington.

## **Service Need**

What need will be met by providing the proposed service to the community and the target population?

1. Provides Community access to governance and long range planning in Arlington
2. Broadens communication to and within the Community, creating compromise *where* needed, and consensus to move forward.
3. Educates residents about topics addressed in the survey so they will be informed about community issues and will understand why their experiences and opinions are important in shaping Arlington's future.
4. Advances Town Meeting approved goals for the Community as voted in 1992-93.
5. Encourages a wider cross-section of residents to engage in innovative thinking and problem solving, outside of the traditional boundaries of public forums and discussions.

What are the short-term goals and objectives for the contract period?

The Vision 2020 goal is to monitor community hopes and concerns, to focus on the selected key issues which arise, and encourage broad resident participation in developing strategies to respond to the issues identified.

The objectives:

The objective of the 2017 mailing is to solicit community groups and leaders for topics; present a fact-based short overview of the topic; formulate survey questions to elicit the extent of concern/support of the topic; review strategies for resolving/addressing the topic(s); develop a survey for public response, and collate the responses; produce a summary report for Town leadership and the community, reflecting the community response(s) on the topic; present primary findings at Town Meeting and other venues, publish them in The Arlington Advocate and on the Town website.

How will the target population be reached?

A paper document is printed and mailed with the Town's Annual Census to solicit resident input to Town questions or communicate information about issues we face as a community. Data from the survey are analyzed, reported and distributed widely and published in the Town's Annual Report and in the Arlington Advocate. Copies are held in the Robbins Library; an electronic copy is posted on the Town Website. Presentations are made to Town Meeting and other Town groups.

How will client eligibility be documented?

The survey is distributed to every household in the community as determined by the Town Clerk; approximately 19,317 households in 2016.

How will the project be managed and staffed?

The project is supported entirely by volunteers led by the Vision 2020 Standing Committee. Every year volunteers donate approximately 500 hours of time covering survey development through the final report. Based on Independent Sector's estimated 2013 average national volunteer time hourly rate of \$22.55, the \$11,275 "matching funds" value of Vision 2020 volunteer support exceeds the amount of funding requested. A local business prints the survey. Requested funds will cover the cost of printing the survey and the final report.

What is the timetable for delivery of services?

Topics for 2017 will be developed over the summer, questions refined in October and November, printing in December, and the 2017 Survey will be mailed in early January 2017 along with the Town's Census. Returns received by March 17, 2017 will be summarized for Town Meeting in late April and a final report that may include late responses will be prepared by June and posted on the Town website.

## 1. Budget Information:

### a) Total Costs for the Proposed Activity/Project:

<b>All Cost Items for the Activity/Project</b> <i>(Detail ALL Staff positions, support costs, and other expense items associated with the activity/project.)</i>	<b>Anticipated Costs for FY 2016-2017</b>
Printing costs estimated based on previous year	\$ 2,500
Copying costs for Town Meeting Summary Report	\$500
<b>Total Cost of the Activity/Project →</b>	<b>\$3,000</b>

### b) Show only the Cost items to be paid by the CDBG Grant:

<b>Staff Positions and Expense Items to be paid by this requested CDBG Grant during FY 2016-2017</b>	<b>Amount</b>
As above	\$3,000
<b>Total Amount of this Grant Request for FY 2016-2017 →</b>	<b>\$3,000</b>


**c) Total sources of Income for the Proposed Activity, including CDBG funding:**

<b>All Sources of Income for this Activity/Project in FY 2016-2017</b> <i>(for example, town grants, state contracts, other federal funds, foundation and corporate grants, donations, etc.)</i>	<b>Anticipated Amount from Each Source</b>
<b>Amount of this C.D.B.G. grant request (Same as total of 1.b.) →</b>	\$3,000
<b>Total Funding for the Activity/Project →</b>	\$3,000

**CERTIFICATION**

*I CERTIFY THAT ALL INFORMATION THAT IS SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE.*

**Signature**



**Title** Chair, Vision 2020 Standing Committee

**Name** Juli Brazile



**TOWN OF ARLINGTON**  
MASSACHUSETTS 02476  
781 - 316 - 3090

**DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT**

MEMO TO: Adam Chapdelaine, Town Manager  
Board of Selectmen  
FROM: Laura Wiener, Acting Director of Planning and Community Development  
DATE: February 12, 2017  
SUBJECT: CDBG Program Year 42 – Request for Funds, Planning and Admin.

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*LW*

On behalf of the Department of Planning and Community Development, I submit to you the following requests for Community Development Block Grant (CDBG) funds for the program year July 1, 2016 through June 30, 2017 for Planning and Admin. This category can use up to 20% of the grant amount plus program income each year.

*Planning*

**Planners** – This is a request for **\$45,000** to fund a portion of the salary and fringe benefits of the Planner and Assistant Director/Housing Director planning work. Duties and responsibilities involve data gathering, comprehensive planning, affordable housing planning and zoning and design studies.

**Planning & Zoning Studies** – This is to request **\$75,000** for costs related to implementation of the Master Plan, including but not limited to hiring a consultant to begin the process of revising the zoning bylaw (aka Recodification), and public outreach related thereto.

**Cultural Plan**--The Arlington Commission on Arts and Culture, working with the Town of Arlington Economic Development Planner, is seeking to create a cultural plan to focus efforts on maintaining and growing arts programming and arts and culture organizations in Arlington. The Arlington Cultural Commission's bylaws charge it with recommending a long term cultural plan for the Town. Without a solid cultural plan, the Town may put at risk its rich artistic, cultural, and historic heritage. It seeks **\$15,000** for this effort.

*Administration*

**Grants Administrator** – This is a request for **\$65,000** to fund the salary and fringe benefits of the Grants Administrator position. This staff person is responsible for the daily financial administration of the CDBG program, coordination of grant activities with program directors, monitoring funding activities, maintaining records and completing the reporting requirements of the CDBG program as required by HUD. In 2016 this position was funded at \$87,000. In 2017 it is anticipated that some funding will come from the CPA funds for this position.

**General Administration** – This is a request for **\$15,000** for administrative costs related to legal advertising, membership and training from National Community Development Association (NCDA), office expenses, and the Town's share of North Suburban HOME Consortium related professional service fees. We will also need to provide some training for a new Grants Administrator this year.

**Total Request, Planning and Admin.: \$215,000**