



Town of Arlington Select Board

Meeting Agenda

February 5, 2024

7:15 PM

Members of the public may access the hybrid meeting via Select Board Chambers, Zoom, or
ACMI

1. Legislative Provision for Remote Participation
2. FY2025 Town Manager's Budget Presentation
Jim Feeney, Town Manager

CONSENT AGENDA

3. Minutes of Meetings: January 8, 2024; January 22, 2024
4. Reappointment
Historical Commission
Dianne Schaefer (term to expire: 01/31/2027)
5. Vote: Authorizing In Person Early Voting for Annual Town Election and Police Details for the Presidential Primary, March 5, 2024 and Annual Town Election, April 6, 2024
Juli Brazile, Town Clerk

PUBLIC HEARINGS

6. 7:30 p.m. CDBG - Performance Update for Program Year 2023-2024
Mary Muszynski, Community Development Block Grant Administrator
7. 7:30 p.m. CDBG - Requests for FY2025 Funding
Mary Muszynski, Community Development Block Grant Administrator

OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

8. Update and Approval: Bike Lane Design Guide
John Alessi, Senior Transportation Planner

9. Mid Year Update: Senior Parking Sticker Program
Kristine Shah
Executive Director, Council on Aging

NEW BUSINESS

Except in cases of emergency, the Board will neither deliberate nor act upon topics presented in New Business.

Next Scheduled Meeting of Select Board Wednesday, February 21, 2024

You are invited to a Zoom webinar.

When: Feb 5, 2024 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_EkB5EmvTwGD1rtLce3AGA

After registering, you will receive a confirmation email containing information about joining the webinar.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.



Town of Arlington, Massachusetts

Legislative Provision for Remote Participation



Town of Arlington, Massachusetts

FY2025 Town Manager's Budget Presentation

Summary:

Jim Feeney, Town Manager

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	FY2025_Select_Board_Budget_Slides.pdf	Presentation

Town of Arlington FY2025 Budget Presentation

Town Manager Jim Feeney

Deputy Town Manager/Finance Director Alex Magee

Overview

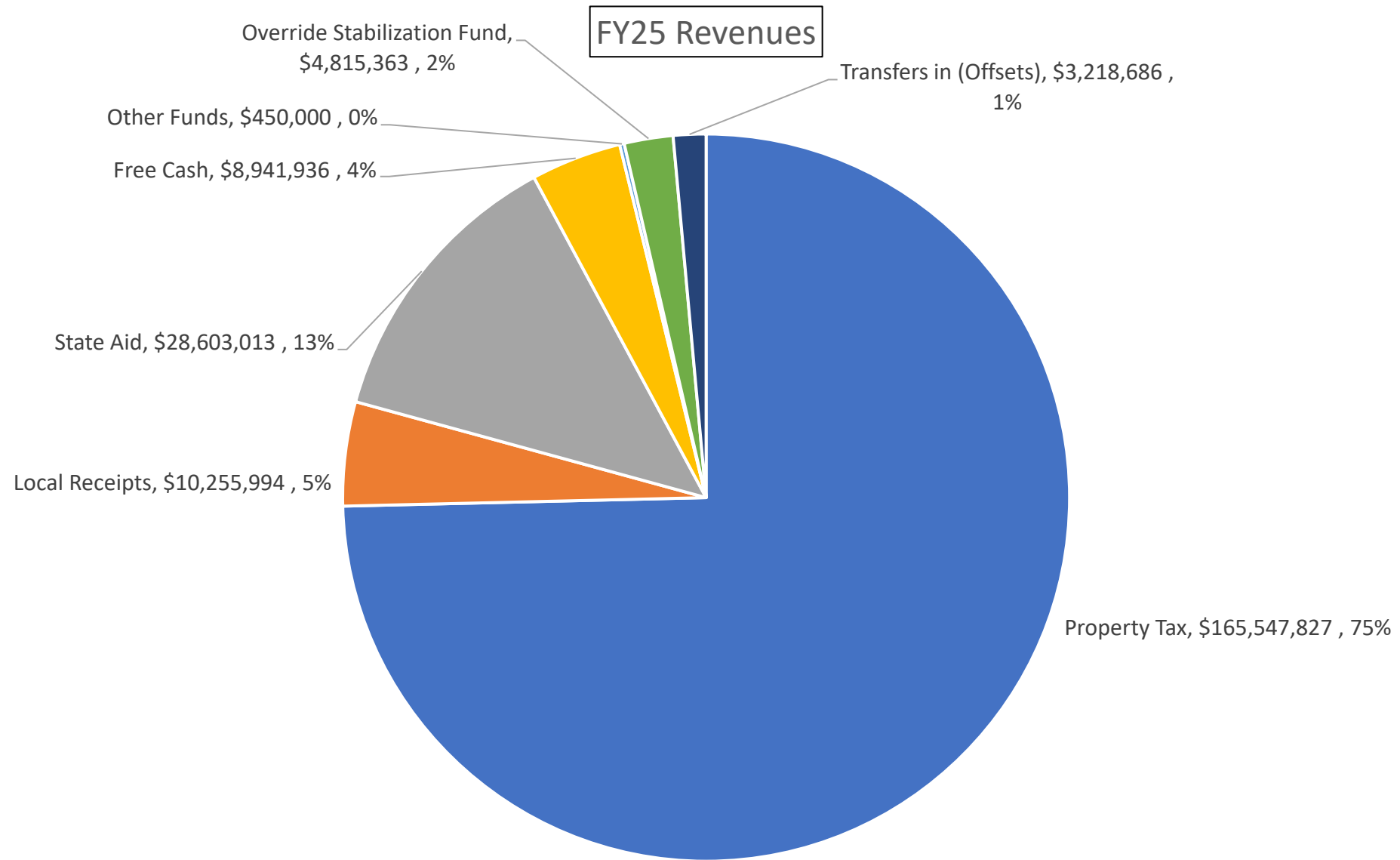
- Budget Process
- Budget Overview
- Budget Highlights
 - Maintaining the Board's Override Commitments
 - Investments in Response to Community Needs
- Long Term Outlook
- Next Steps

Budget Process

- **July** - Fiscal Year begins July 1st
- **August** - *Capital Budget* requests due to Town Manager
- **November** - *Operating Budget* requests due to Town Manager
- **January** - Budget books to Select Board and Finance Committee (FC) by January 15th
- **January/April** – FinCom hearings on budget
- **March** - Financial Plan to Select Board & FinCom by the end of March
- **April** - FinCom Report submitted to Town Meeting by mid-April
- **April/May** - Town Meeting adopts *Operating and Capital Budgets*
- **June** - Fiscal Year ends June 30th

Budget Overview - Revenue

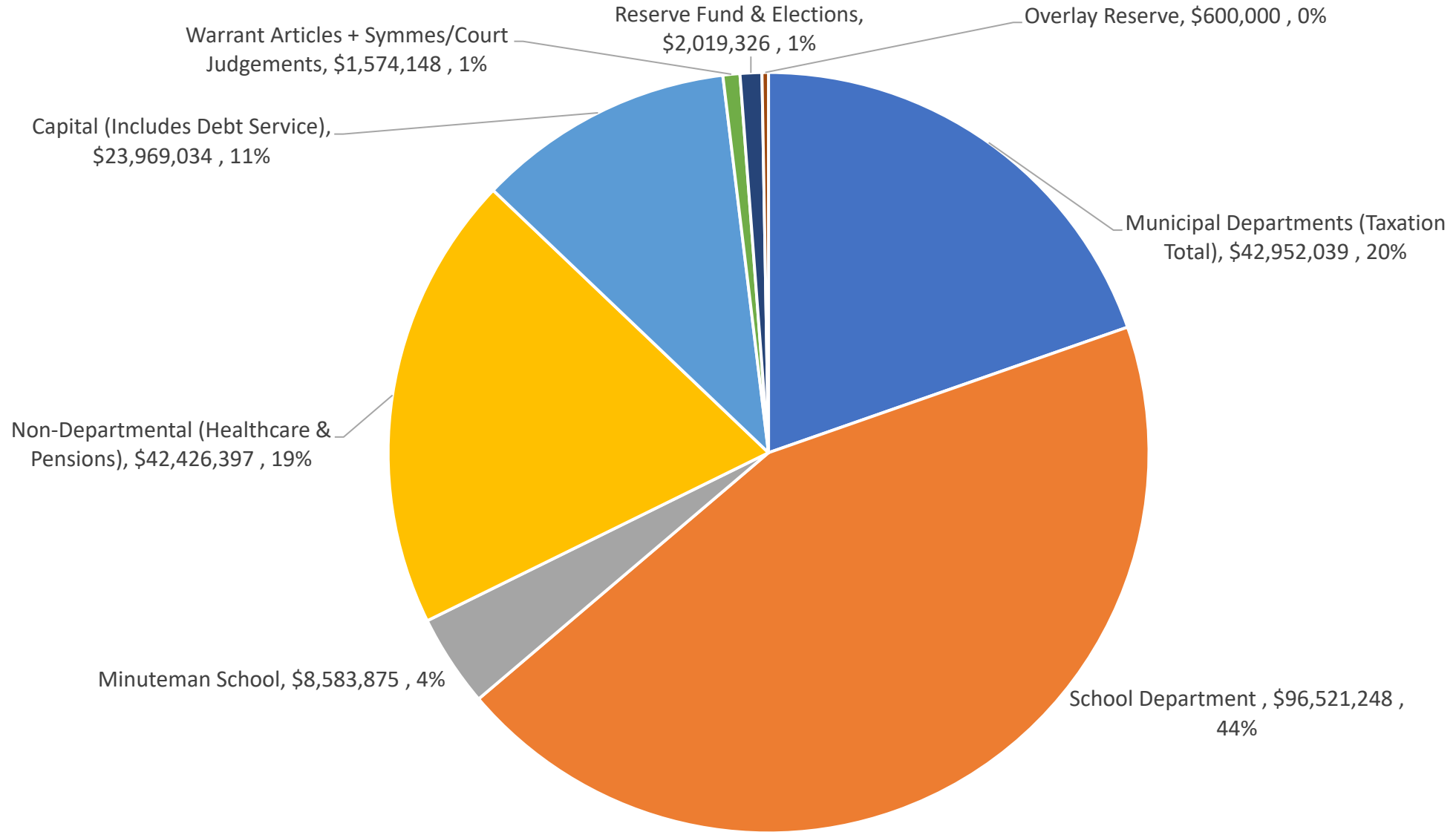
	FY2024	FY2025	Change	
	Budget	Budget	\$	%
Revenue				
Property Tax	\$153,851,908	\$165,547,827	\$11,695,919	7.60%
Local Receipts	\$9,855,994	\$10,255,994	\$400,000	4.06%
State Aid	\$28,233,640	\$28,603,013	\$369,373	1.31%
Free Cash	\$7,956,044	\$8,941,936	\$985,892	12.39%
Other Funds	\$5,600,000	\$450,000	(\$5,150,000)	-91.96%
Override Stabilization Fund	*\$795,008	\$4,815,363	\$4,020,355	-
TOTAL TAXES, FEES, AID, AND OTHER SOURCES	\$206,292,594	\$218,614,133	\$12,321,539	5.97%
Transfers in (Offsets)	\$3,257,455	\$3,218,686	(\$38,769)	-1.19%
TOTAL REVENUES	\$209,550,049	\$221,832,819	\$12,282,770	5.86%



Budget Overview - Expenditures

		FY2024	FY2025	Change	
		Budget	Budget	\$	%
Expenditures					
	Municipal Departments Appropriations *	\$44,627,453	\$46,170,725	\$1,543,272	3.46%
	Offsets and Indirect Costs	(\$3,257,455)	(\$3,218,686)	\$38,769	-1.19%
	Municipal Departments (Taxation Total)	\$41,369,998	\$42,952,039	\$1,582,041	3.82%
	School Department	\$89,347,334	\$96,521,248	\$7,173,914	8.03%
	Minuteman School	\$8,932,916	\$8,583,875	(\$349,041)	-3.91%
	Non-Departmental (Healthcare & Pensions)	\$40,290,512	\$42,426,397	\$2,135,885	5.30%
	Capital (Includes Debt Service)	\$22,365,767	\$23,969,034	\$1,603,267	7.17%
	Warrant Articles + Symmes/Court Judgements	\$1,366,835	\$1,574,148	\$207,313	15.17%
	Reserve Fund & Elections	\$1,900,782	\$2,019,326	\$118,544	6.24%
	Overlay Reserve	\$615,000	\$600,000	(\$15,000)	-2.44%
	Override Stabilization Fund Deposit	\$0	0		
	TOTAL EXPENDITURES	\$206,189,144	\$218,646,067	\$12,456,923	6.04%

FY25 Expenditures



Budget Highlights

- Total Expenditure Growth 6.03%
 - Town Growth - \$1,332,041 - 3.22% (+\$250,000 Override Commitment)
 - School Growth - \$4,073,914 – 4.56% (+\$3,100,000 Override Commitment)
 - Pensions/Insurance - \$2,135,885 - 5.30%
- Town Expense Increases - \$270,717
 - Utility Costs
 - Facilities – Maintenance Contract Increases
 - IT – BWC support; GIS Platform Modernization; Cybersecurity
 - Library – 1 Part Time Circulation Librarian
 - Will begin opening to public on Thursday mornings again
 - Streetlight Repairs/Replacements
 - Field Maintenance
- All Remaining Funds into Salary Reserve to settle future Collective Bargaining
- Budget Reductions
 - \$20,000 in Postage
 - \$7,000 in Cell Phones
 - ~\$3,000 in Software

FY25 New Requests

Department	Description	Personnel	Expense	Total
Facilities	Projected electric cost shortfall		\$55,000	\$55,000
Facilities	Security monitoring for additional buildings - Maple Street, Jefferson Cutter		\$6,000	\$6,000
Facilities	Landscape and snow removal costs for additional buildings Maple Street, Jefferson Cutter		\$30,000	\$30,000
HHS-BOH	Mosquito Control		\$1,038	\$1,038
Information Technology	ADP Body Camera ISP		\$10,000	\$10,000
Information Technology	GIS platform modernization		\$24,500	\$24,500
Information Technology	OpenGov subscription increase		\$3,000	\$3,000
Information Technology	Microsoft 365 licensing		\$15,000	\$15,000
Information Technology	End Point Detection & Response		\$47,000	\$47,000
Information Technology	Cybersecurity enhancement		\$5,000	\$5,000
Information Technology	Telephone expenses		-\$7,000	-\$7,000
Library	Half Time Library Assistant (Circulation)	\$18,439		\$18,439
Library	MLN Digital Content Fee		\$7,500	\$7,500
Planning	Training		\$3,600	\$3,600
Planning	ARB Advertising		\$1,000	\$1,000
Planning	ARB Printing		\$1,000	\$1,000
DPW Admin	Contracted Services		\$10,000	\$10,000
Street Lights	Contracted Services		\$15,000	\$15,000
Properties/Natural Resources	Field Maintenance		\$20,000	\$20,000
Treasurer's Office	Overtime	\$4,640		\$4,640
		\$23,079	\$247,638	\$270,717

Maintaining Board's Override Commitments

- This budget maintains the Board's commitment in regards to exercising fiscal discipline while maintaining quality municipal services.
- This budget maintains the Board's commitment to respond to ongoing school enrollment pressures.
- This budget maintains the Board's commitment to Building Arlington's Future.
- Actions separate from this budget, but already planned and/or undertaken have maintained the Board's commitment to minimizing the impact of last year's override on taxpayers, particularly seniors and those with income challenges.
- This budget maintains the Board's commitment to keeping a 5% financial reserve for the duration of the three year plan.

LRP Revenue Shortfall

- Tied to Chapter 70 State Aid (education funding)
- Carried 5% increase in FY25; state aid came in at 0.97% increase, creating a FY25 shortfall of approximately \$650,000
- The FY25 shortfall results in over \$1m deficit in FY26 after exhausting stabilization fund

Updated LRP - Governor's Budget Update

	FY 2024	FY 2025	Dollar Change	Percent Change	FY 2026	Dollar Change	Percent Change	FY 2027	Dollar Change	Percent Change	FY 2028	Dollar Change	Percent Change	FY 2029	Dollar Change	Percent Change
I REVENUE																
A. State Aid	28,233,640	28,603,013	369,373	1.31%	28,885,269	282,256	1.0%	29,170,348	285,079	1.0%	29,458,277	287,929	1.0%	29,749,085	290,808	1.0%
School Construction Aid	5,000,000	0	(5,000,000)	-100.00%	0	0	-	0	0	-	0	0	-	0	0	-
B. Local Receipts	9,855,994	10,255,994	400,000	4.06%	10,355,994	100,000	1.0%	10,455,994	100,000	1.0%	10,105,994	(350,000)	-3.3%	10,655,994	550,000	5.4%
C. Free Cash	7,956,044	8,941,936	985,892	12.39%	5,704,870	(3,237,066)	-36.2%	5,704,870	0	0.0%	5,704,870	0	0.0%	5,704,870	0	0.0%
D. Overlay Reserve Surplus	600,000	450,000	(150,000)	-25.00%	200,000	(250,000)	-55.6%	200,000	0	0.0%	200,000	0	0.0%	200,000	0	0.0%
E. Property Tax	153,851,908	165,547,827	11,695,919	7.60%	169,850,475	4,302,648	2.6%	174,107,611	4,257,136	2.5%	178,570,545	4,462,934	2.6%	183,155,646	4,585,101	2.6%
F. Override Stabilization Fund	795,008	4,815,363	4,020,355	505.70%	12,805,975	7,990,612	-	0	(12,805,975)	-	0	0	-	0	0	-
TOTAL REVENUES	206,292,594	218,614,133	12,321,539	5.97%	227,802,583	9,188,450	4.2%	219,638,823	(8,163,760)	-3.6%	224,039,686	4,400,863	2.0%	229,465,595	5,425,909	2.4%
II APPROPRIATIONS																
A. One Time COVID impact																
School Additions	1,000,000	3,100,000			1,700,000			600,000			300,000			0		
General Education Costs	57,312,461	61,351,257	3,038,796	5.30%	66,753,248	2,301,991	3.8%	70,876,830	2,423,582	3.6%	73,756,772	2,279,942	3.2%	76,140,590	2,083,818	2.8%
Special Education Costs	30,070,757	32,025,356	1,954,599	6.5%	34,107,004	2,081,648	6.5%	36,323,959	2,216,955	6.5%	38,685,016	2,361,057	6.5%	41,199,542	2,514,526	6.5%
Growth Factor	964,116	44,635	(919,481)	-95.4%	26,781	(17,854)	-40.0%	(214,248)	(241,029)	-900.0%	(490,985)	(276,737)	129.2%	0	490,985	-100.0%
Net School Budget	89,347,334	96,521,248	7,173,914	8.03%	102,587,033	6,065,785	6.3%	107,586,541	4,999,508	4.9%	112,250,803	4,664,262	4.3%	117,340,132	5,089,329	4.5%
Minuteman: Operating and Capital	7,112,915	6,753,684	(359,231)	-5.05%	6,990,063	236,379	3.5%	7,234,715	244,652	3.5%	7,487,930	253,215	3.5%	7,750,008	262,078	3.5%
Minuteman Exempt Capital	1,820,001	1,830,191	10,190	0.6%	1,830,191	0	0.0%	1,830,191	0	0.0%	1,830,191	0	0.0%	1,830,191	0	0.0%
Town Personnel Services	32,405,145	33,470,779	1,065,634	3.29%	34,558,579	1,087,800	3.2%	35,681,733	1,123,154	3.3%	36,841,389	1,159,656	3.2%	38,038,734	1,197,345	3.2%
Town Expenses	12,222,308	12,699,946	477,638	3.91%	13,112,694	412,748	3.2%	13,538,857	426,163	3.3%	13,978,870	440,013	3.3%	14,433,183	454,313	3.2%
Enterprise Fund/Other	3,257,455	3,218,686	(38,769)	-1.19%	3,323,293	104,607	3.2%	3,431,300	108,007	3.2%	3,542,817	111,517	3.2%	3,657,959	115,142	3.3%
Net Town Budget	41,369,998	42,952,039	1,582,041	3.82%	44,347,980	1,395,941	3.2%	45,789,290	1,441,310	3.3%	47,277,442	1,488,152	3.2%	48,813,958	1,536,516	3.2%
MWRA Debt Shift	0	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
B. Capital budget																
Exempt Debt Service	12,028,956	12,522,707	493,751	4.1%	12,393,129	(129,578)	-1.0%	12,157,188	(235,941)	-1.9%	12,066,529	(90,659)	-0.7%	12,066,529	0	0.0%
Non-Exempt Service	7,154,944	7,478,171	323,227	4.5%	7,913,301	435,130	5.8%	7,970,289	56,988	0.7%	8,042,402	72,112	0.9%	8,149,576	107,174	1.3%
Cash	3,918,856	4,952,417	1,033,561	26.4%	4,233,485	(718,932)	-14.5%	4,466,562	233,077	5.5%	4,788,319	321,757	7.2%	5,090,529	302,210	6.3%
Offsets/Capital Carry Forward	(736,989)	(984,261)	(247,272)	33.6%	(255,756)	728,505	-74.0%	(238,810)	16,946	-6.6%	(192,768)	46,042	-19.3%	(191,065)	1,703	-0.9%
Total Capital	22,365,767	23,969,034	1,603,267	7.2%	24,284,159	315,125	1.3%	24,355,229	71,070	0.3%	24,704,482	349,252	1.4%	25,115,569	411,087	1.7%
C. Pensions	14,133,735	14,994,696	860,961	6.1%	15,819,404	824,708	5.5%	16,689,471	870,067	5.5%	17,607,392	917,921	5.5%	18,575,799	968,407	5.5%
D. Insurance	22,077,822	23,253,524	1,175,702	5.3%	24,720,134	1,466,610	6.3%	25,968,243	1,248,109	5.0%	27,214,055	1,245,812	4.8%	28,574,443	1,360,388	5.0%
E. State Assessments	4,078,955	4,152,808	73,853	1.8%	4,253,877	101,069	2.4%	4,357,472	103,595	2.4%	4,463,657	106,185	2.4%	4,572,497	108,840	2.4%
G. Overlay Reserve	615,000	600,000	(15,000)	-2.4%	600,000	0	0.0%	600,000	0	0.0%	600,000	0	0.0%	600,000	0	0.0%
H. Reserve Fund	1,900,782	2,012,761	111,979	5.9%	2,026,035	13,274	0.7%	2,074,816	48,781	2.4%	2,119,732	44,916	2.2%	2,173,991	54,259	2.6%
I. Court Judgments/Symmes	100,000	0	(100,000)	-100.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
J. Warrant Articles	1,266,835	1,574,148	307,313	24.3%	1,374,148	(200,000)	-12.7%	1,424,148	50,000	3.6%	1,374,148	(50,000)	-3.5%	1,424,148	50,000	3.6%
K. Override Stabilization Fund	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
L. TOTAL APPROPRIATIONS	206,189,144	218,614,133	12,424,989	6.0%	228,833,024	10,218,891	4.7%	237,910,116	9,077,092	4.0%	246,929,832	9,019,716	3.8%	256,770,736	9,840,904	4.0%
BALANCE	103,450	0			(1,030,441)			(18,271,293)			(22,890,146)			(27,305,141)		
Free Cash	17,883,872	11,409,740			11,409,740			11,409,740			11,409,740			11,409,740		
Stabilization Fund	4,165,933	4,349,252			4,536,237			4,726,961			4,921,501			5,119,931		
Override Stabilization Fund	17,827,338	13,011,975			206,000			206,000			206,000			206,000		
Municipal Bldg. Ins. Trust Fund	658,179	664,761			671,408			678,122			684,904			691,753		
TOTAL:	40,535,322	29,435,728			16,823,385			17,020,824			17,222,145			17,427,424		
% of General Fund Revenue	19.6%	13.5%			7.4%			7.7%			7.7%			7.6%		
The plan does not include any projected revenues or expenditures from the Community Preservation Act																
Projected School Enrollment Growth FY 2020 - FY 2025																
	FY 2024**	FY 2025*			FY 2026*			FY 2027*			FY 2028*			FY 2029*		
Actual/Proj. Annual Growth	108	5			3			-24			-55			-68		
** Actual Growth - FY23 50% PPC of \$14,601 = \$7,300 X E G																
* Projected Growth - FY2024 through FY2028 Based on 50% of FY21 DESE Per Pupil Cost of \$17,854 = \$8,927 X Enrollment Growth																

Potential Budget Adjustments

- Revenues
- Local Receipts – Ambulance Revenues
 - FY23 - \$996,936
 - FY24 – YTD \$522,038
 - FY25 budgeted \$500,000
- Overlay Reserve Surplus – Current balance ~\$3.1M
- New Growth – Known project Assessments coming online in FY25
 - FY23 - \$1,205,059
 - FY24 - \$1,280,500
 - FY25 budgeted \$700,000
- Expenditures
- Warrant Article and Capital Plan Supplemental Funding – ARPA
 - Master Plan
 - 250th Celebration
 - Capital – reviewing project eligibility



Town of Arlington, Massachusetts

Minutes of Meetings: January 8, 2024; January 22, 2024

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	1.8.2024_draft_minutes.pdf	Draft 1.08.2024 Draft Minutes
▢	Reference Material	1.22.2024_draft_minutes.pdf	Draft 1.22.2024 Draft Minutes



Select Board Meeting Minutes

Date: Monday, January 8, 2024

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

Present: Mr. Helmuth, Chair, Mr. Hurd, Vice Chair, Mrs. Mahon, Mr. DeCoursey, Mr. Diggins

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

1. Legislative Provision for Remote Participation

Mr. Helmuth opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

PROCLAMATIONS

2. Rob DeRosa

Mr. Helmuth read the proclamation honoring Mr. DeRosa who proudly served the Town of Arlington for 38 years. Mr. DeRosa worked at Public Works for 13 years and then became the master mechanic for the Police and Fire Departments for the last 25 years. Mr. Feeney and members of the Board thanked Mr. DeRosa for his many years of dedicated service as well as the institutional knowledge that cannot be replaced. The Board congratulated Mr. DeRosa on his retirement and wish him health and happiness.

Mrs. Mahon moved approval.

SO VOTED (5-0)

FOR APPROVAL

3. The Hamentasch Run on March 24, 2024

Luna Bukiet, Program Director at Center for Jewish Life Arlington-Belmont
Rabi Buiket appeared before the Board and stated that they are seeking the Board's permission to hold a 5K that will take place on Sunday, March 24, 2024, from 3:00p.m - 4:00p.m. Rabi Buiket noted that the proposed route is the same route that has previously been approved by the Board for the "Running with Friends 5K".

The Board noted that they do not believe that the bike path would need to be shut down as the volume of this race is not significant to require this. It was explained that given the smaller size of the race the Police Department suggested using a different route than proposed so they wouldn't spend the majority of the fee money on police details. The Board noted that if the applicant would like to change the route of the 5K that he returns before the Board for that approval.

Mr. Hurd moved approval of proposed route.

SO VOTED (5-0)

CONSENT AGENDA

4. Minutes of Meetings: November 20, 2023; December 4, 2023; December 18, 2023

5. Contractor/Drainlayer Renewal
D'Allesandro Corp
West Bridgewater, MA 02379

6. Reappointment
Tree Committee
Steven Moore
(term to expire: 01/31/2027)

Mr. Diggins moved approval.

SO VOTED (5-0)

OPEN FORUM

Greg Dennis, Wheaton Road, appeared before the Board to share some words about Paul Parravano who passed away on December 9th. Mr. Parravano lost his sight at a young age, but that did not hold him back in life. Mr. Parravano worked many years at MIT, and in Arlington he served on the Disability Commission, the Election Modernization Committee and many other various committees. Paul was a kind but determined

champion for better voting options for blind and low vision residents. His personal story of being unable to vote independently due to technical issues with the accessible voting machine, raised our awareness of a serious issue affecting voters statewide. Mr. Parravano was dedicated to his family. Paul and his wife Martha settled in Arlington in 1994 and raised two daughters in Arlington. The community thanks Paul for his services to our community.

The Board noted that Mr. Parravano was a neighbor, friend, and extraordinary individual who will be missed by many. Mr. Parravano was a wonderful person who had a remarkable career.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. Memos From The Transportation Advisory Committee

Ms. Swan appeared before the Board and reviewed the proposed recommendations by the Transportation Advisory Committee regarding Rhinecliff Street and Dow Ave Crosswalk and Eastern Avenue. The recommendations are as follows:

Rhinecliff Street and Dow Ave Recommendations:

- Trim the tree branches that currently obstruct crosswalk visibility for traffic turning right from Rhinecliff Street northbound;
- Replace the Blind Driveway sign on the utility pole with a new retro-reflective pedestrian crossing sign. (It is more important to alert drivers to the pedestrian crossing than to the blind driveway.)
- Remove the dead maple tree on the Rhinecliff Street northbound intersection approach;
- Repaint the crosswalk with retro-reflective paint;
- Repave the area of the crosswalk;
- Paint a new stop bar four feet behind the crosswalk on the Dow Avenue westbound approach.

Mr. Cunningham noted that he does not believe that this requires a vote from the Board as they are not changing any Traffic Rules & Orders. However, to the extent that the Board wanted to clarify any instructions that may be helpful to the Town Manager they may do so.

Mr. Hurd moved receipt and support of the short-term recommendations for the Town Manager.

SO VOTED (5-0)

Speed Safety measures on Eastern Avenue Recommendations:

- Replace the "School Speed Limit When Flashing" signs on Eastern Avenue and Fayette Street with static School Zone Signs.
- Include a solar-powered speed feedback sign on Eastern Avenue between Bellington Ave and Fayette St for eastbound traffic headed downhill.

Mr. Feeney noted that like the last set of recommendations what is being sought is support from the Board as it does not require a vote because they are not changing the Traffic Rules & Orders.

Mrs. Mahon moved receipt and support of the short-term recommendations for the Town Manager.
SO VOTED (5-0)

8. Vote: Appointed Town Clerk Ballot Question

Mr. Cunningham noted that he has provided a memo to the Board stating that on March 13, 2023, the Select Board voted 5-0 in support of favorable action of a warrant article that put the question of whether to convert to an appointed Town Clerk before the 2023 Annual Town Meeting. On April 26, 2023, by a favorable vote of 186-31, Town Meeting requested and authorized the Select Board to place the following question on the 2024 Annual Town Election Ballot:

“Shall the town vote to have its elected Town Clerk become an appointed Town Clerk of the town?”

Yes_____ No_____”

In accordance with the actions taken by the 2023 Annual Town Meeting and the enabling law set forth in G.L. c. 41, §1B, this matter is properly before this Board for its consideration. Mr. Cunningham stated that although not before the Board at this time, it is noted that if a majority of the Town’s voters at the 2024 Annual Town Election vote yes on the Town Clerk ballot question, future actions would be needed to implement the change. Specifically, the Town Bylaws and the Town Manager Act would require updates similar to amendments made following the conversion of the Treasurer position from elected to appointed in 2018.

Mr. Hurd moved to direct the Town Clerk to place the question on the 2024 Annual Town Election Ballot.
SO VOTED (5-0)

9. Potential Vote: First Night of Annual Town Meeting 2024

Michael Cunningham, Town Counsel

Mr. Cunningham stated that on November 8, 2023, the Board took a vote to set the Annual Town Meeting for the fourth Monday in April pursuant to Article 1 Section 1 of Arlington’s Town Bylaws which specifically states it is to be set on that date. Unfortunately, the date coincides with the first night of Passover for the first time since 1967. Mr. Cunningham stated that there is a State statute, General Law Chapter 39 Section 9 that would permit boards to move the date of the annual meeting despite a town bylaw. Mr. Cunningham stated that the Town Meeting Procedures Committee has recently voted to submit a warrant article to this year’s town meeting to clarify article one section one of our bylaws to make it clear that the Select Board going forward will have the authority to set the first night of Town Meeting in a way that doesn’t necessarily have to be the fourth Monday in April.

The Board had a detailed discussion regarding changing the first night of Annual Town Meeting. Mr. Diggins proposed that the date be moved a week to allow for the precinct meetings to occur for more time after the election given that the election is later this year as well as school vacations. The majority of the Board is in agreement that although precinct meetings are valuable it is not an official statutory part of Town Meeting.

Mr. Diggins moved to delay the first night of Annual Town Meeting to April 29, 2024.

SO VOTED (1-4)

Motion failed.

Mr. Hurd moved to delay the first night of Annual Town Meeting to April 24, 2024.

SO VOTED (5-0)

1. Property Redemption: 62-64 Brooks Avenue

Jim Feeney, Town Manager

Michael Cunningham, Town Counsel

Mr. Feeney stated that members of the Board are asked to consider providing the former owner of the subject-referenced property, Leo A. Avakian, Jr. a/k/a, Alex Avakian, the ability to redeem the property via sale through his attorney of record, Mr. John Leone. An ongoing tax Lien Foreclosure Case No. 19 TL 000059 with Final Judgment Entered on December 7, 2022, resulted in the Town taking possession of the property, and the subsequent move out of Mr. Avakian on December 19, 2023. Mr. Feeney stated that if authorization is granted, the Treasurer/Collector will then issue an Instrument of Redemption. Once all financial obligations to the Town are satisfied, the necessary steps to unwind the foreclosure case will be taken and all recordings made at the Registry of Deeds.

John Leone, Attorney representing Mr. Avakian appeared before the Board and stated that Mr. Avakian failed to pay his real estate taxes for a number of years. After a series of maneuvering with the Towns outside counsel the Town took the property and through a series of events the Town allowed Mr. Avakian to redeem the property to sell it to a private contractor who is going to rehab the property. Mr. Leone stated that an integral part is this Boards vote would allow them to redeem the property, pending full payment of all outstanding taxes, full cost of the suit, repayment of all outstanding water bills and any and all expenses the town has incurred. Mr. Leone noted that they have a scheduled closing date of next Monday, January 15th, after which the Town will be paid directly from proceeds of that closing by the buyer's attorney and only then once the Town has been paid in full will the petition to Land Court be submitted.

Mrs. Mahon made the following motion:

As provided under MGL Chapter 60, Section 69, I Diane M. Mahon hereby move to vacate the final judgment entered on December 7, 2022 in Massachusetts Land Court tax lien foreclosure case no. 19 TL 000059, Town of Arlington v. Leo A. Avakian, Jr., a/k/a, Alex Avakian covering the property located at 62-64 Brooks Avenue, Arlington, MA (Assessors' Plan 5, Sec. 1, Lot 14) on the condition that the Town receives payment of all amounts

due to redeem the tax taking covering the property, which include, but are not limited to, taxes and interest to the date payment is received by the Town, all charges and fees associated with the foreclosure case, all charges and fees associated with all eviction action, all taxes and interest in-lieu of an assessment as a result of the Town's ownership, all water and sewer charges incurred prior to and subsequent to the entry of the foreclosure judgment, and any costs incurred by the Town while in the care, custody and control of the property after the entry of the foreclosure judgment. The Town must receive payment in-full within thirty days from the date of this vote and no later than the end of business on Wednesday, February 7, 2024. Upon payment to the Town of the full redemption amount on or before February 7, 2024, the Town will take the necessary action to vacate the foreclosure judgment and withdraw the foreclosure case in the Massachusetts Land Court.

SO VOTED (5-0)

NEW BUSINESS

Mr. Feeney expressed his thanks to Mr. Parravano, who passed away on December 9th, for having served on the Disability Commission for many of years. Mr. Parravano was instrumental in a number of accessibility changes for the Town and will be sorely missed by the community. Mr. Feeney noted that the State revenues are lagging for the first six months of the fiscal year and the Town of Arlington may be impacted by the earmarks that have been slated for the Town by the state. Mr. Feeney then publicly welcomed a few new Town employees and thanked them for joining the team.

Mrs. Mahon welcomed four new police officers that graduated the academy on Thursday and were sworn in on Friday by the Town Clerk. Mrs. Mahon noted that Save the Alewife Brook had the new DCR Commissioner, Brian Arrigo at the Alewife Brook to see the various CSO's. Mrs. Mahon wished the chair and his husband a happy anniversary.

Mr. Hurd wished Mr. Helmuth a happy anniversary. Mr. Hurd thanked the DPW for a job well done over the weekend with the snow removal.

Mr. DeCoursey wished Mr. Helmuth a happy anniversary. Mr. DeCoursey also thanked the Chair for placing the Fox Library presentation on the Board's next agenda. The Fox Library will be applying for a grant that will hopefully help with the reconstruction of that branch. Mr. DeCoursey encouraged the public to participate in the online survey for all library users.

Mr. Helmuth encouraged the public to join them on Monday, Martin Luther King, Jr. Day on January 15th for the 36th Annual Celebration that will take place at the Town Hall from 6-8p.m. Mr. Helmuth noted how important the support of their families is and to Jordan, he wished a Happy Anniversary and thank you.

Mrs. Mahon moved to adjourn at 9:08p.m.
Next Scheduled Meeting of Select Board January 22, 2024

SO VOTED (5-0)

A true record attest.
Ashley Maher
Board Administrator

1/8/2024

Agenda Item	Documents Used
1	
2	R. Derosa Proclamation
3	Hamentasch Run Reference Comments
4	Draft Minutes 11.20.2023 Draft Minutes 12.4.2023 Draft Minutes 12.18.2023
5	Contractor Renewal
6	S. Moore Reference
7	TAC Memo – Dow / Rhinecliff TAC Memo – Eastern Avenue
8	Memo from Town Counsel Certified Vote Article 13 – 2023 TM
9	
10	Memo from Town Manager



Select Board Meeting Minutes

Date: Monday, January 22, 2024

Time: 7:15PM

Location: Members of the public may access the hybrid meeting via the Select Board Chambers, Zoom, or ACMI

Present: Mr. Helmuth, Chair, Mr. Hurd, Vice Chair, Mrs. Mahon, Mr. DeCoursey, Mr. Diggins

Also Present: Mr. Feeney, Mr. Cunningham, Ms. Maher

1. Legislative Provision for Remote Participation

Mr. Helmuth opened the meeting by stating that tonight's meeting is being conducted via Zoom, is being recorded and is also being simultaneously broadcasted on ACMI. Because all members are present, votes will be taken by voice unless a roll call is required. Persons wishing to join the meeting by Zoom may find information on how to do so on the Town's website. Persons participating by Zoom are reminded that they may be visible to others and then if you wish to participate, you are asked to provide your full name in the interest of developing a record of the meeting. Further, all participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves. Finally, both Zoom participants and people watching on ACMI can follow the posted agenda materials, also found on the Town's website using the Novus agenda platform.

2. FY2024 First Quarter Financial Report

Ida Cody, Comptroller

Ms. Cody appeared before the Board to present the first quarter financial report for fiscal year 2024. Ms. Cody stated that the budget is on track as we are around 25% of both revenue and expenditures for both the general fund and all enterprise funds. Ms. Cody stated that this report has three parts which were described in detail. First is narrative, where they explain the variances between the estimated and actual expenses. The second is a summary of the total expenditures and the expense rate of the revenue collection by department. The final part is the Munis report, which is a direct printout with more detail. Ms. Cody detailed each part of the budget by line explaining the discrepancies, if any. After some questions from the Board, members thanked Ms. Cody for the report.

Mrs. Mahon moved receipt.

SO VOTED (5-0)

3. Presentation: Fox Library

Anna Litten, Director

Anna Litten, Director of Libraries, along with Adam Delmolino, Library Board of Trustees, appeared before the Board to share an update on the Fox Branch Library. Ms. Litten stated that Arlington has a long proud history of providing excellent library services. The East Branch Library opened in the Crosby School, now the Lesley Ellis School, in 1917. Since then, library services have been an important part of the community. Ms. Litten explained that circulation at this branch has been steadily increasing over the years; 196% from 2013. Ms. Litten explained that not only does the annual visitor count continue to rise, but they are seeing different kinds of people who seek access to the library and unfortunately, it is not accessible for all. Mr. Delmolino noted that while the Fox Library is an important resource for the community, the building has never welcomed all in Arlington. The step at the main entrance is the first barrier anyone with a mobility device face. Once inside the building, events for families in the lower level are not welcome to users of wheelchairs or other mobility devices as there is no elevator to reach that floor. In addition, the adult restrooms are also located on the lower level. Mr. Delmolino noted that in Arlington, we pride ourselves on creating an equitable community, but this important community meeting space fails to meet our legal obligations and welcome all residents. Mr. Delmolino noted that in the spring of 2023 when the Massachusetts Board of Library Commissioners announced a new round of grants for the Massachusetts Public Library Construction Program, the Town submitted a letter of intent to apply for the funds. Ms. Litten further noted that this grant can cover up to 50% of eligible costs for construction projects. The Town contracted with Library Planning Associates to complete a "Library Building Program," based on extensive community feedback. Ms. Litten stated that as required by the grant, Town Meeting will be voting on a warrant article. The Board thanked Ms. Litten and Mr. Delmolino for the presentation and look forward to this unique opportunity to help the Fox Library meet standards and be welcoming to all Arlington residents.

Mr. DeCoursey moved receipt.

SO VOTED (5-0)

CONSENT AGENDA

4. Reappointments

Board of Health

Marie Walsh Condon (term to expire: 01/31/2027)

Conservation Commission

David White (term to expire: 01/31/2027)

Constable

Roland Demers (term to expire: 01/31/2027)

Cemetery Commission

William McCarthy (term to expire: 01/31/2027)

Brian Hasbrouck (term to expire: 01/31/2027)

Disability Commission

Grace Carpenter (term to expire: 01/31/2027)

Kerrie Fallon (term to expire: 01/31/2027)

Equal Opportunity Advisory Committee

Kate Bender (term to expire: 01/31/2027)

Jack Jones (term to expire: 01/31/2027)

Augusta Haydock (term to expire: 01/31/2027)

Historical Commission

JoAnn Robinson (term to expire: 01/31/2027)

Pamela Meister (term to expire: 01/31/2027)

Human Rights Commission

Kristen Bauer (term to expire: 01/31/2027)

Library Board of Trustees

Amy Hampe (term to expire: 01/31/2027)

Adam Delmolino (term to expire: 01/31/2027)

Park and Recreation Commission

Leslie Mayer (term to expire: 01/31/2027)

LGBTQIA+ Rainbow Commission

Kari Sasportas (term to expire: 01/31/2027)

Molly Gillis (term to expire: 01/31/2027)

Lisa Krinsky (term to expire: 01/31/2027)

Arlington Redevelopment Board

Kin Lau (term to expire: 01/31/2027)

Veterans Council

Steven Sawtelle (term to expire: 01/31/2027)

5. Black History Month Banners

Crystal Haynes, Arlington Human Rights Commissioner

Mr. Diggins moved approval.

SO VOTED (5-0)

6. Request: Special (One Day) Beer & Wine License, 02/02, 02/09, 02/16, 02/23, 03/01, 03/08, 03/15, 03/22, 03/29, 04/05, 04/12, 04/19, 04/26, @ The Roasted Granola Cafe for Pop Up Taproom

Matt Guernsey

Arlington Brewing Company

This item was removed from the Consent Agenda.

Mr. Guernsey appeared before the Board and stated that he is seeking the Boards approval for another round of special one day beer and wine events to be located at the Roasted Granola. Mr. Guernsey noted that the only change to this application would be that instead of multiple nights in a weekend this would be Friday's only for a number of months.

The Board thanked Mr. Guernsey for appearing before the Board but noted that they are concerned regarding the number of days being requested. If the applicant would like to have more events throughout the year, they will be impeding on the 30 day per year maximum for special one day licenses as set forth by the ABCC. The Board suggested approving only February to allow the applicant to return to the Board at a later date to consider not using all the licenses at once. Attorney Cunningham noted that he will provide the Board with a more complete analysis of the statute however, noted that the enabling statute Chapter 138 Section 14 does contemplate the 30 permissible licenses for an individual applicant. Mr. Cunningham stated that it is a reasonable interpretation of the statute that the 30 days is either a person or entity and believes it would be an unreasonable interpretation, that statute allows a particular entity to put forward 10 different persons and essentially be granted licenses for every day of the year.

Mr. Guernsey stated that he would like to move forward with the existing application for 13 individual special one-day licenses. The Board noted that they are okay moving forward with the understanding that the 13 days could go towards the maximum of 30.

Mr. DeCoursey moved approval.

SO VOTED (5-0)

OPEN FORUM

No members of the public appeared.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

7. No Parking Signage on Wildwood Ave

Jim Feeney, Town Manager

Mr. Feeney appeared before the Board and stated that a memo was prepared by Senior Transportation Planner, John Alessi, that is part of the Board's reference. Highlighted in the memo it was at the Select Board's October 11, 2023, meeting, members referred to the Town Manager's Office a resident request to extend No Parking signage on the north side of Wildwood Avenue from Churchill Avenue to Bartlett Ave. No Parking signage currently exists on the north side of Wildwood Avenue from Lockeland Avenue to Churchill Avenue. Mr. Feeney noted that Town Staff reviewed materials provided by the resident and consulted with the Arlington Police Department. No existing safety issues have been reported along this stretch of roadway in recent years. A site visit determined that the roadway does become particularly narrow when parking use is at its peak. At such times, vehicles in either direction must pull over and yield to oncoming traffic. It was also noted that this can become more difficult when larger vehicles such as school buses or delivery trucks are present. Based on the aforementioned findings and the fact that a majority of abutters support this request, Town Staff recommends the Board vote to approve the following:

- That No Parking be allowed on the north side of Wildwood Avenue between Churchill Avenue and Bartlett Avenue, as indicated by the installation of appropriate Manual on Uniform Traffic Control Devices (MUTCD) series signage.
- Amendment to Schedule I: Parking, of the Town of Arlington Traffic Rules and Orders, indicated below:

LOCATION	SIDE	FROM	TO	TYPE PARKING
Wildwood Ave.	Both North	Coleman Rd. Churchill Ave Bartlett Ave	Pt 25 Ft. Easterly Lockeland Ave.	No Parking No Parking

The following members of the public spoke:

Geoffrey Brahmer, 30 Newman Way

Noelle Dyer, 15 Wildwood Avenue

Mrs. Mahon moved approval that no parking be allowed on the north side of Wildwood Avenue between Churchill Avenue and Bartlett Avenue and further move an amendment to Schedule I: Parking in the Traffic Rules and Orders as indicated in the memo.

SO VOTED (5-0)

8. Update: Parmenter School Building

Jim Feeney, Town Manager

Mr. Feeney stated that as Members of the Board are likely aware, the Menotomy Preschool program has re-opened on the Arlington High School campus with the completion of Phase 2. With this move, the space they formerly occupied at the Parmenter School Building is now vacant. The vacant space consists of the front building with its entrance nearest Irving St., which was the original structure on the site. The rear building

comprising the ell-shaped addition is presently leased to longtime tenant Arlington Children's Center (ACC), who will remain at the site. Mr. Feeney noted that it is his intention to move the Arlington Recreation Department and its Kid Care program to the now vacant space at the site. Presently, the preschool program operates out of a private storefront rented on Mass Ave in East Arlington, while the afterschool program shares space at Gibbs Middle School. The existing arrangements are not without operational challenges; the shared space arrangement can lend itself to scheduling conflicts with school events, and the private lease provides limited square footage while costing approximately \$50,000/year, with future escalators. Mr. Feeney noted that this re-use of the Parmenter School Building was made possible due to the accessibility-focused renovations undertaken in 2020 as part of the Arlington High School Building Project. The Recreation Department's administration will mostly vacate the office space, save for a rink management presence, inconveniently located at the Ed Burns Arena and move into the offices that were constructed during the 2020 renovation; options to activate or re-purpose the vacated space at the Ed Burns Arena will be considered. Preliminary plans include moving skate rental operations to the current administrative office space therefore separating it from the concession stand. The larger office space may be converted into a meeting room and rental space for birthday parties or similar activities.

Mr. Hurd moved approval.

SO VOTED (5-0)

9. Resident Petition for Park Avenue Pedestrian Safety Improvements

Rev. Leah Lyman Waldron, Pastor of Park Avenue Congregational Church, along with Joseph Solomon appeared before the Board to present their resident petition to request the Town of Arlington take action prior to the end 2024 to resolve ongoing safety issues along the Park Avenue corridor between Route 2 and Downing Square. The petition before the Board is signed by a number of stakeholders in the community with over 1000 residents. When the petition was open it gave people the opportunity to give open feedback and a number of people stated that even if not involved in a crash, being in this area and experiencing this has impacted them regardless. Mr. Solomon further noted that a number of people do not feel safe in their community. In addressing this ongoing issue, the petition states that they are eager to see:

- significant improvements in safety for all users of this road
- consistent enforcement of a safe speed limit along the entire corridor, and
- utilization of quick-build strategies similar to those applied at Mass Ave & Appleton Street.

Mr. Solomon noted that cost is an extreme setback and although progress is underway, long-term solutions are expensive and time intensive. Coordinating and funding a solution would be a welcome next step of formalizing our Connect Arlington strategy of "Test before you invest by implementing 'tactical' infrastructure projects using low-cost, temporary materials to rapidly address a traffic or safety issue". This is also a great opportunity to leverage existing intersection designs done by the Engineering

Department, field observations done by the Transportation Advisory Committee, projects on the Planning Departments Complete Streets Prioritization Plan, and feedback from APD officers who patrol the area to help accelerate the good work that has already been done by these town departments.

The following members of the public spoke:

Margie Bell, 8 Wollaston Avenue

Carol Luddecke, 125 Park Avenue

Adam Auster, 112 Park Avenue

David Morrisette, 225 Waverly Street

Henry Cohn, Cambridge Resident

Grant Cook, 16 Wollaston Ave

Vincent Baudoin, 56 Silk Street

Mr. Feeney noted the remarkable amount of effort that went into the petition to gather signatures and how thoughtfully it was presented. Mr. Feeney noted that Arlington has a number of special speed regulations, carving out different speed limits on different segments of different roads in Town which may differ from the town wide 25 mile per hour speed limit that was adopted following the Municipal Modernization Act. Mr. Feeney stated that it is his intention to refer for further discussion to the Transportation Advisory Commission to weigh in on a recommendation to the Select Board for considering sending correspondence to MassDOT to rescind any and all existing special speed regulations in the community, thereby inferring that the 25 mile per hour speed limit would be in place. Mr. Feeney noted that having those four accidents take place struck a lot of staff especially within the Police Department. Mr. Feeney stated that the Town did note that there were no pedestrian crossing signs at this particular intersection, as there were at other intersections along the Park Ave corridor so they are working to fast track getting a full signage array. Mr. Feeney stated that in respect to the long-term improvements one of the things that he chose to prioritize in his budget proposal that was also supported by the Capital Planning Committee was to increase capital funding within our existing capital plan that may provide a great deal of financial support to some of the efforts described. Mr. Feeney stated that they also increased funding for traffic signal upgrades as well as additional funding into the roadway reconstruction line.

The Board thanked the petitioners as well as Mr. Feeney for the presentation and noted the dangerousness of the corridor and look forward to seeing improvements in the short term and long term to increase safety.

Mrs. Mahon moved receipt.

SO VOTED (5-0)

10. Discussion & Potential Vote: Select Board Warrant Articles for Annual Town Meeting

Mr. Helmuth noted that this was added to the agenda as a place holder to see if the Board had any direct warrant articles that they wanted to place on this year's Town Meeting warrant. The Board noted that the Town Meeting Procedures Committee would be

submitting an article regarding the ability to change the start date of Town Meeting. Mr. Feeney noted that there is a placeholder to establish a private way repair enterprise fund and to then further consider a separate warrant article amending the private way bylaw. Mr. Feeney noted that there would be a warrant article submitted by the Economic Development Coordinator via the Planning Department that would pertain to the vacant storefront registry bylaw and how that impacts second floor vacancies.

NEW BUSINESS

Ms. Maher noted that the warrant article period closes on Friday, January 26, 2024, at 12:00p.m.

Mr. Feeney extended gratitude to our Comptroller who updated our charge of accounts on Munis for the first time in over 20 years. Mr. Feeney similarly thanked the DPW who put in a significant number of hours working in bad conditions to fix many water leaks after the last storm.

Mrs. Mahon commended the Town Manager for recently providing the Board with an update regarding CSO's and asked if we could extend an invite to the DCR Commissioner for a meeting.

Mr. Diggins attended the MLK Jr. Event and shared that it was well-attended. Mr. Diggins thanked Johanna Meyer who has been instrumental in helping the standing committee create a survey which is now live.

Mrs. Mahon moved to adjourn at 10:05p.m.

SO VOTED (5-0)

Next Scheduled Meeting of Select Board February 5, 2024

A true record attest.

Ashley Maher
Board Administrator

1/22/2024

Agenda Item	Documents Used
1	
2	FY24 Q1 Budget Report Reference
3	Final Fox Library Presentation
4	Reappointment Reference

5	BHM Banner Application Banner Images Banner Schedule
6	Special One-Day Application Reference
7	Wildwood Avenue Memo
8	Parmenter School Building Reference
9	Park Avenue Presentation Resident Petition
10	



Town of Arlington, Massachusetts

Reappointment

Summary:

Historical Commission

Dianne Schaefer (term to expire: 01/31/2027)

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Reappointment_Ref_D._Schaefer.pdf	Reference



Town of Arlington
Office of the Town Manager

James Feeney
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010

MEMORANDUM

DATE: January 30, 2024

TO: Board Members

SUBJECT: Reappointment to the Historical Commission

This memo is to request the Board's approval of my reappointment of Dianne Schaefer, Arlington, MA, as a member on the Historical Commission, with a term expiration date of 01/31/2027.

A handwritten signature in blue ink, consisting of stylized loops and a long horizontal stroke.

Town Manager

OFFICE OF THE SELECT BOARD

ERIC D. HELMUTH, CHAIR
JOHN V. HURD, VICE CHAIR
DIANE M. MAHON
STEPHEN W. DECOURCEY
LENARD T. DIGGINS



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 31, 2024

Dianne Schaefer
Arlington, MA 02476

Re: Reappointment: Historical Commission

Dear Dianne:

Please be advised that the Select Board will be discussing your reappointment to the above-named at their meeting conducted via hybrid format on Monday, February 4th at 7:15pm. Although it is not a requirement that you attend this meeting, you are invited to do so.

The meeting will take place in the Select Board Chambers. The link to the meeting and other information will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, February 1st, by 7:00pm.

Please contact this office by e-mail, bmallard@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Britton Mallard
Administrative Assistant



Town of Arlington, Massachusetts

Vote: Authorizing In Person Early Voting for Annual Town Election and Police Details for the Presidential Primary, March 5, 2024 and Annual Town Election, April 6, 2024

Summary:

Juli Brazile, Town Clerk

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Memo_from_Town_Clerk_-_ _Police_Detail.pdf	Reference

Town of Arlington
Office of the Town Clerk
730 Massachusetts Avenue
Arlington, MA 02476



Tel: 781-316-3070
townclerk@town.arlington.ma.us

MEMO

TO: Select Board
FROM: Juli Brazile, Town Clerk
DATE: January 30, 2024
RE: Authorization for police details and early voting

Election Law requires a Select Board vote to authorize the necessary police details for each election and to authorize in-person early voting for a local election. This memo provides the background and language for the votes needed for both the Presidential Primary on March 5 and the Annual Town Election on April 6.

Police Details

Officers are required at each polling location under G.L. Chapter 54, Section 72 on election day. Officers are optional during early in-person voting; however it has been Arlington's practice to have an officer detailed to Town Hall during early voting. The law now applies the 150-foot rule regarding election signs during early voting hours as well, making the need for an officer stationed outside the front entrance of Town Hall important. I ask the Board to take the following votes:

Voted: that the Town Manager and Police Chief are directed to assign sufficient police details to preserve order and protect election officers as required by G.L. c. 54 sec. 72:

Town Hall for early voting Saturday February 24, 1:00 PM – 5:00 PM
Town Hall for early voting Sunday February 25, 1:00 PM – 5:00 PM
Town Hall for early voting Monday February 26, 8:00 AM – 4:00 PM
Town Hall for early voting Tuesday February 27, 8:00 AM – 4:00 PM
Town Hall for early voting Wednesday February 28, 8:00 AM – 4:00 PM
Town Hall for early voting Thursday February 29, 8:00 AM – 7:00 PM
Town Hall for early voting Friday, March 1, 8:00 AM – 12:00 PM

At the nine (9) polling locations on March 5, 2024 between the hours of 7:00 AM and 8:00 PM
Thompson School Hardy School
Gibbs School Town Hall
Bishop School Brackett School
Stratton School Dallin School
Peirce School

Town Hall for early voting Saturday March 30, 10:00 AM – 2:00 PM
Town Hall for early voting Monday April 1, 8:00 AM – 4:00 PM
Town Hall for early voting Tuesday April 2, 8:00 AM – 4:00 PM
Town Hall for early voting Wednesday April 3, 8:00 AM – 7:00 PM

At the nine (9) polling locations on April 6, 2024 between the hours of 8:00 AM and 8:00 PM

Thompson School	Hardy School
Gibbs School	Town Hall
Bishop School	Brackett School
Stratton School	Dallin School
Peirce School	

Early In-Person Voting for Annual Town Election

G.L. Chapter 54, Section 25B (c) (1) allows the Select Board to authorize early in-person voting for a town election after a request from not less than 50 percent of the registrars of the town. The Board of Registrars met on January 29, 2024 and unanimously voted to recommend in person early voting for the April 6 Town Election. I am forwarding this recommendation and ask you to approve the schedule of dates and times below. The presumption in the law is that early in-person voting occurs during the regular business hours of the Town Clerk unless additional hours or weekend hours are approved.

Voted: that early in-person voting be conducted at the Office of the Town Clerk on the 2nd Floor of Town Hall at the following dates and times:

Saturday March 30, 10:00 AM – 2:00 PM
Monday April 1, 8:00 AM – 4:00 PM
Tuesday April 2, 8:00 AM – 4:00 PM
Wednesday April 3, 8:00 AM – 7:00 PM



Town of Arlington, Massachusetts

7:30 p.m. CDBG - Performance Update for Program Year 2023-2024

Summary:

Mary Muszynski, Community Development Block Grant Administrator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	CDBG_PY49_Mid-Year_Report.pdf	CDBG Mid Year Report



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

MEMORANDUM

To: Select Board
From: Mary Muszynski, Community Development Block Grant Administrator
cc: Claire Ricker, Director of Planning and Community Development
Date: January 31, 2024
RE: Community Development Block Grant (CDBG) Program Year 49 Mid-Year Report

CDBG Subrecipients are community based and Town organizations that provide stable housing, public services, economic development opportunities, and accessible and safe infrastructure that help create a stronger, more livable, and more resilient Arlington. At the midpoint of Program Year 49, which began July 1, 2023 and runs through June 30, 2024, CDBG Subrecipients have made notable progress toward achieving anticipated outcomes.

During the first half of Program Year 49, the Housing Corporation of Arlington (HCA) is making progress with their capital improvement projects using nearly all of their funds granted during prior program years. HCA's Program Year 49 funded capital projects are now at mid-point. These projects include replacing the windows at 34 Forest Street and repair of a failed chimney at 1173 Massachusetts Ave. Arlington Housing Authority (AHA) continues their large capital improvement projects at the Hauser Building at Drake Village; at midyear their HVAC exhaust fan project will go out to bid in February. Construction has begun on the Hauser Building Program Year 48 Roof Replacement project and expected to be completed this spring. Caritas Communities experienced delays with their projects due to management changes during Program Year 47. Caritas' Program Year 47 capital improvement projects were completed in September 2023. Their Program Year 48 improvement project is expected to be completed this February, with 5 of 7 bathroom renovations finished and the kitchen renovation underway.

Public service programming has provided essential health, recreation, employment training, after-school, and transportation services to 617 Arlington residents since July 1, 2023. This represents roughly 46% of the collective goal for public services for Program Year 49. Goals are measured by the number of participants who have benefited from the program. Arlington Boys and Girls Club have exceeded their goals for their Scholarship Program this year. Fidelity House's Menotomy Manor Outreach program has met 75% of their goal and their Jobs, Jobs, Jobs program has met 80% of their goal for the year. Other projects, including Arlington Housing Authority's Operation Success Learning Center, Council on Aging's Adult Day and Volunteer Coordinator programs, and Arlington Recreation Scholarship program have achieved more than half of their respective annual goals at mid-year.

The Public Facilities category outlined in the table below includes projects funded with current and prior year grants. Many public facilities projects are still catching up after construction and supply chain delays due to the pandemic. These projects have faced delayed timelines and increased costs, which have resulted in setbacks and additional planning. Food Link's Program Year 48 solar panel installation was completed over the summer, the new solar panels went live in August. The Robbins Memorial Flagstaff Plaza at Town Hall was completed this fall along with the ADA compliant brick ramp entry leading from The Robbins Memorial Garden. Both the Robbins Library ADA accessible restroom and the Veterans' Memorial Park redesign projects are being prepared to be submitted for bidding.

Planning and Administration activities are carried out by the Department of Planning and Community Development. Thus far, planning funds have been earmarked to support the preliminary stage of the Town's Master Plan update process, to develop additional plans for the Arlington Affordable Housing Trust Fund, and to conduct analyses to advance recommendations for Connect Arlington, Net Action Plan, and the Affordable

Housing Action Plan. The annual Envision Arlington town survey commenced in winter 2024 and will conclude in early March.

**TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
MID-YEAR PROGRESS REPORT
Program Year 49 (2023-2024)**

CDBG Program Activity	Organization/Department	Total Anticipated	Total to Date
REHABILITATION/ HOUSING			
Affordable Housing Portfolio Capital Improvements*	Housing Corporation of Arlington	11 Households (11 Properties)	10 Households
Affordable Housing Portfolio Capital Improvements	Housing Corporation of Arlington	25 Households (7 Properties)	6 Households
Improving 22 Fessenden and 12 Russell Terrace*	Caritas Communities	35 households (2 Properties)	31 Households
Improving 12 Russell Terrace* (1 Kitchen and 7 Baths)	Caritas Communities	20 Households (1 Property)	17 Households
Hauser Building Improvements (Roof Replacement)*	Arlington Housing Authority	212 Households (1 Property)	Project ongoing
Hauser Building HVAC Upgrade	Arlington Housing Authority	212 Households (1 Property)	Project ongoing
Sub-total		515 Households	64 Households
PUBLIC SERVICES			
Scholarship Program	Arlington Boys and Girls Club	55 Individuals	77 Individuals
Operation Success Learning Center	Arlington Housing Authority	25 Individuals	12 Individuals
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	10 Individuals	8 Individuals
Adult Day Health	Council on Aging	10 Individuals	5 Individuals
Transportation Program	Council on Aging	700 Individuals	193 Individuals
Volunteer Coordinator	Council on Aging	375 Individuals	200 Individuals
Jobs, Jobs, Jobs	Fidelity House	5 Individuals	4 individuals
Menotomy Manor Outreach Program	Fidelity House	125 Individuals	94 Individuals
Program Scholarships	Recreation Department	45 Individuals	24 Individuals
Sub-total		1,350 Individuals	617 Individuals
ECONOMIC DEVELOPMENT			
<i>The CDBG Five Year Consolidated Plan goals for Economic Development activities have already been exceeded. Therefore, no Economic Development projects were planned for PY49.</i>			
PUBLIC FACILITIES AND IMPROVEMENTS			
Whittemore Park, Phase II*	Dept. of Planning and Community Development	1 Park	Project ongoing
Capital Improvements: Environmental Efficiency – Solar Panel Installation *	Food Link, Inc.	1 Facility	1 Facility Project Completed

			<i>7/2023</i>
Robbins Memorial Flagstaff Plaza at Town Hall*	Town Manager’s office	1 Park	1 Park <i>Project Completed 10/2023</i>
Robbins Library ADA Accessible Restroom Project	Robbins Library	1 Facility	Project ongoing
Veterans’ Memorial Park Redesign	Veterans’ Services	1 Park	Project ongoing
Sub-total		3 Parks and 2 Facilities	1 Park and 1 Facility
PLANNING			
Planners	Planning and Community Development Dept.	Exempt	
Planning Studies	Planning and Community Development Dept.	Exempt	
Annual Town Survey	Envision Arlington	Exempt	
ADMINISTRATION			
Grants Administrator (salary + benefits)	Dept. of Planning and Community Development	Exempt	
General Administration	Dept. of Planning and Community Development	Exempt	

*** denotes carryover project funded with Program Year 46, 47, and/or 48 grant funds.**



Town of Arlington, Massachusetts

7:30 p.m. CDBG - Requests for FY2025 Funding

Summary:

Mary Muszynski, Community Development Block Grant Administrator

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	PY50_Application_Packet.pdf	Reference



TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

Community Development Block Grant Program Year 50/Fiscal Year 25 Requests for Funds

Rehabilitation/Housing

Caritas Communities

Housing Corporation of Arlington

Public Facilities and Improvements

Arlington Housing Authority

Conservation/DPCD Town of Arlington

Foot of the Rocks Working Group/Town Manager's Office

Department of Public Works

Public Services

Arlington Boys and Girls Club

Council on Aging

Arlington Eats Food Market

Arlington Recreation Department

Arlington Youth Counseling Center

Fidelity House

Operation Success Learning Center/Arlington Housing Authority

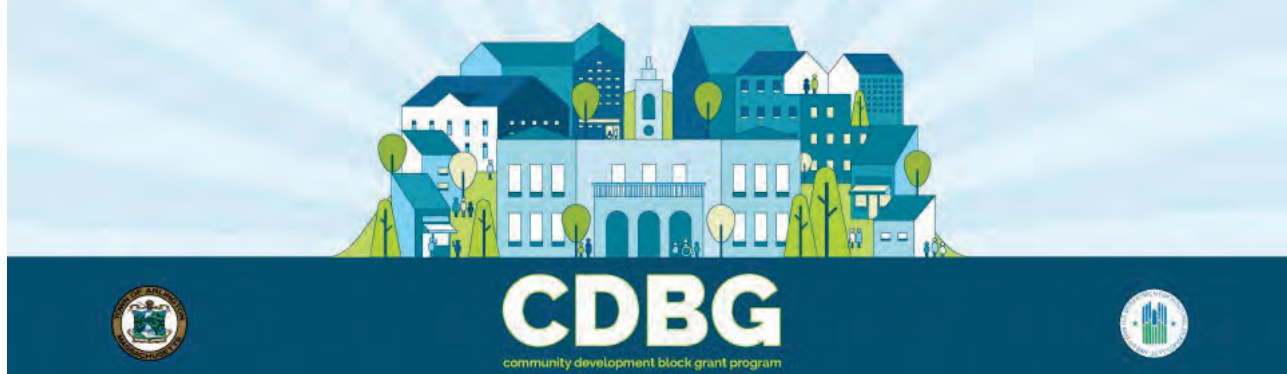
Planning & Administration

Arlington Department of Planning and Community Development

Envision Arlington

Applications received for CDBG PY50 2024-2025

Rehabilitation/Housing	PY50 2024-2025 Requested funds
Housing Corporation of Arlington - Capital Improvements to preserve existing housing, improve sustainability and energy efficiency	\$200,000.00
Caritas - Affordable Housing at 22 Fessenden and 12 Russell Improve safety, accessibility, functionality, and longevity of existing housing	\$200,000.00
Subtotal	\$400,000.00
Public Services	PY50 Requests
Scholarship Program - Arlington Boys and Girls Club	\$25,000.00
Operation Success Learning Center - AHA	\$5,000.00
Youth Mental Health Services and Domestic Violence Therapeutic Support Groups - AYCC	\$20,000.00
Adult Day Health Services - Cooperative Elder Services	\$10,000.00
Transportation Program (Dial a Ride) - COA	\$30,000.00
Volunteer Coordinator - COA	\$53,134.00
Jobs Jobs Jobs Program - Fidelity House	\$5,000.00
Menotomy Manor Outreach Program - Fidelity House	\$21,000.00
Program Scholarships - Rec. Dept.	\$15,000.00
Arlington Eats - Food Market	\$30,000.00
Public Services (PY50 statutory limit 15%: will be approximately \$150,000)	\$214,134.00
Public Facilities and Infrastructure	PY50 Requests
AHA - Hauser Building ADA Parking lot and walkway repairs <i>(Paving is not eligible as a CDBG Housing/Rehab project. Public Facilities eligible project, verified by HUD 1/23/2024.)</i>	\$300,000.00
DPW ADA Curb Ramp Installation	\$125,000.00
Conservation/Town - Lower Mill Brook Flood Resilience Design (Green Infrastructure)	\$175,000.00
Foot of the Rocks Battlefield - Foot of the Rocks Working Group & TM office	\$200,000.00
Subtotal	\$800,000.00
Planning and Administration	PY50 Requests
Planners - Salary and Fringe Benefits	\$65,000.00
Planning - Long Range Housing and Community Development Studies	\$65,000.00
Annual Town Survey - Envision Arlington	\$2,000.00
Grants Administrator -salary and benefits	\$81,185.00
General Administration	\$18,815.00
Office Manager	N/A
Planning (PY50 statutory limit 20%: will be approximately \$200,000)	\$232,000.00
Total Funds Requested	\$1,646,134.00
PI Earnings/expected earnings	\$12,000.00



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Housing Corporation of Arlington	
Contact Name: Erica Schwarz	Title: Executive Director
Mailing Address: 252 Mass Ave, Lower Level, Arlington, MA 02474	
Email Address: ESchwarz@housingcorporarlington.org	Phone: 781-859-5294x1
UEI #: SXFGGNQ2DST3 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. N/A	
B. Project Information	
Project Name: Housing Portfolio Capital Repairs (not new project)	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: July 1, 2024	Anticipated End Date: June 30, 2025
Amount of Request: \$200,000	Project Address(es): Multiple: see attached
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input checked="" type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input checked="" type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: _____	Households Assisted: 25
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: *Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.*

Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing portfolios in order to preserve units and improve sustainability and energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are sound for the long term, and, in some cases, energy savings that are better for the environment and property budgets. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. Housing Corporation of Arlington (HCA) seeks funds to address deferred maintenance on units within our Scattered Site and Capitol Square affordable housing sites in order to preserve units and improve sustainability and, where possible, improve energy efficiency. This will result in more comfortable housing for our low-income tenants, properties that are physically and financially sound for the long term, and, in some cases, energy savings and operations that are better for the environment. This program is not new to our organization. Construction and capital costs have increased over the years, meaning that the budgets originally devised for many of our properties are not able to cover the extent of the buildings' capital needs. We have been working to address these issues over the last few years and are now working on a long term plan, but need funds in the meanwhile.

Returning Applicants: *Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.*

Over the last 18 months, HCA has expended all CDBG funds that were available when the current Executive Director assumed her role from the interim ED, in May 2022. We have already spent some of the \$100,000 that was awarded for Year 49 and we have just given approval to a contractor to order windows that we expect will fully expend the remaining Year 49 funds from by March 1, 2024. During calendar year 2023, CDBG funds from Years 47 and 48 supported: new windows, replacement of exterior stairs and landings at two different properties, and a chimney replacement on a historic property. These were all time sensitive projects that were necessary in order to keep our affordable buildings safe and secure.

HCA continues to work closely with our third-party property management firm, Peabody Properties, to identify and prioritize capital needs for our 102-unit portfolio of older buildings.

HCA is strong in identifying time sensitive capital needs and coordinating between HCA staff and property management staff to get quotes, have those quotes approved by the proper parties, complete the work, and then requisition the Town for CDBG funds to cover the cost. We are working to strategically advance some projects in the near term and schedule other projects after we have completed a comprehensive capital needs assessment (CNA; underway now), developed a plan based on the CNA, and secured additional funding. We had anticipated completing the CNA during calendar year 2023, but the complexity and cost of such an endeavor resulted in a time delay. HCA's portfolio of 102 older units includes 23 different projects/different addresses, each requiring its own evaluation. In early 2024, a property analysis is underway that will result in a CNA and related action plans.

While not a weakness, we are working to identify other sources of income, including from a refinancing that is due for some units in 2024, and that was intended to serve as a source of additional income for capital needs at this time.

Performance Evaluation Plan: *Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?*

HCA will track completion of projects against capital needs plans, priorities, and budgets. Success will be met if we complete capital improvements identified by property management as time sensitive and necessary, and if we expend all funds by the contract deadline. The approach will be both qualitative (did we meet our capital improvements priorities and address any urgent needs?) as well as quantitative (did we select contractors only after reviewing multiple quotes and did we expend all funds awarded within the contract timeline?). Given the high cost of materials and labor and the range of needs among our properties, we expect to have no problem meeting both our qualitative and quantitative goals.

Relating to the Arlington Goals section below: The Arlington Master Plan recommends using local funds, including CDBG, for affordable housing. It also recommends that the Town address the housing conditions of its aging housing stock. In the 2022 Arlington Housing Plan, in goal 3 of the section about addressing the shortage of affordable housing it is suggested that the Town should preserve and maintain Arlington's existing supply of affordable homes". Goal 1 of the Arlington Affordable Housing Trust's 5-Year Action Plan identifies preserving and modernizing Arlington's existing affordable housing as a core goal, including identifying housing owned by HCA that may require improvements to be sustained for the long term.

Town of Arlington Goals: *Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.*

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input checked="" type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Affordable Housing Trust Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☒ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☒ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☒ One (1) copy of agency's most recent financial audit
- ☒ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☒ Letters of Support
- ☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	100,000	300,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	200,000	100,000	300,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Private Grant from Clinton Family Foundation; Properties' reserves funds	100,000	if to occur in calendar yr 2024. Grant application has been solicited and will be submitted in spring 202
Total:		100,000	100,000 pending

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. During 2024, HCA will be completing a refinancing of likely 33 of our units, during which time we intend to take out funds to support capital needs. These funds will augment CDBG funds, or allow CDBG funds to be applied to other properties with capital needs instead. We also have been invited to have a discussion with a grant funder regarding submitting a capital improvements grant, which we expect to submit in spring 2024.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ **3,077** PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If we do not receive the full amount requested, we will still apply all funds awarded to carry out necessary improvements in as many units as feasible, but we will impact fewer households. Our overall plans will slow, as we will not be able to carry out such projects in as timely a manner as is needed.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

HCA seeks funds to support 102 units of our older affordable housing, currently home to 172 individuals. This portfolio of older units includes 70 units among 2- to 9-unit properties throughout Arlington, known as our Scattered Site portfolio. Each building is unique, with a different rate of wear and tear. The 32 units in HCA's Capitol Square property also require improvements when there is turnover after a long-time tenant departs. While all properties have capital reserves, HCA requires additional funds in order to keep up with the increased cost of materials and labor as well as with the unique needs of our scattered site units. Over the last few years we have conducted a range of improvements with CDBG funds and other sources including (depending on the location), new windows, wall and ceiling repairs, refinished floors, new roof, new exterior stairs and porch, and new walkways, but similar such improvements are also still needed at many other sites in our portfolio as we work to improve and stabilize our entire portfolio so we can better plan ahead for future capital needs. At least every month, HCA staff learn of a new need in one of our properties that requires near-term work. Making significant inroads to such needs now will allow us to manage our homes more effectively in the future.

HCA is working on a comprehensive Capital Needs Assessment so that we may create a multi-year plan for comprehensive upgrades that include improved energy efficiency. In the meanwhile, we have time sensitive capital repairs which must be carried out. CDBG funds will help ensure we invest as needed in our properties while we work to raise additional funds for more expensive or larger upgrades. The units to be improved are a vital source of affordable housing in the Town of Arlington and as such, must be properly sustained.

B. GOAL

The sole purpose for this project is to align with the CDBG Plan goal of improving the condition of existing housing, including the preservation of rental housing to ensure units maintain code standards, and also to bring greater energy improvement where possible. We seek to ensure these older properties remain as quality affordable housing for the long term, and that near term needs don't undermine the safety or comfort of the building, or degrade its structure, while we plan for longer term bigger improvement to our portfolio.

We must maintain our properties in the short term, prioritizing the most urgent needs, while we develop a comprehensive capital plan for the long term.

C. INPUTS

HCA's Executive Director, Erica Schwarz, and Office Manager, Ellen Roscoe-Bergman, will work closely with staff from Peabody Properties, Inc (PPI), HCA's property management firm, to implement the capital improvements. At PPI the Multi-Site Property Manager and Lead Maintenance Staff will advise on specific upgrades needed, secure quotes, and oversee completion of the work once HCA authorizes it to proceed. Peabody properties maintains an extensive list of trusted vendors that they will tap to provide quotes for each project. The Executive Director will review quotes and ensure the materials and outcomes align with property needs, funds available, and with sustainability goals. The HCA Office Manager will gain approval as needed from the Mass Historic Commission prior to the work starting, and will submit invoices and other documentation as required to the Town to draw down the funds.

D. ACTIVITIES

We anticipate completing projects at a subset of the following addresses:

Smith Street
Forest Street
13 Prince Street
2 Massachusetts Ave
6 Massachusetts Ave
10 Massachusetts Ave
4 Rawson Road
73 Massachusetts Ave
2-124 Washington Street
Westminster Ave
50 Decatur Street
79 Webster Street
Bow Street
Bow Street
5 Broadway
8 Summer Street
2-124 Washington Street
Richard Place
16 Massachusetts Ave
6 Massachusetts Ave
Burton Road
42 Dorothy Road
8 Rawson Road
5 Medford Road
Acton Road
38 Sherborn Street
3 Warren Street

E. OUTPUTS

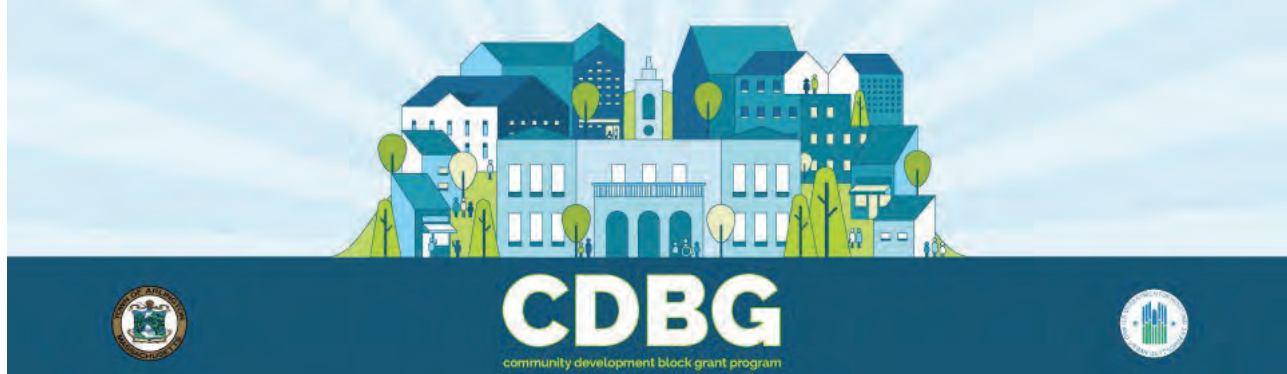
The project outputs will be the completion of at least three of the specific property upgrades for projects listed in the Activities section, or more, depending on the extent and cost of each project (for example, window replacements can be very costly). HCA will conduct these projects at an estimated 5-7 addresses, serving an estimated 25 low-income households, which will include approximately 65 individuals.

F1. SHORT-TERM OUTCOMES

Tenants living in the improved homes will experience living in homes that are safer, more comfortable, (in some cases) more physically accessible and that are easier maintain and sustain in good condition. HCA will prevent any further degradation of properties.

F2. LONG-TERM OUTCOMES

Over the long term, these improvements will enable these affordable apartments to provide, safe, affordable homes for current and future tenants in perpetuity. Investments in HCA properties today help ensure that these homes will be safe, affordable, healthy, and available for generations to come. These strategic improvements now will also sustain our properties while we develop a long term, bigger picture plan for more significant improvements across our older portfolio, to be implemented over the next few years.



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Caritas Communities, Inc.	
Contact Name: Ryan McLaughlin	Title: Project Manager
Mailing Address: 25 Braintree Hill Office Park	
Email Address: rmclaughlin@caritascommunities.org	Phone: (617) 874-0611
Universal Entity Identifier (UEI) #: PVF6JK7WSM24 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. Caritas Communities Holdings Inc.	
B. Project Information	
Project Name: Caritas - Improving Arlington Affordable Housing	Is this project new to your organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anticipated Start Date: September 1, 2024	Anticipated End Date: March 1, 2025
Amount of Request: \$200,000	Project Address(es): 22 Fessenden Rd and 12 Russell Terrace, Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
<p>Low/Moderate Income Benefit:</p> <p><input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____</p> <p><input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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</p> <p><input checked="" type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.</p> <p>Slum/Blight:</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input checked="" type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p> <p>Urgent Need:</p> <p><input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.</p>	
<p>Beneficiaries:</p> <p>Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.</p> <p><input checked="" type="checkbox"/> All beneficiaries are Arlington residents</p> <p><input type="checkbox"/> _____ % of beneficiaries are Arlington residents</p> <p>Does your project benefit any of the following demographics?</p> <p><input type="checkbox"/> Abused children <input checked="" type="checkbox"/> Elderly persons (age 62 and older)</p> <p><input checked="" type="checkbox"/> Homeless persons <input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</p> <p><input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> Migrant farm workers</p> <p><input checked="" type="checkbox"/> Battered spouses <input type="checkbox"/> Illiterate adults</p> <p><input checked="" type="checkbox"/> Other (please specify): Veterans</p>	
<p>Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.</p> <p>Persons Served: 37 Households Assisted: 37 Jobs Created: _____ Businesses Assisted: _____</p>	

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Caritas Communities is requesting funds to improve the safety, accessibility, functionality, and longevity of our affordable housing residences in Arlington at 22 Fessenden Road and 12 Russell Terrace. These properties are home to 37 low-income individuals. At 22 Fessenden Road, we plan to replace the aging roof, siding, and fascia, as well as insulate the basement. At 12 Russell Terrace, we plan to replace the run-down carpet in common areas with industrial-grade carpet on the first floor and vinyl plank elsewhere; we also plan to patch all the walls in the hallways and paint them. This project will continue to demonstrate to our residents that their health and safety is paramount and will enable Caritas to practice our mission by restoring dignity to our Arlington home. We want our residents to experience homes are properly cared for, and we want to extend the use of our assets for another several decades.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Last year, we received CDBG funds for the renovation of one communal kitchen and seven shared bathrooms. At this time, the work is roughly 50% finished, and it is scheduled to finish by the end of February 2024. Delays on our 2021-22 project forced us to delay the bidding process on that project, and further delays stemmed from our contractor's difficulty obtaining materials on time. The latter will NOT be an issue again this year because we plan to obtain all materials necessary for the work once we receive approval from the Town to commence. A storage plan will be in place at each property for all materials.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Capital renovations are evaluated by adherence to schedule and budget, as well as inspections to ensure that the project meets our quality standards. These evaluations and inspections will take place regularly throughout the duration of the project. Due to the condition and age of the residences, our Director of Facilities and Project Manager estimate that the work, in its entirety, will take approximately six months (three months for exterior work, one month for interior work, and two months for any administrative processes, unforeseen delays, historical approvals, etc.). Any unanticipated disruptions to this schedule will be managed appropriately.

Caritas also gathers feedback from the residents as to their enjoyment of the living space once the project is completed. Feedback from residents comes through individual interactions with Resident Service Coordinators and Property Managers who report on morale within the houses, in resident satisfaction surveys, and in exit surveys for residents leaving our properties. We also regularly respond to maintenance requests and track resident retention rates to measure satisfaction with the condition of our housing. We believe that the quality of the living environment is critical to the success of the program.

Overall, we expect that this project will enable Caritas to better care for the health and well-being of the residents in Arlington. We have received overwhelmingly positive feedback from our residents regarding past CDBG projects, so we expect the same for this year's submission. If outputs and outcomes are not achieved as planned due to problems with personnel or structural complications, our professional staff will troubleshoot to come up with the most appropriate solutions to bring the project to a successful conclusion.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input checked="" type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

The proposed project advances goals in the Town Master Plan, more specifically, in the Housing and Residential Development Section (HRD). The HRD Section states that the Town plans to "address the quality and condition of aging housing stock." It also states that these two properties in particular -- Caritas Communities is specifically named in the report as the owner of the only two SRO buildings in Arlington -- are "an important part of the affordable housing inventory." The project also aligns with the Town's goals for Community and Citizen Service, Diversity, and Fiscal Resources.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☒ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☐ Town wide
- ☒ Specific Area -- Which block group(s)/census tract(s) is/are the project located in?

12 Russell Terrace (census tract 356702) and 22 Fessenden Road (census tract 356602), in the Town of Arlington, MA.

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☒ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☒ One (1) copy of agency's most recent financial audit
- ☒ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	\$200,000		\$200,000
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other: Caritas Staff Salaries		\$30,127.50	\$30,127.50
TOTAL PROPOSED BUDGET	\$200,000	\$30,127.50	\$230,127.50

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Caritas Communities, Inc.	\$30,127.50	\$30,127.50
Total:		\$30,127.50	\$30,127.50

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. We are asking for funding to cover the entirety of the construction needs of this project. Caritas Communities operates with 72% of expenses covered by rent, and the remaining 28% from private charitable sources. We also raise funds when possible for capital improvement projects. There is a capital replacement reserve account that supports 12 properties, including the Arlington houses. However, there are not sufficient funds in this account to cover all capital needs for all 12 buildings. Whenever we can secure outside funding it helps Caritas ensure that funds continue to be available in the event of an untimely and expensive replacement (such as the broken sewer line and failed boiler in 2020 at 22 Fessenden Road in 2021, which totaled over \$47,000 in emergency expenditures).

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$200,000 = \$5,405.41 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 37

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If Caritas does not receive enough funding to complete the full scope of the project, we can scale back our project to improve what we do have funds for, and reapply next year for funding to complete the remaining improvements at either/both properties.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The project to improve Caritas affordable housing at 22 Fessenden Road and 12 Russell Terrace will address a priority need in the Arlington 5-Year Consolidated Plan by improving the condition of existing affordable housing in the Town. The aged lodging houses located at these properties have been in dire need of repairs for years now. CDBG funding has had an enormous impact on improving these houses, and we are just a few capital expenditures away from having impeccable living conditions by lodgin house standards.</p> <p>The renovations are sorely needed to provide residents the dignity of clean, well-functioning and well-maintained housing. This project will eliminate current health, accessibility and safety issues, make the property more functional and environmentally efficient, and extend the use of the house for another several decades.</p>	
B. GOAL	
<p>This project will improve safety, accessibility, and dignity for our residents. It will have a lasting impact on the durability and functionality of the buildings, which will stay in good condition for all current and future residents.</p>	
C. INPUTS	
<p>The project would be overseen by Tom Nee, Senior Operations Director (and Arlington Resident) and Ryan McLaughlin, Project Manager at Caritas Communities. The town of Arlington has a long-standing relationship with Caritas Communities and regularly refers individuals with housing needs to us. During the duration of the project, the Project Manager will oversee and coordinate execution of the project. Construction materials and quality of the provided work will be procured by Caritas Director of Facilities, Gil Kalensinksas. In addition, the Project Manager will coordinate with the Property Manager, On-Site Manager, and Resident Services Coordinators to notify tenants and receive their feedback on any concerns they have regarding the work.</p> <p>The Caritas Communities staff is highly experienced in managing renovation projects on time and on budget. We have performed countless renovations across our portfolio of 34 buildings. A recent HUD REAC inspection of 12 of our homes earned a score of 91b, which is an exceptionally high rating, demonstrating our commitment to quality living standards.</p>	
D. ACTIVITIES	
<p>The project at 12 Russell Terrace will make the hallways much safer, healthier, and more aesthetic. The current carpet in all corridors is wearing away from enduring high traffic for over two decades, and there are a few potential trip hazards present for our elderly and disabled residents. The current carpet also contains a smoke and urine stench and has eroded beyond its useful life. Installation of thick, commercial-grade carpet on the first floor and stairs will provide a durable walking surface free from trip hazards. On the second and third floors, vinyl plank flooring will also provide much-needed durability as well as a surface that is much easier to maintain/clean.</p> <p>At 22 Fessenden Road, the aged roof, fascia, and siding present a concern for leaks and falling debris. Replacing the roof and fascia, as well as spot-replacing dilapidated siding, will greatly diminish these aforementioned risks. We also plan to insulate the basement, which currently presents health and energy-efficiency concerns. The laundry room is in the basement, and the cold drafts travel from the basement through the first floor in the Winter. Insulating this area will keep residents comfortable during the Winter months and produce a much more energy-efficient building.</p> <p>Improvements at both buildings will help maintain the buildings as well as the dignity and security of our residents for many years to come.</p>	
E. OUTPUTS	
<p>Our affordable housing properties in Arlington (at 12 Russell Terrace and 22 Fessenden Rd) will be made safer, more functional, more accessible, and more dignified for all 37 low-income, mostly formerly homeless residents -- including the elderly and disabled individuals. These improvements will show that the community cares about the dignity and well-being of the residents who live there. Furthermore, Caritas, as Manager of the properties, can ensure that each property will be properly maintained to extend the life of the building for many decades to come.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Two Arlington affordable housing property will be made safer, more accessible, more improved, and more dignified.</p> <p>New hallway floring and paint.</p> <p>New roof, fascia, siding, and insualtion.</p> <p>Improved living conditions for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA.</p>	<p>Improved longevity for an affordable housing property in Arlington.</p> <p>Improved living conditions for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA.</p> <p>Improved living conditions for current and future Caritas residents.</p> <p>Enhanced self-esteem and housing security for 37 LMI, formerly homeless, elderly and disabled residents of Arlington, MA from being able to live in well-maintained affordable housing with dignity.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Boys & Girls Club	
Contact Name: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	
Email Address: dcurran@abgclub.org	Phone: 781-648-1617
DUNS #: UEI# KUQ3FW7NUQL All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Scholarship Program	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 7/1/2024	Anticipated End Date: 6/30/2025
Amount of Request: 25,000	Project Address(es): 60 Pond Lane, Arlington MA, 02474
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeoMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents	
<input checked="" type="checkbox"/> 75 % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input checked="" type="checkbox"/> Other (please specify): LMI Individuals	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 60-65	Households Assisted: 40-45
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

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.

The Club prides itself on having programs that help enhance the lives of children and help 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 children are in a safe place receiving positive direction from a caring and dedicated staff.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

We were able to use all of our funds to support many families that needed financial support. We take great pride in not turning away families due to financial constraints. By supporting those who need us most, children are getting valuable time participating in activities that enrich their lives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be a designated staff member assigned to admin the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance and will ensure that all income criteria is met. This person will also be responsible for ensuring that the children/families receiving CDBG funds are having a positive experience here at the Arlington Boys & Girls Club.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☒ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☒ One (1) copy of agency's most recent financial audit

☒ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
	25,000		25,000
TOTAL PROPOSED BUDGET	25,000		25,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Club Supporters	5,000	5,000
Total:		5,000	5,000

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$25,000 = \$ 385 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 65

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>In Arlington many households consist of single parent families or families in which both parents work. As a result children often times may be at home unsupervised during out of school time. This puts children at risk for sedentary screen time, poor food choices, and high-risk social behavior. Being able to provide quality programs for children who may otherwise be at home truly exemplifies what our mission is which is to enable all children, especially those who need us most, to realize their full potential as caring and responsible citizens.</p>	
B. GOAL	
<p>The Club aims to provide a safe place for children where they can have fun and enjoy a positive experience surrounded by their friends and a caring staff. While at the Club children can take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness, and recreation.</p>	
C. INPUTS	
<p>The Club will have a designated staff member assigned to administer the Scholarship Program. 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. Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during summer months.</p> <p>The Club will reach target population by working with other youth agencies, schools, and Department of Children and Families. Other avenues that Club will take to reach target population will include Facebook, Arlington Patch, and the Arlington Advocate. Flyer's regarding Club programming will also be placed in and around Arlington.</p> <p>100% of the allotted CDBG funds will go directly to our scholarship eligible families. The Club will take on all administrative costs associated with CDBG funds.</p>	
D. ACTIVITIES	
<p>Affordable childcare would be the major activity to be conducted with the use of CDBG scholarship funds. We fully anticipate using the funds, should we receive them this year, for our Summer programs as well as school year programs if there is money left over. We are expecting our enrollment to be at or near full capacity, which in turn will result in a far greater need for financial assistance for many families who need care throughout the day during the summer months.</p> <p>Our summer programs are offered for children ages 6 to 17. They are:</p> <ul style="list-style-type: none"> Kids Zone program for children ages 5 to 9. This is a full day program. Boating Exploration for children ages 8 to 12. This is a half day program offered in the morning and afternoon. Club Kids Program. This is a drop-in program for children ages 6 to 17. This program is offered 9:00am to 4:45pm for members who want to "drop-in" and participate in Club activities such as the games room, gym, pool etc... 	
E. OUTPUTS	
<p>We anticipate providing financial assistance to over 60 children from approximately forty to forty-five families.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Parents and children learn that the Club is a safe place for their child.</p> <p>Childrens self-help skills are developed and enhanced through daily participation in Club activities.</p> <p>Children learn how to cooperate with each other in a group setting.</p> <p>Children are introduced to Club programs and activities.</p>	<p>Children and parents have a positive experience at the Arlington Boys & Girls Club and return for more Club programming.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington Housing Authority	
Contact Name: Kimberly Serra	Title: Executive Director
Mailing Address: 4 Winslow Street, Arlington, MA 02474	
Email Address: kserra1219@gmail.com	Phone: 551-427-6682
DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: Operation Success	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 9/18/23	Anticipated End Date: 6/21/24
Amount of Request: \$5,000	Project Address(es): 2 Fremont Ct., Arlington, MA 02474
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: <u>3563.00</u>	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input checked="" type="checkbox"/> Other (please specify): <u>Low-income residents</u>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: <u>12</u>	Households Assisted: <u>11</u>
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Operation Success provides middle school and high school students living in Menotomy Manor with resources to encourage their academic success. These include access to computers, school supplies, and one-on-one academic assistance from Arlington-area educators. Additionally, when available, students are also provided with a group trip to attend a cultural event or a class focused on a particular life skill.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The students in our program attended regularly and showed notable improvement in their organization skills, study techniques, and ability to grasp their academic material. Additionally, we maintained strong community support and received recognition through the awarding of the MassNAHRO Outstanding Agency Award. Our primary challenges were being able to provide sufficient school supplies and engage in community outreach due to limited funds. We were also unable to perform data analysis to evaluate our program efficacy to the degree we would like. This year, we are looking to utilize the publicity we received through our award to increase awareness of our program to qualifying students. Additionally, we will be launching a new Program Evaluation Process that will allow us to collect measurable outputs.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Our new Program Evaluation Process will consist of both qualitative and quantitative components. Throughout the school year, we will be recording student attendance as well as tracking metrics measuring how well the students are applying what they've learned in our program. These metrics will consist of measurables such as the frequency with which students struggle with their material and their improvement in skills of time management, organization, and planning. We will also have students complete a self-assessment questionnaire. As a key component of our program is instilling students with a strong sense of self-sufficiency--as well as a connection to their local community--it is vital for us to know how well our program provides students with the knowledge that they can use these skills long-term and independently.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input checked="" type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Arlington's Town Goals |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☒ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☐ Town wide
- ☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Menotomy Manor; Census Tract 3563.00

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☒ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
School Supplies	\$3,000	\$1,000	\$4,000
Office Supplies	\$500	\$500	\$1,000
Event Fees	\$500	\$1,000	\$1,500
Academic Support	\$0	\$4,800	\$4,800
Administrative Expenses	\$1,000	\$200	\$1,200
TOTAL PROPOSED BUDGET	\$5,000	\$7,500	\$12,500

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	Individual Donations & In-Kind Labor	\$7,500	Committed
Total:		\$7,500	Committed

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Our board has committed \$200 in contributions for administrative expenses, which will support expanded analytics for Program Evaluation. We will also be hosting an annual fundraiser which generates, on average, \$2,500 in contributions. These contributions are used to purchase school and office supplies for the children's use as well as fees for the cultural or life skills event.

Additionally, Arlington educators provide us with 192 total hours of academic support provided to the students. We've calculated the in-kind value of this to be \$4,800 (192 hours @ \$25/hr)

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ **\$417** PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, but with a reduction of services provided. As all of our volunteers are unpaid, we would still be able to provide direct educational support. However, reduced funding may require that we cut the cultural/life skills outing and, potentially, reduce the amount of school supplies, such as backpacks, that we can provide the students in our program.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>A key component of economic advancement is education. Given that 97% of Arlington residents over the age of 25 have at least a high school diploma, graduating from high school is absolutely essential for the 5.4% of Arlington residents that live in poverty. Without reaching this level, it would be extremely difficult for those individuals to be competitive in the job market and achieve financial stability.</p> <p>For children living in low-income housing, financial restraints severely limit access to resources and support--such as internet access or after-school tutoring--making academic success even more difficult.</p>	
B. GOAL	
<p>To provide students living in Menotomy Manor with the support needed to achieve academic success and build life skills while encouraging a sense of belonging within their local community.</p>	
C. INPUTS	
<p>10 Arlington Public School educators with an average of 15 years of professional teaching experience. Our new clerk has professional non-profit experience as well as 13 years of experience in data analytics, which will be used to provide detailed data for program evaluation.</p>	
D. ACTIVITIES	
<p>1.5 hours of direct one-on-one support from current and retired Arlington Public School educators Monday-Thursday evening. Students will be provided with support on their current assignments to help ensure grasping of the material, as well as assistance in developing transferable skills such as organization, time management, clarity in writing...etc.</p> <p>We will also provide the students with a group trip to one cultural event or class/seminar focused on a particular life skill. Cultural events will have a Massachusetts-centric theme (such as attendance to a MA team sporting event, historical tour...etc.). These events provide a sense of connection to their local community as well as providing substantial mental health benefits by allowing them the ability to attend events that are available to their peers but may be inaccessible to them due to financial constraints, preventing a sense of alienation from their friends and classmates. Life skills classes will be focused on those skills that are essential for daily life as well as potentially serving as the foundation for a later marketable skill (e.g., cooking classes, art skills...etc.).</p>	
E. OUTPUTS	
<p>12 middle school and high school students of Arlington Public Schools that reside in Menotomy Manor</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Students learn skills that improve their academic performance and reduce stress and anxiety related to their schoolwork. Students develop transferable skills, such as time management and organization, that can be applied to other areas of life. Students also feel a greater sense of belonging and attachment to their local community.</p>	<p>The skills learned in our program lead to increased economic opportunity, potentially as a result of improved grades, graduation rates, college attendance, or marketable skills.</p>



About our Program

Operation Success Learning Center offers free academic assistance to middle and high school students living in Menotomy Manor (family housing) in Arlington. We help students achieve a higher level of academic success by providing a safe and nurturing environment for students to develop their study habits, improve their grades, build self-esteem, and foster a sense of community. We aim to eliminate barriers of access to school supplies by providing students with all the tools they need to complete their homework and go to school prepared to learn. This program has been in existence in some form since 1999!



OPERATION SUCCESS LEARNING CENTER

"Operation Success is a helpful place where I can do my homework. It has nice teachers to help you whenever you have questions."

- Darwin, 7th Grade

0 Fremont Court, Arlington, MA 02474

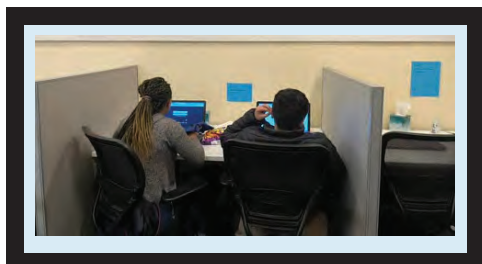
kserra@arlington.k12.ma.us



Operation Success Learning Center

0 Fremont Court
Arlington, MA 02474





FROM THE STUDENTS

"Operation Success means a lot to me because it is a place I can do my homework. It also gives me a chance to make a better future for myself."

- Angel, 9th Grade

"Operation Success is a fun and safe learning environment."

- Zarar, 8th Grade

"The adults at Operation Success help me with my homework and are very supportive."

- Salma, 6th Grade

"Operation Success is a safe and kind place to learn and do homework."

- Wenge, 8th Grade

"Operation Success helps me with obstacles that I have in school and helps me do better in life."

- Matteo, 9th Grade

"Operation Success is a place not only where you can do homework, you can also get help for it."

- Eliana, 6th Grade

Who?

Open to all middle and high school students (grades 6 - 12) that reside in Menotomy Manor. We are staffed by volunteers - all community members or certified Arlington teachers!

When?

Open Monday through Thursday during the academic year from 7:00 to 8:30 pm

Where?

Located in the Life & Skills Center in the middle of Menotomy Manor. We have computers, study space, and all supplies needed to complete assignments!

Why?

To complete daily homework, reinforce study skills, improve organization, and build each student's confidence and self-esteem.

Donations

If you are interested in supporting our program, donations can be sent to

**Operation Success
Learning Center
C/O Kimberly Serra
7 Veteran Road
Woburn, MA 01801**

For additional information, contact Kimberly Serra at kserra@arlington.k12.ma.us

Operation Success Learning Center is an exempt organization under Internal Revenue Code 501(c)(3).

Thank you!

Special thanks to our staff of volunteers and the Arlington Housing Authority for their help in making this program a success!



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Arlington Housing Authority recognized for its 'Operation Success' program

Arlington Housing Authority recognized for its 'Operation Success' program

By **YourArlington staff** – Parent Category: [Meeting summaries](#) –
Category: [Housing Authority](#) – 02 October 2023 – Last Updated: 21 December 2023 –
 Hits: 1637



A long-running tutoring program involving community-minded public-school teachers, several low-income families and locally based housing officials has won a statewide award. At the Annual Conference for Massachusetts NAHRO ([National Association of Housing and Redevelopment Officials](#)), the Arlington Housing Authority (AHA) got the Outstanding Agency Award for its Operation Success center and program.

The Outstanding Agency Award recognizes achievement and innovation of MassNAHRO agency members in the commonwealth. It was presented at the MassNAHRO Annual Awards Dinner at the Seacrest Hotel in Falmouth on Sept. 18.

According to AHA Executive Director Jack Nagle in a recent email, the Operation Success Learning Center offers free academic assistance to middle and high school students living in the Menotomy Manor housing complex, overseen by the AHA.

The program was created by Arlington Public School (APS) teachers Peg Regan and Janet Maguire through the support of then-AHA Executive Director Frank Hurd in 1999 and now is run by Maguire and Kim Serra.

APS teachers including Maguire, Regan and Serra volunteer. Help is generally available from 7 to 8:30 p.m. Mondays through Thursdays during the academic year. Operation Success, based at the manor's Life & Skills Center, has computers, study space and supplies needed to complete academic assignments.

"Each year, we have over 25 eligible students who choose to come for homework help. These students continue to return year after year, demonstrating an increased ability to prioritize their work, edit their assignments, advocate for help and problem-solve more efficiently," Nagle said in a recent email to YourArlington. "They also report feeling more connected to their peers, school and community as a result of Operation Success. Students have been able to secure jobs and/or college acceptance through help with applications and academics from Operation Success volunteers."



AHA Executive Director Jack Nagle, holding the plaque, with MassNAHRO President Michael Lara. / photo courtesy AHA

Nagle continued, "Operation Success helps students achieve a higher level of academic success by providing a safe and nurturing environment for students to develop their study habits, improve their grades, build self-esteem and foster a sense of community. We aim to eliminate barriers of access to school supplies by providing students with all the tools they need to complete their homework and go to school prepared to learn.

"While Operation Success has benefited from CDBG funding on an annual basis, costs have increased, while available funding has decreased. We hope that the Arlington community will consider attending or supporting Operation Success fundraisers or writing letters of support for future grant applications. Those interested in finding out ways to donate or assist can contact operationsuccess@arlingtonhousing.org "

Menotomy Manor in East Arlington is the largest affordable family housing development in town, with approximately 500 residents. It includes 179 two- and three-bedroom apartments located in 46 low-rise, two-story buildings and a Life & Skills Center on Fremont Court, Nagle said. He added that the average household income for Menotomy Manor residents is \$33,123.

At the same awards event last month, longtime AHA board member Nicholas Mitropoulos received a Massachusetts NAHRO Distinguished Service Award for his 22 years of service, Nagle said.

Feb. 22, 2023: Drake Village, Hauser improvements approved

This announcement, based on information provided by AHA Executive Director Jack Nagle was published Oct. 2, 2023.

Please donate

This reporting demonstrates your donations at work to support democracy here. Your Arlington is a 501(c)(3) nonprofit. Your contributions are tax-deductible.

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Renee Abbott

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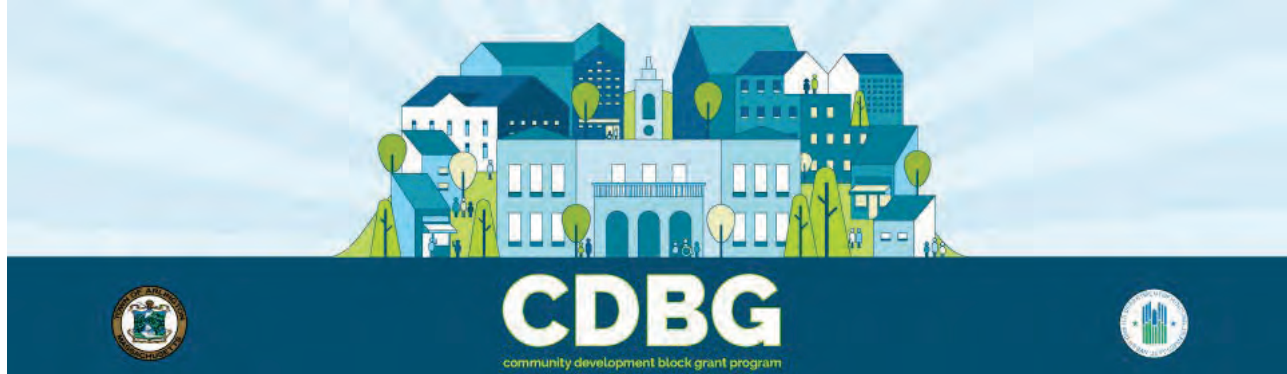
LATEST NOTICES



 Civic Academy

 Tof of Arlington





FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington/Arlington Youth Counseling Center	
Contact Name: Stacy Carruth	Title: Executive Director
Mailing Address: 670R Massachusetts Avenue; Arlington, MA 02476	
Email Address: scarruth@town.arlington.ma.us	Phone: 781-316-3259
Universal Entity Identifier (UEI) #: T1LSFL7CKC97 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. N/A	
B. Project Information	
Project Name: Subsidized youth mental health services and domestic violence therapeutic support groups	Is this project new to your organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anticipated Start Date: 7/1/2024	Anticipated End Date: 6/30/2025
Amount of Request: \$20,000	Project Address(es): AYCC; 670R Massachusetts Avenue, Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input type="checkbox"/> All beneficiaries are Arlington residents	
<input checked="" type="checkbox"/> 90+ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input checked="" type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input checked="" type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 15-25	Households Assisted: _____
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

Arlington Youth Counseling Center (AYCC) is a community-based mental health clinic serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington, offering individual, group, and family counseling, psychiatric evaluation, and medication management. AYCC is committed to ensuring that all community youth and families have access to culturally sensitive and high quality care. To this end, AYCC strives to identify and address systemic inequities that create barriers to care, including financial barriers. AYCC is one of the only providers in the area that accepts youth with public health insurance and provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copays. AYCC utilizes CDBG funding to provide free and reduced-fee care to low/moderate income families in need of financial assistance. In addition to youth mental health services, AYCC runs First Step- a support group for victims and survivors of domestic violence.

AYCC seeks \$20,000 in CDBG funding to provide the following services: 1) free and reduced-fee mental health counseling and medication treatment and 2) therapeutic groups and support services for people who have experienced domestic violence.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

In calendar year 2023, AYCC conducted nearly 10,000 counseling and psychiatry sessions, and 41 group sessions, to 425 community youth and their caregivers. Roughly 30% of sessions were conducted via telehealth, enabling access to youth and families who were not able to engage in person. AYCC added two full-time and one part-time therapist to its clinical team to continue to address the growing demand for services. As a result, AYCC conducted more sessions and served more clients than in 2022. In the spring of 2023, one of AYCC's clinical interns joined the First Step group as a second clinical facilitator. Since being hired as a full-time AYCC clinician in June, she has continued to co-facilitate the weekly group, which consists of She has since stayed on as a full-time clinician, and the group has continued to meet weekly, with 6-8 members attending weekly.

In the second quarter of FY24 (after contract was made official), AYCC has successfully utilized CDBG funding to offer free and reduced-fee mental health counseling and psychiatry to 8 families (6 youth and 2 adults), providing 67 counseling sessions and 1 psychiatry session in total. AYCC also identified a new client for CDBG assistance. That client will begin services in January. Without CDBG funds, these families may have declined necessary mental health services due to financial barriers.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

AYCC will utilize its electronic health records (EHR) and billing system to document and track the need for, and distribution of grant funding among AYCC clients throughout the year. Financial barriers among prospective clients will be identified and documented at intake, and reassessed throughout treatment by the Billing Manager and AYCC clinicians. AYCC will also conduct biannual client satisfaction surveys and clinical review of treatment goals and objectives to assess satisfaction with and efficacy of treatment. First Step clinicians will document demographic data and weekly attendance of First Step members in the same EHR. The First Step group is free to all group members, regardless of income.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Town of Arlington Master Plan Goal- To coordinate and efficiently deliver Town services.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Personnel	\$20,000	\$1,444,655	\$1,464,655
Office Supplies		4,000	\$4,000
EHR& Zoom Software		\$44,000	\$44,000
Other		\$6,500	\$6,500
TOTAL PROPOSED BUDGET	\$20,000	\$1,499,155	\$1,519,155

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	ARPA	\$50,000	Committed
State:	Department of Mental Health	\$175,000	Pending
Local:	Town Subsidy; School Contract	\$120,000; \$40,000	Pending
Private:	Cummings Foundation & HHS Grants; Insurance Copayments	\$50K, \$50K; \$1,015,000	Committed, Pending; Pending
Total:		\$1,500,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

Department of Mental Health: Pending submission/approval by State Legislature & Governor

Town Subsidy: Pending approval by Town Meeting

School Contract: Pending approval by APS Superintendent

Cummings Foundation: committed \$50,000 annual grant for 10 years

HHS Grant: pending approval by Arlington Health and Human Services Charitable Corporation

Insurance & Client payments: anticipated revenue for FY25

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project.

Divide the funding request by the estimated number of people served by this program.

Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 20,000 = \$ 800-1000 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 20-25

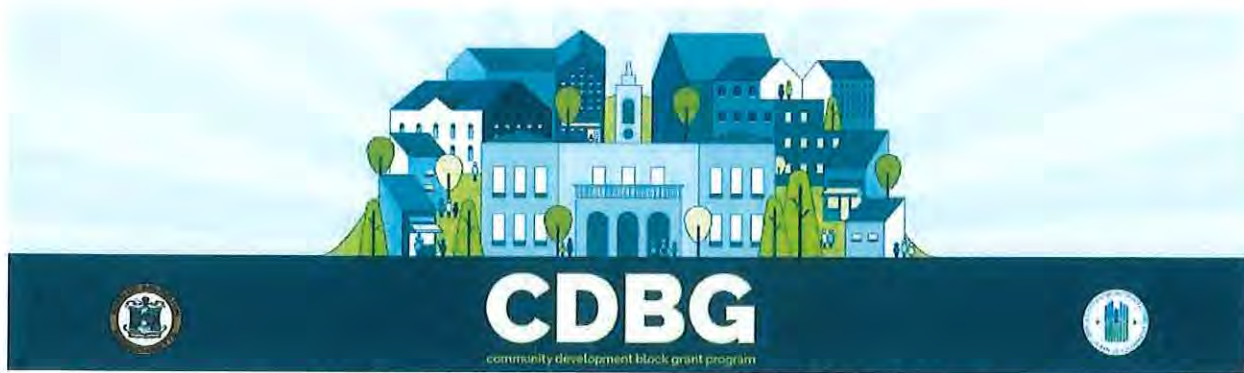
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, it is AYCC's mission to make high quality mental health services accessible and affordable to all youth and families in the community, regardless of their ability to pay. Historically, CDBG has been a critical and reliable source of funding to support this goal. Should this year's project be funded at a lower amount through CDBG, AYCC would seek out other sources of funding to ensure that no family would be denied services due to financial constraints, and that the First Step group would continue to run weekly, at no cost to group members.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>Mental Health Services One in every five children, ages 3-17, suffers from a mental health disorder in a given year. Untreated, these disorders can have debilitating effects, causing significant functional impairments at home, in school, and socially with peers. Early detection and effective mental health interventions can help to minimize these effects, increase stability, and restore wellbeing in the lives of young people and their families. In Arlington, demand for youth mental health services had increased dramatically in the years leading up to the pandemic, as more children and teens expressed feelings of anxiety and depression. This trend was further exacerbated by the pandemic, as young people experienced major disruptions in their lives, including school closures, social isolation, economic hardship, and the loss of loved ones. Over the past few years, AYCC has consistently managed a wait list of over 200 families. Increasing clinical capacity (growing AYCC's clinical team) has helped AYCC to shorten the waitlist and reduce wait times; however, there are currently over 150 families waiting to be seen at AYCC. Fortunately, because of AYCC's free and reduced-fee services (supported by CDBG), Arlington youth and families who are uninsured or under-insured do not face additional, financial barriers to accessing care at AYCC.</p> <p>First Step According to the CDC, 1 in 4 women will report experiencing abuse over the course of a lifetime. The impact is widespread and devastating- victims and survivors of domestic violence experience a range of negative health outcomes, including emotional stress, psychological trauma, physical injury and death. The First Step program has led a support group for victims and survivors of domestic violence for over 20 years. Through education, support, and advocacy, First Step helps people who have experienced domestic violence develop healthy lives and relationships, and find support and empowerment within themselves, among other survivors, and throughout their community. The group meets weekly, with weekly participation ranging from 6-8 women.</p>	
B. GOAL	
<p>It is AYCC's overarching goal to provide equitable access to mental health services by offering funding support to clients when gaps in coverage, or other financial constraints exist.</p> <p>Through the First Step group, it's AYCC's goal to provide free and accessible therapeutic support to people who have experienced domestic violence.</p>	
C. INPUTS	
<p>AYCC's Executive Director and Billing Manager will be responsible for overseeing the financial assistance application process for clients, and will manage the allocation of CDBG funding to eligible families.</p> <p>AYCC's intake coordinator will assess for financial need among prospective clients, and will invite prospective clients to complete grant funding applications, as indicated.</p> <p>AYCC clinicians will provide mental health counseling and medication treatment to AYCC clients. Clinicians will also assess and refer clients for financial assistance, as needed, throughout the course of treatment.</p> <p>AYCC clinicians will conduct group intakes, assess for group readiness and safety of prospective members, and co-facilitate weekly First Step groups.</p>	
D. ACTIVITIES	
<p>The Executive Director and Billing Manager will update CDBG eligibility criteria in grant documents, and distribute grant applications to families with identified financial need. The intake coordinator will also assess for financial need and distribute grant applications to prospective clients.</p> <p>The Executive Director and Billing Manager will review applications and supporting documentation to determine eligibility for CDBG assistance.</p> <p>The Billing Manager will credit CDBG funding to approved client accounts for outstanding session copayments, insurance deductibles, or other client balances.</p> <p>AYCC clinicians and psychiatrist will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.</p> <p>AYCC clinicians will manage group intakes and co-facilitate weekly First Step groups</p>	
E. OUTPUTS	
<p>Income-eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services through AYCC, at no cost to them.</p> <p>People who have experienced domestic violence will receive therapeutic support through weekly First Step groups.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Youth and families from low/moderate income-earning households will receive mental health services to address their presenting mental health concerns.</p> <p>People who have experience domestic violence will have a safe space to process trauma and receive support from others.</p>	<p>Improved social, emotional, and behavioral functioning among youth- at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.</p> <p>Improved health and wellbeing among Arlington families.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Council on Aging, Town of Arlington**

Contact Name: **Kristine Shah**

Title: **Executive Director**

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

Email Address: **kshah@town.arlington.ma.us**

Phone: **781-316-3401**

DUNS #: **VEI# TILSFL7CKC97**

All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? ☒ Yes ☐ No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

☐ 501(c)3

☐ For-profit authorized under 570.201(o)

☐ Faith-based Organization

☒ Unit of Government

☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.
Cooperative Elder Services, Inc.

B. Project Information

Project Name: **Adult Day Program Scholarships**

Is this project new to your organization?

☐ Yes

☒ No

Anticipated Start Date: **July 1, 2024**

Anticipated End Date: **June 30, 2025**

Amount of Request: **\$10,000**

Project Address(es): **2352 Main St., Suite 108 Concord, MA 01742**

C. Eligibility

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

Low/Moderate Income Benefit:

☐ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.fliee.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☒ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☐ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **10**

Households Assisted: **10**

Jobs Created: _____

Businesses Assisted: **1**

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Council on Aging and Cooperative Elder Services collaborate to identify older adults and families that can benefit from day programs (the Arlington Community Center has excellent programs, but not the professional care that is needed for drop-off adult day care programs). Caregivers need respite and older adults need socialization in a safe and structured environment. Council on Aging social workers have noted that Adult Day programming is a huge benefit to many, but is cost prohibitive to most of the clients we serve. This grant would provide \$1,000 scholarships/subsidy (equivalent to 12 days of programming) to 10 Arlington Residents so that they can use Adult Day programming at Cooperative Elder Services, Inc. This partner provides nursing and health care services, meals and other social programs for individuals with medical or cognitive challenges. The services provided at Adult Day Health go above and beyond the services the COA.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The Arlington Council on Aging continues to have a strong relationship with CESI. We also committed to more community outreach and education around Adult Day programs. This was the first year that \$1,000 per person scholarships were available, thanks to the generosity of CDBG. This level of support has been more impactful and encourages families to use the program.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Quarterly, we discuss outcomes and upcoming goals for Cooperative Elder Services and their adult day health programming. We do this as a team of COA staff, including social workers, and Cooperative Elder Services employees and leadership. We will evaluate success based on the number of new Arlington residents that use Cooperative Elder Services programming because of the stipend/scholarship afforded by this grant.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|---|
| <input type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input checked="" type="checkbox"/> Other Age and Dementia Friendly Action Plan |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

*collaborating with other organizations to help meet needs the COA can't meet otherwise.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
CDBG Grant	\$10,000		\$10,000
TOTAL PROPOSED BUDGET	\$10,000		\$10,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 10,000 = \$ 1,000 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 10

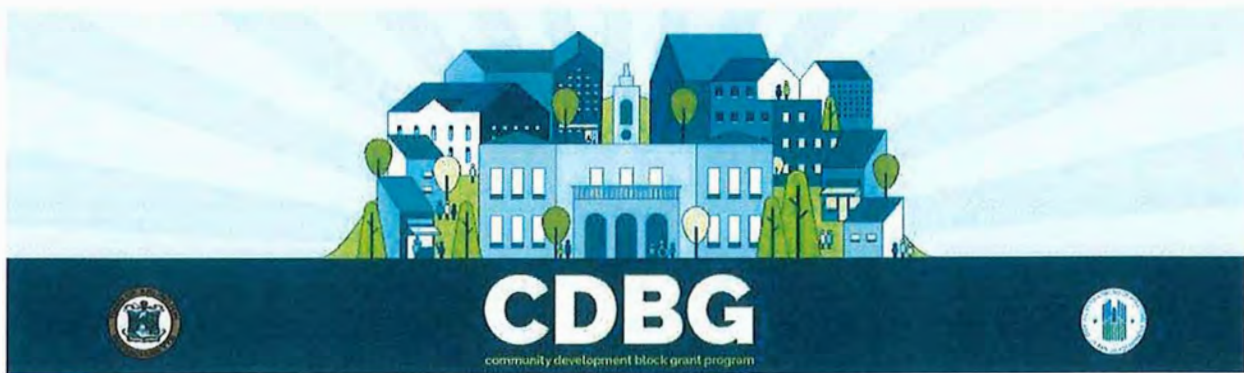
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the project is funded at a lower amount, less residents will be able to receive scholarships for Adult Day Health programming through CESI. We will divide the total grant amount by \$1,000 to calculate how many families will benefit from a scholarship/grant in FY25.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>Nearly 65% of caregivers in Arlington experience the financial impact of providing quality care for a loved one. This number is likely much higher than reported due to the growing number of aging adults in Arlington (11,035 currently). In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss to care for a family member. Connecting older adults in need to Adult Day Health services is important because they are services that we can not provide through the Council on Aging and they are crucial to family respite and also continued social engagement for adults as they age.</p>	
B. GOAL	
<p>To reduce the impact of aging and chronic conditions on older adults and their families. To not allow increased needs cause older adults to isolate; to provide a quality option for social engagement and interaction to all older adults, not only to those who can interact independently. To incentivize new families to use the services at Cooperative Elder Services and have a healthier balance of caring for their loved one and caring for themselves.</p>	
C. INPUTS	
<p>Continue outreach to older adults and families in Arlington about Cooperative Elder Services, the programs they provide, and the stipend that this grant makes available. Continue to educate COA social workers and staff so that they refer necessary families to the services at Cooperative Elder Services. Identify COA clients who are likely to benefit from CESI's services and discuss the option with them and their families.</p>	
D. ACTIVITIES	
<p>Organize tours of Cooperative Elder Services for COA Board members and other community stakeholders so they can be aware of the services that exist right here in Arlington. Continue to remind all COA staff, especially social workers, about the scholarships available for older adults in Arlington to utilize day for programming through CESI. Continue building relationships with CESI and collaborate on projects.</p>	
E. OUTPUTS	
<p>Provide more community education and outreach on ACMi and in our printed newsletter to older residents in Arlington about the benefits of Adult Day Health programming.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Provide 10, \$1,000 stipends/scholarships for Arlington Residents to use toward Cooperative Elder Services programming.</p>	<p>Arlington families will be more aware of the benefits of Adult Day Health programs and view Cooperative Elder Services as a resource when they need it. They will know to contact the Council on Aging to make this referral and be able to access the most up to date resources and assistance that they are entitled to.</p>



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Council on Aging, Town of Arlington	
Contact Name: Kristine Shah	Title: Executive Director
Mailing Address: 27 Maple Street Arlington, MA 02476	
Email Address: kshah@town.arlington.ma.us	Phone: 781-316-3401
DUNS #: UFI#: TILSFL7CKC97	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All entities receiving federal assistance must have a DUNS #.	
All entities receiving federal assistance must be registered on SAM.gov	
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.	
B. Project Information	
Project Name: COA Transportation Program	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: July 1, 2024	Anticipated End Date: June 30, 2025
Amount of Request: \$30,000	Project Address(es): 27 Maple Street Arlington, MA 02476
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.fhief.gov/FHIECGeocMap/geocodeMap1.asp to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: 761 Households Assisted: _____ Jobs Created: _____ Businesses Assisted: 2	

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The COA Transportation program is a heavily relied upon, crucial department for older adults in Arlington. The program is comprised of two fully accessible 8-passenger vans driven by 6 part time van drivers for rides within Arlington and Market Basket in Burlington, a taxi voucher program partnering with Arlington Belmont Taxi, a Volunteer Medical Driver program for medical rides outside of Arlington, and a partnership with Uber for medical rides outside of Arlington. The COA vans are paid for through a grant from MassDOT. The COA receives over 50 calls per day with transportation requests and projects completing over 9,291 rides to 761 individuals last year. Residents call and our Transportation Coordinator matches them up with the transportation service that best fits their needs.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

STRENGTHS: The increase in COA programs and services have led to an increase in transportation requests. Due to extreme parking limitations, we offer "free" rides on our vans to and from the center so residents can participate in crucial activities that combat social isolation and also social service appointments with our staff. COA staff continue to be innovative and flexible to meet transportation needs. We have also continued to see growth in our transportation services due to our partnership with Arlington EATS. Arlington EATS riders currently make up about 270 rides on our vans per month. Our van has added a second day of van service to market basket due to requests, and now makes 6 jam-packed round trips to and from Market Basket each week, serving 30 individuals weekly.

CHALLENGES: It is no surprise that transportation is a growing need given the fact that it is a key element to aging in place. As the Arlington population ages (11,035 residents are currently age 60+ in town) we will continue to see increased transportation needs. The largest challenge we have is keeping up with the amount of transportation options, drivers, volunteers and services that we have available to meet the growing need.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We offer all transportation program participants a survey so they can submit feedback to us annually and as we talk to them usually weekly, we are continuously listening to rider feedback and implementing solutions to their issues. Since all of our rides and rider information is carefully tracked using our My Senior Center software, we can easily pull reports to show information on riders, types of rides, destinations, partnerships and statistics. This information allows us to constantly evaluate the program and adjust as needed.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☐ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☒ Other Age and Dementia Friendly Action Plan

☒ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

• Transportation options allowing residents to age in place

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

• Monthly Newsletter Page

• Example Daily Transportation Schedule

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
CDBG GRANT	\$30,000		\$30,000
Symmes Transportation Grant		\$15,000	\$15,000
Municipal Budget/Retained Earnings/Rider Fees		\$110,349	\$110,349
TOTAL PROPOSED BUDGET	\$30,000	\$125,349	\$155,349

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:	Municipal Budget/Ret. Earnings/Rider Fees	\$110,349	Pending for FY25
Private:	Symmes Transportation Grant	\$15,000	Pending for FY25
Total:		\$125,349	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Municipal budgets for FY25 have been submitted and are in final stages of the process. The Symmes Transportation Grant is due every year in June and we have a long history of support from that foundation.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 30,000 = \$ 39.42 PER BENEFICIARY
 TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 761

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Our Transportation Department would need to significantly cut back on services in order to run at it's current capacity if our CDBG funds were lower than the requested amount.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>Transportation is a crucial need of adults as they age, especially if they chose to age in place. Transportation is an obstacle that has impact on disparities in health care and access to socialization and other services. As the age 60+ population becomes larger than any other age group in town (projected to be at 40% of the Arlington population within the next 5 years), the Council on Aging has developed and maintains a comprehensive menu of affordable transportation options for older adults in Arlington. Currently, there are 11,035 adults over age 60 in the Arlington town population.</p>	
B. GOAL	
<p>The COA will run a transportation program that will fill the gaps of transportation needs of older adults in Arlington and keep up with demand as it grows. COA will partner with other town organizations, especially volunteers, that provide crucial services to older adults and partner with them regarding transportation needs so that the program can run as efficiently as possible.</p>	
C. INPUTS	
<p>Secure funding to cover transportation program costs, educate and train staff and drivers, promote and market transportation options, assess ever changing needs and new ideas that are developed in the transportation industry, partner with regional and local transportation companies/organizations, provide scholarships for older adults who can not afford COA rider fees. Continue to hire as many volunteer drivers as possible to fill needed gaps.</p>	
D. ACTIVITIES	
<p>Continue promoting and find new ways to educate older adults in Arlington about COA transportation options. Highlight COA transportation stories, drivers, programs and success in local media. Continue to expand transportation options in order to keep residents engaged and excited (example: adding on weekly rides to Market Basket in Burlington or expanding transportation options to cover evening needs). Continue to reach out to and secure new transportation partners in order to meet growing needs. Continue to grow relationships with local hospitals and medical providers so they can promote our transportation programs to their patients who live in Arlington, in need of medical transportation.</p>	
E. OUTPUTS	
<p>Older adults in Arlington are able to participate in Community Center programming, decreasing social isolation, and are able to participate in services through the COA in order to allow them to age in place. No matter what locations they need to visit, the COA is able to match them with an appropriate transportation method without finances being an obstacle.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Two COA Vans continue to run 5 days a week to accommodate current in-town ride needs. Our list of volunteers and partner organizations continues to grow and is able to fulfill out of town transportation needs.</p>	<p>The COA transportation program continues to meet the needs of older adults in Arlington and grows to accommodate the growing population of older adults.</p>

Transportation News

Our Van and Transportation program is extremely busy! We always try our best to accommodate your ride requests, but there may be some days when we can't meet the needs of all riders. Last minute requests cannot be accommodated.

COA Van for Rides Within Arlington

Our COA accessible vans can take you to local places such as: medical or dental appointments, grocery shopping, the bank, pharmacy, hardware store, hair appointments etc. Program availability is limited. Rides are \$3 each way within Arlington. Pay cash on the van or use an Easy Ticket.

Van Rides to Council on Aging Events at the Arlington Community Center and Podiatry are Free!

Limited Low Cost Medical Rides Outside of Arlington

If you have a medical appointment outside of Arlington, we may be able to match you up with a volunteer medical escort who can drive you **for \$10 each way**. Please call Michelle if you have a medical ride coming up and we will try to accommodate you. Please give us as much advance notice as possible.

Rides for Cancer Related Treatment Thanks to a grant from the Sanborn Foundation, all cancer related rides by Uber, Taxi or Van are free for Arlington residents of all ages.

DART (Dial a Ride Taxi)

Our DART program is for taxi rides within Arlington even when the COA is closed. Tickets are \$5 each way and you have the independence of calling the taxi company directly to schedule your rides.

Market Basket Burlington Van Every Tuesday and Thursday - \$3 Each Way

Our van makes a few round trips to Market Basket in Burlington on Tuesdays & Thursdays. Space is limited and you will need to be able to carry your own bags. Pay in cash on the van or use an Easy Ticket.

Senior Charlie Cards Michelle may be able to help with signing up for a MBTA pass-call her for info.

Call Michelle to Schedule Your Van or Medical Ride at 781-316-3403 and always leave a voicemail message including your telephone number

Please Remember: We Must Have at Least 48 Hours Advance Notice to Schedule a Ride

COA Easy Ticket: A Way to Pay for all of Your Council on Aging Classes and Rides

- Easy Tickets are good for all \$3.00 classes, COA luncheons and the van
- You can still sample a class for free-just ask
- Easy Tickets are not valid for Taxis or Minuteman Congregate lunches
- Easy Tickets do not expire



These are sold in sheets of 10 tickets for \$27.00 (a \$3.00 savings!) We do not take credit or ATM cards. Let us know if you need a scholarship. Tickets are for convenience only and are not required to ride or participate.

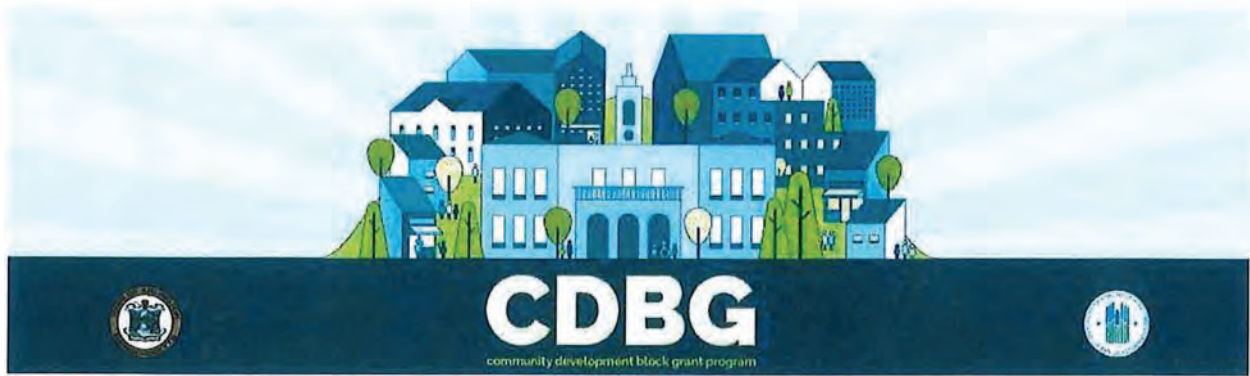
Please Don't Forget to Register! Keep Us Updated!

Call or stop into our COA Office to register for any class you are attending. From time to time we may have cancellations or updates about classes. You need to be registered to get these updates!

Using your scan card is required when you attend COA programs and you also must register for each class.

Call or drop into our office to register, get your card or to make sure we have your current phone and email information! This information is for COA use only and is not shared with any other organization or office.





FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Council on Aging, Town of Arlington**

Contact Name: **Kristine Shah**

Title: **Executive Director**

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

Email Address: **kshah@town.arlington.ma.us**

Phone: **781-316-3401**

DUNS #: **UEI#: TILSFL7CKC97**
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? ☒ Yes ☐ No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

☐ 501(c)3

☐ For-profit authorized under 570.201(o)

☐ Faith-based Organization

☒ Unit of Government

☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **COA Volunteer/Transportation Coordinator**

Is this project new to your organization?

☐ Yes ☒ No

Anticipated Start Date: **July 1, 2024**

Anticipated End Date: **June 30, 2025**

Amount of Request: **\$53,134**

Project Address(es): **27 Maple Street Arlington MA 02476**

C. Eligibility

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

Low/Moderate Income Benefit:

☐ Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://peomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☒ Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☒ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☐ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **400**

Households Assisted: **1,400**

Jobs Created: **1**

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Volunteer and Transportation Coordinator has been a grant funded position at the COA since 1990. This role serves to supervise and coordinate volunteers as well as manage the van and transportation programs and is essential to the Council on Aging's mission to engage older residents in community participation, decrease social isolation and provide access for traditionally underserved populations. This position currently oversees over 300+ volunteers annually who participate in a variety of projects, programs and activities. They also are in charge of taking all calls related to transportation, scheduling all rides, managing van drivers, daily contact with the taxi company and uber drivers, and creating the daily transportation schedule. It is a crucial position that has an enormous daily impact on the department.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

STRENGTHS IN 2023: The COA has continued to do extensive outreach to residents who are non-English speaking. The Volunteer & Transportation Coordinator has taken on a large portion of that initiative and currently books transportation and volunteer jobs for Chinese speaking individuals (40+ new individuals who started participating with the COA in FY24). In order to reach more residents with COA services, we need to have our volunteers reflect the populations we serve.

Another strength for this position in 2023 is recruiting new volunteers to meet our demand. With the 40% growth of COA programs and services, we have come to rely heavily on our volunteer greeters and room monitors daily. This position manages these crucial positions and makes sure they are covered so that residents enjoy a consistent level of support and service when they are here.

CHALLENGES IN 2023: Due to increased volunteer transportation requests for out of Arlington medical appointments, we had had a hard time meeting the demand with enough volunteer drivers. To assist with this issue, we have applied for additional grants to cover the rides when a volunteer driver can not be recruited. We have also had huge growth in our van ride demand since we are the exclusive transportation partner for Arlington EATS. We are looking for grant funding to help cover the cost of increased driver hours and have applied for a 3rd COA Van in order to meet these growing transportation needs. Applying for additional grants is an area that we will continue to build upon as we need to fulfill needs to meet the growing demands.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

We are proud that we continuously seek feedback and conduct evaluations with all of our volunteers and also all areas of our transportation program. Annually we host a Volunteer Appreciation event where we have the goal of stewarding our volunteers and keeping them engaged in our mission. This event gives volunteers the time and opportunity to share feedback with us about their volunteer experience and allows us to make changes to improve. Our transportation program also continuously seeks feedback through surveys and contact with each rider to ask them how their experience with our transportation has been.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☐ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☒ Other Age and Dementia Friendly Action Plan

☒ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

- Prevent social isolation of older adults
- Transportation options that allow residents to age in place

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

- Article from 2023 Volunteer Appreciation Event
- Example daily transportation schedule

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Volunteer/Transportation Coordinator Position	\$53,134		\$53,134
TOTAL PROPOSED BUDGET	\$53,134		\$53,134

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. The amount we are asking for is the FY25 salary for the COA Volunteer/Transportation Coordinator.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 53,134 = \$ 132.84 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 400

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

If the grant is funded at a lower amount than requested, we will not be able to pay the salary for the Volunteer/Transportation Coordinator. This position is one of the most crucial at the Council on Aging and impacts thousands of residents between the work they do managing volunteers and the entire transportation program.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The Volunteer/Transportation Coordinator position allows a structured framework for engagement of interested older adults and other volunteer engagement in Arlington. Volunteering within the COA allows residents to provide crucial services and programs to the residents we serve and allows excellent services to take place at a lower cost. It also provides a deep sense of purpose and responsibility which is crucial to older adults who are fighting loneliness. Volunteer jobs like the ones organized through the COA for Property Tax relief also provide a financial benefit for the volunteers.</p>	
B. GOAL	
<p>Goals include engaging residents of Arlington in civic engagement opportunities and meeting the needs of older residents when staff resources are low. Needs are fluid and ever changing, our goal is to be able to leverage volunteers when necessary to meet a need in the community and recruit volunteers whenever possible to help meet needs. Another goal is to provide volunteer jobs to any older adult who is looking for engagement, and create a sense of purpose and avoid social isolation.</p>	
C. INPUTS	
<p>Maintaining the investment in the position of Volunteer/Transportation Coordinator. Putting time and energy in to continuously recruiting new and stewarding current COA volunteers. A focus on keeping Arlington "Age Friendly" allows the Volunteer Coordinator position to thrive and grow their impact. Creating a welcoming and inviting space for all here at the Arlington Community Center will encourage more older adults to step forward as volunteers.</p>	
D. ACTIVITIES	
<p>This position manages 300+ volunteers who contribute to the 120+ programs and events hosted by the Council on Aging. Additionally, this role coordinates the volunteer placements for the Senior Tax Work Off and Harry Barber volunteer programs. As stated in earlier sections of the application, this position is also responsible for our entire transportation program for the Department, which completes over 9,000 rides each year.</p>	
E. OUTPUTS	
<p>Volunteer opportunities allow for older adults to engage in their community, reduces isolation, frailty and depression. Volunteering also provides visibility and access for residents and increases awareness of food insecurity programs and other services and benefits. The programs and activities that these volunteers engage in reach over 5,000 participants per year.</p>	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Maintain the integrity of the COA Volunteer program while sustaining and cultivating current volunteers within the program. Continue to steward meaningful relationships with volunteers who are flexible and able to meet changing volunteer needs, keeping those who are interested engaged and active in the community.</p>	<p>The COA will have a reliable and invested group of volunteers that are trained and ready to step in when any needs arise. Volunteers will be fulfilled in their experience with the COA and have lasting impact on older adults in Arlington. The Volunteer/Transportation Coordinator is crucial in stewarding these volunteers.</p>



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Residents / People / News / News / Senior-citizen news /

Council on Aging thanks volunteers for their service to local seniors

Council on Aging thanks volunteers for their service to local seniors

🔌 By YourArlington staff – Category: Senior-citizen news –

📅 16 June 2023 – 📅 Last Updated: 30 December 2023 – 👁 Hits: 20212

seniors



Arlington Seniors Association board members were honored recently.

From left are Claire Foley, Lorraine Accardi, Joanne Morel, Pat O'Connell, Elisa Lopez, Peggy Pellegrino, June Mackey, Tim Mast and Rose Eromln.

/ Frank Tadley photo

[SEE MORE PHOTOS >>](#)

"Everybody can be great ... because anybody can serve," said the Rev. Martin Luther King Jr.

"You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve You don't have to know the second [law] of thermodynamics in physics to serve.

You only need a heart full of grace. A soul generated by love."

In that spirit, an estimated 70 volunteers attended as the Arlington Council on Aging held its annual Volunteer Appreciation Luncheon earlier this month at the community center.

Executive Director Kristine Shah with Volunteer Coordinator Michelle Tse addressed those at the gathering to thank them for their dedication to the older adults of Arlington.

On May 4, awards were given to several outstanding volunteers, and the Arlington Seniors Association was also

recognized with the Legacy Award for its years of dedication to the town's older adults, a news release said.

The council emphasized that it appreciates the more than 280 volunteers who assist with its programs and activities each year. Frank Tadley took the photos.

This news announcement was published Friday, May 19, 2023, based on information from Kristine Shah, executive director of the Council on Aging in Arlington.

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Bob Sprague

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LATEST NOTICES



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Christmas gifts presented to kids by police officers, firefighters, housing employees

The Arlington Housing Authority (AHA) brought some pre-Christmas cheer to the littlest residents of...

Center for Jewish Life

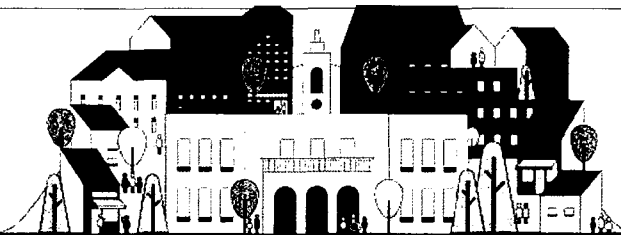
>

75 gathered at Whittemore Park for Menorah lighting in recognition of Hanukkah

UPDATED Dec. 21: Residents saw an 8-foot-tall menorah lit at 4 p.m. Tuesday, Dec. 12 in Whittemore...

SUPPORT YOURARLINGTON

**An informed Arlington
keeps democracy alive**



CDBG

community development block grant program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)
PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Fidelity House**

Contact Name: **Lisa Urben**

Title: **Youth Program Director**

Mailing Address: **25 Medford St, Arlington, MA 02474**

Email Address: **fidelityhouseordir@hotmail.com**

Phone: **781-648-2005**

DUNS #: **0815708KW9UX083**
All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? ☒ Yes ☐ No
All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

- ☒ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **Jobs Jobs Jobs Program**

Is this project new to your organization?

☐ Yes ☒ No

Anticipated Start Date: **7/1/24**

Anticipated End Date: **6/30/25**

Amount of Request: **\$5,000**

Project Address(es): **Fidelity House, Fidelity House Day Camp**

C. Eligibility

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

Low/Moderate Income Benefit:

☐ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIEGGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents
☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

- ☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses
☐ Homeless persons ☐ Severely disabled adults (as defined by Bureau of Census*) ☐ Illiterate adults
☐ Persons living with AIDS ☐ Migrant farm workers ☒ Other (please specify): **LMI**

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **4** Households Assisted: _____ Jobs Created: _____ Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

Fidelity House offers child care job training and employment for teens from low to moderate family income levels. The youth develop skills that will help pave the way for future employment, life choices and developing an understanding of the benefits of employment.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The teens who work through this program are invaluable, a great asset to our programming and have been responsible & positive! It always take a little more effort to reach out to youth who can benefit from this opportunity and our challenge is always to make sure teens are aware of this opportunity.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All statistical data is recorded and available for yearly comparisons. Criteria for success will be based on the number of teens and the length of time employed.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☐ No, not available from other providers in the community

☒ Yes, available from other providers in the community (please explain: Fidelity House and the AA, Boys & Girls club have both worked to pair local teens with employment)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Salaries/training	\$5,000		\$5,000
TOTAL PROPOSED BUDGET	\$5,000		\$5,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 5000 = \$ 1000 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 5

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

The full amount goes directly to the youth. A lower amount will either reduce the number of teens we are able to hire or reduce the time they work per week but can still be offered.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

This Jobs, Jobs, Jobs program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to jobs. We have found that teens from low income families may not have the same support system or self confidence to pursue opportunities as teens from higher socio-economic backgrounds. The financial compensation is often used to benefit the teen and their family's basic needs. The job, learning to work with youth, is a lifelong skill that will benefit their interactions with their families and neighbors, their future families and could lead to a rewarding career path.

B. GOAL

Insure there are positions available for youth program employment for teens from low to moderate income families.

Increase communication about summer employment opportunities and encourage teens from low to moderate income families to apply.

C. INPUTS

Training, child care jobs at Fidelity House & Fidelity House Day Camp and Program Director staff will be overseeing their progress.

D. ACTIVITIES

The Program Directors will provide required training for teens to work with children, provide weekly employment and supervision and follow up with on the job feedback to enhance performance. Additional training to address public health or safety protocols or equipment needs will be provided if necessary.

E. OUTPUTS

4 youth benefit from the training and experience of college age and professional staff.

100% of the teens continue to work during the school year.

This program served 100% of teens whose family household income levels are determined to be Extremely Low or Very Low by the Federal Department of Housing and Urban Development.

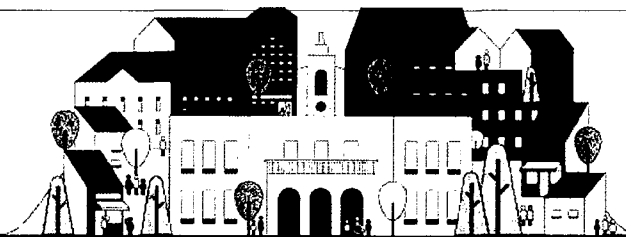
F1. SHORT-TERM OUTCOMES

Low to moderate income youth will receive economic gain they can use immediately or towards future endeavors.

Low to moderate income youth will learn employable job skills and gain experience for future employment.

F2. LONG-TERM OUTCOMES

Youth become active community members as employees, family members and good citizens.



CDBG

Community Development Block Grant Program



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: **Fidelity House**

Contact Name: **Lisa Urben**

Title: **Youth Program Director**

Mailing Address: **25 Medford St., Arlington, MA 02474**

Email Address: **fidelityhouseordir@hotmail.com**

Phone: **781-648-2005**

DUNS #: **VEI 5708KW9UX0B3**

All entities receiving federal assistance must have a DUNS #.

Registered on SAM.gov? ☒ Yes ☐ No

All entities receiving federal assistance must be registered on SAM.gov

Please identify the Type of Organization Applying for Funds (Note: More than one may apply)

☒ 501(c)3

☐ For-profit authorized under 570.201(o)

☐ Faith-based Organization

☐ Unit of Government

☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name: **Menotomy Manor Outreach Program**

Is this project new to your organization?

☐ Yes

☒ No

Anticipated Start Date: **7/1/24**

Anticipated End Date: **6/30/25**

Amount of Request: **\$21,000**

Project Address(es): **Fidelity House Day Camp & Menotomy Manor 3563**

C. Eligibility

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

Low/Moderate Income Benefit:

☒ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.fhiec.gov/FHIEGGeocMap/geocodeMap1.asp> to determine your activity's census tract code. Census Tract: _____

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☒ Abused children

☐ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☐ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☒ Other (please specify): **LMI Individuals**

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: **150**

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary
<p>Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.</p> <p>Fidelity House's Menotomy Manor Outreach Program directly serves the youth who reside at Menotomy Manor, Arlington's low income family housing. It is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial) and assimilate the youth into community wide programming. It provides camperships and transportation to/from Menotomy Manor to attend our Summer Day Camp and gives free memberships, scholarships for school year youth programming. Onsite programming and transportation to Fidelity House during the school year are part of the outreach. It is a unique program that is able to offer stability, short term and long term benefits for the youth/families that reside at Menotomy Manor and ultimately benefits the entire Arlington community.</p>
<p>Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.</p> <p>Fidelity House was able to provide opportunity to more youth/families last summer by providing one week of camp and transportation from the first until the last day of summer. We also maintained our weekly onsite programming and made sure scholarships were provided for school year programming. Our main challenge now is finding ways to serve a similar number of youth and be able to lengthen their participation time during a time when the cost of everything is increasing. During the summer, 100% of the youth are looking to attend more than one week of camp. Transportation becomes a limiting factor for attendance during the school year programming. Fidelity House is looking to address those needs this year in the hopes of providing a working balance of quality youth development to as many youth as possible.</p>
<p>Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?</p> <p>All statistical data is recorded and available for seasonal comparisons for all facets of the Outreach programming. Criteria for success is based on the number of youth/community attending our programs and the length of time services provided. Program evaluations are made seasonally, comparing past and potential use and impacting direct communication methods.</p>
<p>Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> Town of Arlington Master Plan</div> <div style="width: 33%;"><input type="checkbox"/> Fair Housing Action Plan</div> <div style="width: 33%;"><input type="checkbox"/> Net Zero Plan</div> <div style="width: 33%;"><input type="checkbox"/> Housing Plan</div> <div style="width: 33%;"><input type="checkbox"/> Open Space & Recreation Plan</div> <div style="width: 33%;"><input type="checkbox"/> Other _____</div> <div style="width: 33%;"><input type="checkbox"/> Connect Arlington Sustainable Transportation Plan</div> </div> <p>Please explain which goals and/or strategies the proposed project advances:</p> <p style="font-family: cursive;">Masterplan/Town Goals address are community's action service and culture and recreation</p>
<p>Consolidated Plan Goals and Objectives</p> <p>Which Consolidated Plan Goal does your project align with? (select one)</p> <div style="display: flex; flex-direction: column;"> <div><input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing</div> <div><input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities</div> <div><input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments</div> <div><input checked="" type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments</div> </div>
<p>Geographic Distribution of Activities: (Town wide or Census Tract)</p> <p>If the geographic distribution is in a specific area, please note below.</p> <div style="display: flex;"> <div style="width: 30px;"><input checked="" type="checkbox"/></div> <div>Town wide</div> </div> <div style="display: flex;"> <div style="width: 30px;"><input type="checkbox"/></div> <div>Specific Area – Which block group(s)/census tract(s) is/are the project located in?</div> </div> <p>3563.00</p>
<p>Community Availability:</p> <p>Is the proposed project available from any other providers in the community?</p> <div style="display: flex;"> <div style="width: 30px;"><input checked="" type="checkbox"/></div> <div>No, not available from other providers in the community</div> </div> <div style="display: flex;"> <div style="width: 30px;"><input type="checkbox"/></div> <div>Yes, available from other providers in the community (please explain _____)</div> </div>
E. Attachments
<p>The following attachments must accompany this proposal:</p> <div style="display: flex; flex-direction: column;"> <div><input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)</div> <div><input type="checkbox"/> One (1) copy of agency's most recent financial audit</div> <div><input type="checkbox"/> One (1) copy of agency's MA Certificate of Good Standing</div> </div> <p>The following attachments are optional and may be used to supplement your proposal:</p> <div style="display: flex; flex-direction: column;"> <div><input type="checkbox"/> Letters of Support</div> <div><input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials</div> </div>

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Office, Mailings		\$500	\$500
Travel		\$6,000	\$6,000
Salaries, admin 10%		\$17,712	\$17,712
Day Camp Camperships	\$21,000		\$21,000
Program Activity Scholarships		\$12,000	\$12,000
TOTAL PROPOSED BUDGET	\$21,000	\$36,212	\$57,212

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:	\$26,212	
Private:	\$10,000	
Total:	\$36,212	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 26,000 = \$ 525 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 40

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

A lower amount reduces the number of youth we are able to send to Day Camp. We currently have had to limit to one week and would not look to reduce that.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

The Menotomy Manor Program addresses the identified Arlington Service Need and plan: Increase Access to Jobs, Education, Transportation, and Other Services, specifically, to increase access to education (preschool), health and wellness, recreation, and health and social services activities.

The need to develop a firm foundation, increase developmental skills and further the social, physical and emotional growth of youth in the community are universal and is a lifelong process. This program serves youth in our community who are at risk of not receiving the same opportunities and developmental foundation because of financial and transportation considerations. 95% of our families served last year had family incomes that were considered extremely low or very low by the Federal Department of Housing and Urban Development while 5% were considered low moderate income households. This translates to 100% of those families being at risk of not receiving the same opportunities or developmental foundation.

B. GOAL

Our program goals ultimately Increase Access to Education (preschool age), Transportation (removing a barrier to participation) and Other Services (day care and recreation activities that promote development of physical, social & emotional growth of the individual and develop citizenship).

Increase both the participation and length of participation of youth that reside at Menotomy Manor.

Decrease barriers to participation by providing transportation and financial assistance year round.

Provide a consistent presence during their developmental years that also provides prevention/intervention programming and assimilates youth into a larger community.

C. INPUTS

Staff: Youth Program Director, Outreach Coordinator plus adjunct transport/ college/ high school age personnel.

Bus : transportation

Facilities: Day Camp location, Fidelity House and onsite building use.

Scholarships: year round

D. ACTIVITIES

The facilities, staff and transportation all work together to expand youth opportunities and experiences that will ultimately increase the physical, social & emotional growth of the individuals.

In the Summer, scholarships are offered for Day Camp (including daily swimming lessons) and transportation from Menotomy Manor to camp and back is provided.

During the school year, scholarships to programs, preschool age through high school age, are provided. Free memberships are offered.

Onsite programming is offered one day a week.

During very limited access restrictions, Fidelity House provides scholarships to youth for all child care programs that are able to operate.

E. OUTPUTS

This program served 100% of families/children whose family household income levels are determined to be Extremely Low, Very Low or Moderate Low by the Federal Department of Housing and Urban Development.

100% of the youth served receive transportation to/from Fidelity House to Menotomy Manor.

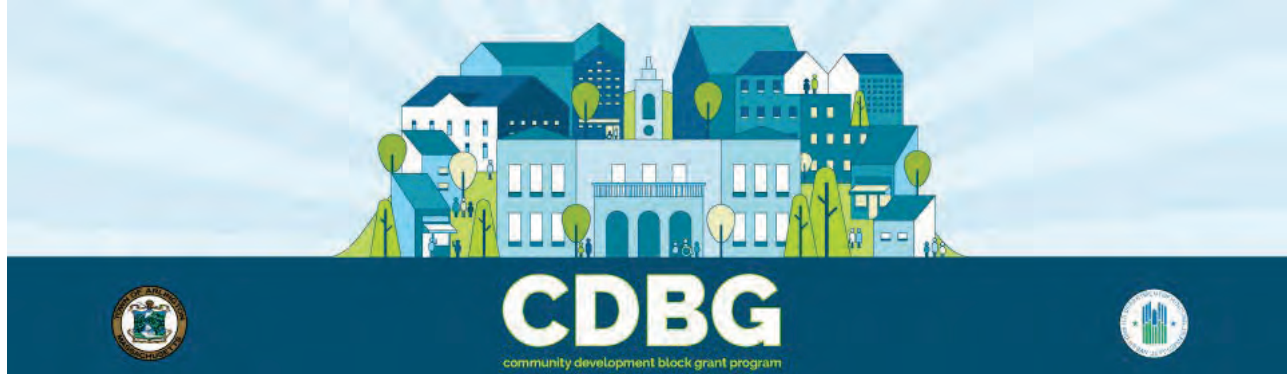
There was an 18% increase in number of Youth who were able to attend Day Camp this year.

F1. SHORT-TERM OUTCOMES

Youth will learn new skills
Youth will widen their circle of friendships and community contacts
Youth will gain new perspectives
Youth will increase their physical, social and emotional growth

F2. LONG-TERM OUTCOMES

Youth remain active, healthy citizens and self reliant in adulthood.



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Town of Arlington Recreation Department	
Contact Name: Joseph Connelly	Title: Director of Recreation
Mailing Address: 422 Summer Street, Arlington, MA 02474	
Email Address: jconnelly@town.arlington	Phone: 781-316-3889
DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. NA	
B. Project Information	
Project Name: Recreation Scholarship	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No
Anticipated Start Date: 7/1/2024	Anticipated End Date: 6/30/2025
Amount of Request: \$15,000	Project Address(es): Same
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input type="checkbox"/> Other (please specify): <u>LMI</u>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: <u>100</u>	Households Assisted: <u>50</u>
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief "elevator pitch" summary of your project. Please avoid using abbreviations or acronyms.

The Arlington Recreation Scholarship fund is available to all residents who qualify using the standards provided to us by the CDBG program. Applicants can qualify for anywhere from 25%-100% reduction in the program fees. Residents are eligible for one program per season, per child in the family. We also provide a 10% reduction in our after school program fees for qualifying applicants. This equates to one month free tuition.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Last year we offered 34 scholarships to a variety of individuals in need. The strengths of the program is that it allows residents in need to request assistance throughout the year so that families and youth are able to participate in programming year round. The challenge of this program is making sure all applicants submit the correct paperwork with their application.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington Recreation will continue to evaluate the scholarship program and look to expand the number of scholarship applicants. This will be done by increasing the awareness of the scholarship program through our email marketing system.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|--|--|
| <input type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input checked="" type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☒ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Scholarship Program	\$15,000		\$15,000
TOTAL PROPOSED BUDGET	\$15,000		\$15,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source	Amount	Committed or Pending
Other Federal:		
State:		
Local:		
Private:		
Total:		

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ **150** PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

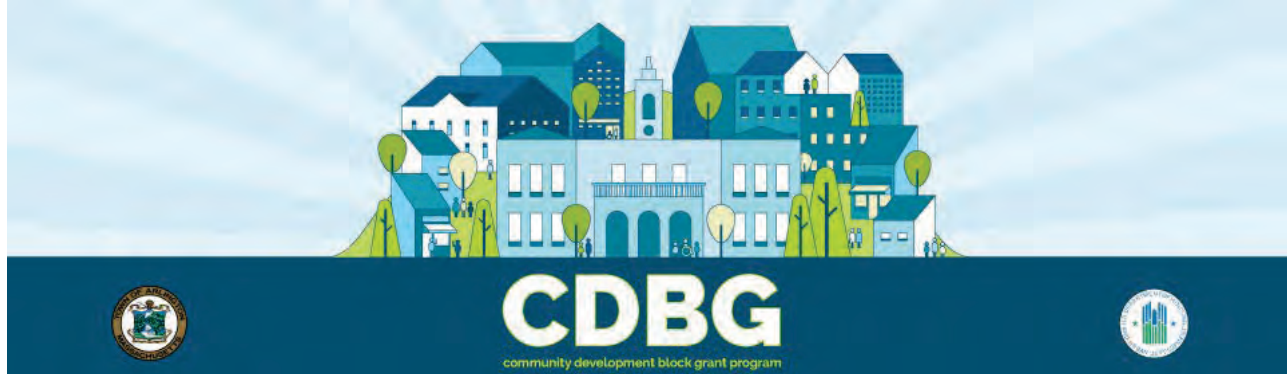
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Yes, we will spread out the funding as far as we can to as many individuals as we can.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
There is continuous need in our community for financial assistance for recreational and family programming. Often applicants request summer and after school care programming for daycare reasons. This program assists parents/guardians in their daycare needs so that they are able to work knowing their children are being cared for in a safe and caring local environment.	
B. GOAL	
The goal of Arlington Recreation is to never turn down a prospective program participant due to financial hardship. Arlington Recreation will work with residents and families to make sure all Arlington youth have the opportunity for the same recreational shared experiences.	
C. INPUTS	
Our input is the marketing of the availability of funding. We do this through our seasonal brochures, website, and in cooperation with various community partners.	
D. ACTIVITIES	
All programming activities are available for scholarship. The most common program requests are for summer camp opportunities, after school programming, and Arlington Reservoir beach family passes.	
E. OUTPUTS	
The number of residents and families we service each year varies depending on a variety of factors. With the requested award being \$15,000 and our average recreational summer program price being \$150, we anticipate a minimum of 100 residents and families being serviced	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
The short term outcomes is to enable all residents the same opportunity for a local recreation experience without financial barriers.	The increased community bond that is experienced by a child/family by participating in local programming. Often our scholarship recipients end up attending our programs for several years and later become employees or volunteers for the department.



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Arlington EATS	
Contact Name: Andi Doane	Title: Executive Director
Mailing Address: 117 Broadway, Suite A, Arlington, MA 02474	
Email Address: adoane@arlingtoneats	Phone: 339-707-6757
Universal Entity Identifier (UEI) #: QFF4QJ9HLB78 All entities receiving federal assistance must have a UEI #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. NA	
B. Project Information	
Project Name: Food for Arlington EATS Market	Is this project new to your organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anticipated Start Date: On-going	Anticipated End Date: On-going
Amount of Request: \$30,000	Project Address(es): 117 Broadway, Suite A
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: _____	
<input checked="" type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input checked="" type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)
<input checked="" type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input checked="" type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input checked="" type="checkbox"/> Battered spouses	
<input checked="" type="checkbox"/> Illiterate adults	
<input checked="" type="checkbox"/> Other (please specify): <u>Migrants</u>	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: <u>2,950</u>	Households Assisted: <u>1,282</u>
Jobs Created: <u>0</u>	Businesses Assisted: <u>0</u>

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

Arlington EATS’ (EATS’) mission is to engage the community in eliminating food insecurity and hunger in Arlington, MA. EATS strives to reach as many food-insecure individuals as possible and continuously works to develop new programmatic approaches that accommodate various circumstances, including; scheduling constraints, physical abilities, language preferences, and dietary needs.

By expanding its services beyond the traditional food pantry model and actively reducing social stigma associated with using food assistance services, EATS aims to ensure that all residents in need have access to nourishing food options which allows them to pursue economic opportunity and fulfill other needs. CDBG funds will be used to purchase food to support the enormous documented increase in need for our services that has occurred in the past calendar year. (According to the Greater Boston Food Bank’s latest numbers, there were three times as many individuals experiencing food insecurity than in the previous reporting period). Please see section III A for additional details.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

NA

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

All Arlington EATS programs are evaluated internally by staff based on cost-effectiveness, the number of families served, and the amount of food distributed. In each program we survey guests annually. Once every two years we do an agency-wide survey, which is distributed either on paper or online to all guests who are registered in our database.

Our most recent agency-wide survey was translated into 12 languages and sent to all guests who registered between May 2021 and June 2022. We received 224 responses in which 10 different languages were represented. This survey was focused on improving the experience for EATS guests. Our experience and response rates demonstrate our capacity to evaluate this initiative using this method.

In these surveys all relevant stakeholders are considered including program guests, volunteers and staff. We inquire about each stakeholder’s opinions surrounding the accessibility to healthy local food, food choice (including culturally appropriate options), the impact on Supplemental Nutrition Assistance Program (SNAP) and Healthy Incentives Program (HIP) usage, feelings of community involvement and connectedness, and suggestions for improvement.

In order to ensure language is not a barrier to services or feedback, we currently have one Vasco translator device, which offers one-to-one translation in 78 languages, and have plans to buy a second. This device allows our volunteers to conduct surveys on site and increases the diversity of feedback we receive from patrons who utilize our programs.

Adding improved data collection tools will allow us to continually improve our services to meet the needs of all Arlington residents, particularly those at highest risk of food insecurity. Our evaluation also influences the program strategy that guides our work to reduce food insecurity in our community.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington’s plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☐ Open Space & Recreation Plan

☐ Other _____

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

See attachment

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☒ Town wide

☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☒ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☒ One (1) copy of agency’s most recent financial audit

☒ One (1) copy of agency’s MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☒ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Food for EATS Market	\$30,000	\$295,000	\$325,000
TOTAL PROPOSED BUDGET	\$30,000	\$295,000	\$325,000

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:	see below	\$195,000	\$65,000 (committed)
Total:		\$195,000	\$65,000

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. Other funding for this project includes: \$100,000 from grants including \$65,000 that is committed from two multi-year grants; \$195,000 will be raised from individuals, businesses, community and faith-based organizations, and foundations.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$30,000 = \$10.17 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 2,950

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Since the COVID-19 pandemic, the Arlington community, along with many other communities in the state, has seen unprecedented need. EATS has responded by approaching additional private foundation funding sources and increasing the scale and scope of our individual donor initiatives. We have proven that we are committed to supporting the community at the level necessary to ensure no one in Arlington goes hungry. The funding requested is necessary to keep up with the growing need and rising food costs. If funded at a lower amount, we will need to redouble our efforts by approaching both public and private sources for additional funding.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Our work is committed to eradicating food insecurity and fostering a healthier, more inclusive, and economically resilient Arlington for all.

According to the Greater Boston Food Bank, 20.1% of Arlington Households were food insecure in 2022, which encompasses approximately 9,103 individuals. These numbers represent a 200% increase from the previous year.

Based on surveys we have conducted, it is noteworthy that 62% of the families we serve self-identify as 'very low income,' while 32% self-identify as 'low income.' These statistics highlight the financial challenges faced by a significant portion of our community. Annually, we are proud to serve 2,245 low-to-moderate income residents of Arlington who account for approximately 25% of the total population in need.

The onset of the pandemic had a profound impact on the demand for our services. We have witnessed an astounding 150% increase in the number of households we serve each week compared to pre-2020 figures. Despite these challenges, we remain resolute in our commitment to meeting the growing needs of our community. Through strategic programmatic and revenue growth, we have proven our adaptability and resourcefulness in ensuring everyone in Arlington has access to nutritious food.

B. GOAL

Offering access to nutritious food has profound and far-reaching impacts on a community, significantly improving economic outcomes. All of our programs increase access to food, but also to jobs, education, transportation and other services that contribute to the Town of Arlington in meaningful ways which align with the Town's master plan.

EATS' services contribute to the overall health and well-being of individuals, resulting in reduced healthcare costs as diet-related illnesses become less prevalent. The holistic benefits extend to mental health, as nutrient-rich food plays a role in emotional well-being, fostering an active community, and workplace engagement. Moreover, it positively influences education by enhancing the academic performance of children who have consistent access to nutritious meals, thereby contributing to a more skilled and qualified workforce.

Financial stability is further achieved as households, relieved of the financial burden of purchasing food, can redirect funds to other essential needs such as housing, utilities, and education. Initiatives like Arlington Farmers' Market not only provide access to nutritious food but also foster community engagement. Addressing food insecurity among low-income populations contributes to a more equitable distribution of resources, reducing economic disparities within the community.

Arlington EATS takes our role as a leader in the community very seriously. We regularly leverage our many positive collaborative relationships with different Town departments and nonprofit organizations to work together to reduce food insecurity and increase guests ability to rise out of poverty and food insecurity. Local organizations we work with include: The Arlington Council on Aging, Arlington Council on Aging, WIC, Housing Corporation of Arlington, The Arlington Boys and Girls Club, and Arlington Youth Counseling Center.

In essence, Arlington EATS lays the foundation for a resilient, prosperous, and interconnected community by providing access to nutritious food.

C. INPUTS

Arlington EATS, previously known as the Arlington Food Pantry, has been a vital service for the community since 1991. We have an outstanding team who not only bring many skills and talents but are dedicated to our work. The staff specific to this project include: Our Executive Director, Andi Doane, has been with Arlington EATS since 2015 and brings 20 years of experience managing and overseeing various nonprofits. Susan Orson, Program Director, is a community organizer with over 12 years experience building and operating nonprofits to benefit the local community. Natasha Strom, Volunteer Manager, has been involved in volunteer organizations for over 20 years. Vera Ok, Market Manager, has an extensive background in food security work, including working with immigrant and refugee farmers in Lowell.

Our staff has grown over the past five years from three part-time employees to three full-time and three part-time employees. In addition to our staff, we have over 700 annual volunteers, most of whom are Arlington residents. Each week, EATS has 120 shifts for volunteers to serve and provide this critical service to our community.

In FY23, EATS distributed 740,000 pounds of food to the residents of Arlington. We have a wide variety of food sources, both paid and donated, including: The Great Boston Food Bank, Food Link, Boston Area Gleaners, Spin' Spoonfuls, local grocery stores, Holden Produce, and food donations from the community.

In November 2022, we moved both our programs and administrative office to a new facility at 117 Broadway. Our new building marks the first time in 30 years EATS has had our own space for food access. This move has allowed us to open for food distribution on additional days and to expand our programming to include a variety of community agencies that provide services and information to EATS guests. Some of these agencies include: Arlington COA, Arlington Youth Counseling Center, Electrify Arlington, Town of Arlington's DEI Department, Housing Corporation of Arlington, WIC, Saint Vincent de Paul, MassHealth, and Lamplight Literacy. As a result of our growth we have seen a 35% increase in the number of families we serve each week.

EATS has always understood many factors impact the ability for everyone to have access to healthy and nutritious food and therefore we have developed many partnerships in and around Arlington to extend food access beyond the walls of EATS and the populations we are able to reach. Our partnerships include: Arlington Boys and Girls Club, Fidelity House, Arlington Housing Authority, NEAT Dinner, and Arlington Council on Aging.

D. ACTIVITIES

Major activities for this project include the purchase and distribution of nutritious food at the Arlington EATS Market. The Market is currently open Mondays 2-7 p.m., Tuesdays 9 a.m.-12:30 p.m., Wednesdays, 9 a.m.-12 p.m., and Saturdays 10 a.m.-12 p.m. The Home Delivery Program operates on Thursdays and delivers groceries to individuals who are medically frail. EATS will further expand hours to meet future needs.

Staff are needed to oversee the program including sourcing and purchasing food, setting program strategy, policies and procedures, and recruiting and scheduling volunteers.

Volunteers are needed to staff the open Market hours, process and transport home deliveries, and deliver and unload the food stock throughout the week.

The food is ordered, purchased, delivered, unloaded, and stocked on the shelves throughout the week.

The building provides a safe, accessible and dignified space for Arlington residents to access food. Guests make an appointment ahead of time and shop for food once a week. The space allows guests to connect with and access other community agencies that provide services beyond food access, such as clothing and essential items through Cradles to Crayons.

Community partner agencies refer guests to EATS, provide services during Market hours, and receive referrals, food, and financial support from EATS to increase food access.

In the event of a public emergency, EATS will respond as we did in 2020-2021 by developing an action plan that serves our community with no risk to our staff and volunteers. During COVID we quickly shifted to provide no contact home delivery to all EATS guests to ensure safe and uninterrupted access to food.

E. OUTPUTS

The number of unique individuals projected to utilize EATS programs in FY25 is 2,950, a 31% increase from FY23.

The amount of food that will be distributed in FY25 is projected to be 850,000 pounds, a 13% increase from 2023. Each family will receive between 35-50 pounds of food per visit.

The number of Arlington residents engaged as volunteers is expected to be 750 in FY25.

F1. SHORT-TERM OUTCOMES

- 1) Individuals in Arlington who utilize the Market will be provided with nutritious food at no cost to them.
- 2) More individuals will take advantage of the programs that we offer that increase health, well-being and improvement of job prospects.
- 3) More community members will utilize our services due to the fact that we are open more often and the entire experience is destigmatized.

Addressing the immediate needs of community members experiencing hunger empowers individuals to pursue a higher quality of life, unburdened by the constraints of food insecurity.

F2. LONG-TERM OUTCOMES

The longer term outcome is moving individuals towards self-sufficiency, with Arlington EATS as a safety net. We anticipate that facilitating access to nutritious food will profoundly transform our community, fostering economic prosperity through various channels like new and better employment, better academic achievement, and an increased quality of life.

We aim to shape the overall health landscape, curbing healthcare costs by diminishing diet-related illnesses. A significant educational impact is noted, with improved academic performance in children enjoying regular nutritious meals, thus contributing to a more adept workforce.

Financial stability will become fortified as households, liberated from the financial strain of food costs, channel resources toward vital needs like housing and education. The holistic impact extends to mental health, contributing to emotional well-being and fostering a closely-knit community. In essence, the provision of nutritious food acts as a catalyst not only for individual health and economic stability but also for the vibrant community-building that underpins a resilient and thriving society.

Program Year 50 Application-supplemental information

Project: Food for the Market

Organization: Arlington EATS

Town of Arlington Goals: *Please explain which goals and/or strategies the proposed project advances:*

The diverse programming we offer aligns with multiple key priorities in the Town of Arlington Master Plan by creating economic development opportunities and increasing access to services that support our most vulnerable residents.

Programs offered by EATS encompass many facets that directly relate to increased access to critical needs for Arlington residents. Our Market, Home Delivery, Emergency Food Closets, and Fresh Bucks programs provide a source of free food, which helps individuals and families reduce their grocery expenses. This financial relief allows them to allocate funds to other essential needs, such as housing, utilities, education, or healthcare. Additionally, adequate nutrition is essential for overall health and well-being. Access to our services ensures that individuals have nutritious food which promotes good health. Healthy individuals are more likely to be productive in the workforce, reducing absenteeism and increasing overall productivity.

We also have programs built for children that provide snacks in schools and meals during school vacations. When families have consistent access to nutritious food, children can focus on their education and parents can concentrate on their work, contributing to a more stable and economically resilient community. Furthermore, children who have consistent access to nutritious food are more likely to perform well in school. By supporting educational achievement, EATS contributes to the development of a skilled and educated workforce, fostering economic growth.

EATS Market and Arlington Farmers' Market (a program run by EATS) also serve as community hubs, connecting individuals with local resources and support networks. Building these connections can lead to job opportunities, mentorship, and other forms of assistance that contribute to economic development. By improving signage and creating a cohesive appearance among our volunteers and staff at the Farmers' Market, our efforts directly align with the Town's mission to encourage property and business owners to make storefront and commercial sign enhancements. The Arlington Farmers' Market location in Arlington Center, one of three key focus areas for development, also provides a draw that positively impacts local businesses by increasing foot traffic and bringing in diverse clientele.

In partnership with Lamplight Literacy, we host English as a Second Language (ESL) classes to support individuals seeking to enhance their English language proficiency. This endeavor enables them to explore expanded economic opportunities, fostering a pathway to more

meaningful employment and establishing stronger connections within the broader Arlington community.

Through multifaceted programs and strategic collaborations, Arlington EATS remains steadfast in its commitment to eradicating food insecurity and fostering a healthier, more inclusive, and economically resilient Arlington for all, Arlington EATS services are readily available to any resident facing food insecurity.

Re: CDBG application question - Town Goals

Jack Nagle <JNagle@arlingtonhousing.org>

Tue 1/23/2024 9:58 PM

To: Mary Muszynski <mmuszynski@town.arlington.ma.us>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Mary,

Sorry about that! Thanks again for your help and consideration. Let me know if you have any questions or need anything else.

Specific goals and/or strategies the proposed project advances are:

Master Plan

- Article 2, 4 & 5

Housing Plan

- Goal: 2. Create, maintain, and preserve permanent supportive housing that is affordable, accessible, and available to people with disabilities.
- Goal: 3. Preserve and maintain Arlington's existing supply of affordable homes to provide healthy, safe, and stable living environments.

Connect Arlington Sustainable Transportation Plan

- Goal Area: Reduced climate impacts from travel in Arlington - Strategy F.2
- Goal Area: Infrastructure and Policies to Support the Local Economy and Resident Quality of Life - Strategy G.1
- Goal Area: A low-stress bicycling environment - Strategy D.3

Fair Housing Action Plan

- Strategy E: Use Town resources to create opportunities to meet housing need.

Net Zero Action Plan

- Zero Emissions Mobility - High Priority Measure # 2

Very Respectfully,

Jack Nagle
Executive Director
Arlington Housing Authority
4 Winslow Street
Arlington, MA 02474
(781) 646-3400 x160
www.arlingtonhousing.org

From: Mary Muszynski <mmuszynski@town.arlington.ma.us>

Sent: Tuesday, January 23, 2024 3:09 PM

To: Jack Nagle <JNagle@arlingtonhousing.org>

Subject: CDBG application question - Town Goals

Hello Jack,

How are you? I know the CDBG Subcommittee will ask about an answer that was not included with AHA's application. Sorry, my fault that the field is not fillable! If you could please answer the question below I will include it with AHA's application.

The Town plans that this project will support were identified as the Master Plan, Housing Plan, Connect Arlington Sustainable Transportation Plan, Fair Housing Action Plan, and the Net Zero Plan. Would you please explain which specific goals and/or strategies the proposed project advances?

Thank you very much.

Sorry again for the issues with the application. I will have the application revamped for next year.

Mary

Mary Muszynski (pronounced mew-zin-ski, she/her)

Community Development Block Grant Administrator

Department of Planning and Community Development

Town of Arlington

781-316-3094

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

Submission Directions & Requirements

SUBMISSION DIRECTIONS

Applications may be submitted via email or by dropping your printed application off at Town Hall.

To complete the PDF application form:

1. Open the "CDBG Program Year 50 Application" file
2. Click "Save As"
3. Rename the file, "PROGRAM YEAR 50 APPLICATION, PROJECT NAME, ORGANIZATION NAME"
4. Save frequently!
5. Submit the completed grant application and required attachments to: Mary Muszynski via email mmuszynski@town.arlington.ma.us or by dropping your printed application off to the Department of Planning and Community Development in the Town Hall Annex.

SUBMISSION REQUIREMENTS

1. CDBG Grant Application
2. One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (*if applicable*)
3. One (1) copy: Agency's most recent financial audit
4. One (1) copy; MA Certificate of Good Standing

Part I. Agency & Project Summary Information

Instructions for completing each section are included in italic font.

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization: Arlington Housing Authority

Contact Name: Jack Nagle

Title: Executive Director

Mailing Address: 4 Winslow Street, Arlington, MA 02474

Email Address: Jnagle@arlingtonhousing.org

Phone: (781) 646-3400 x160

UEI #: *All entities receiving federal assistance must have a UEI #.*

UEI #: D8BTAQ31FGD9

Registered on SAM.gov? ☒ **(Yes)** ☐ **No**
Registration in the System for Award Management (SAM.gov) keeps track of organizations that are and are not debarred from receiving federal funding. CDBG recipients are required to be registered in this system.

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

- ☐ 501(c)3
 ☐ For-profit authorized under 570.201(o)
 ☐ Faith-based Organization
 ☒ Unit of Government
 ☐ Institution of Higher Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

As a Local Housing Authority, we collaborate with the Executive Office of Livable Communities on capital projects of this size and scope. This provides us the ability to access project managers, engineers, architects, and construction advisors. This results in a well-managed project with increased efficiencies and oversight.

B. Project Information

Project Name: Drake Village Repaving Project

Anticipated Start Date: 3/1/2025

Anticipated End Date: 5/1/2025

Amount of Request: \$300,000.00

Project Address: 18-38 Drake Road, Arlington, MA 02476

C. Eligibility

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

Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least ☒ 33.67% of the residents make a low-or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract:35

Census Tract and Block: **3565.00**

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☒ All beneficiaries are Arlington residents

☐ _____% of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☒ Elderly persons (age 62 and older)

☒ Battered spouses

☒ Homeless persons

☒ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: 240

Households Assisted: 216

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief, elevator pitch-type summary of your project. Please avoid using abbreviation or acronyms.

The current parking lot and roadway owned by the Arlington Housing Authority at Drake Road is in critical need of repaving. With the exception of patched areas, the parking lot and roadway are original to when the Hauser Building was completed in 1975. The Executive Office of Housing and Livable Communities' Capital Planning System indicates

that these paved areas had a lifespan of 20 years. It has been almost 50 years since these parking lots were installed.

Over the years the AHA has made efforts to prolong the life of these paved surfaces through patching. We are now at the point where a full repaving is necessary to address all of the uneven and unsmooth surfaces. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

Town of Arlington Goals: Does the project support or help achieve any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input checked="" type="checkbox"/> Fair Housing Action Plan | <input checked="" type="checkbox"/> Net Zero Plan |
| <input checked="" type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please list which specific goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal & Objective does your project align with? Please select one.

- ☒ Improve the Condition of Existing Housing: Provide decent, affordable housing
Description: Improvements to existing housing conditions including the rehabilitation and preservation of owner- and renter-occupied housing to bring units to code standard or provide safety improvements, energy efficiency improvements, access modifications, or treatment of lead or other home hazards.
- ☐ Increase Economic Development Opportunities: Create economic opportunities
Description: Enhance economic stability and prosperity by increasing economic opportunities for residents through job readiness and skill training, promotion of entrepreneurship (including among culturally diverse populations), and other strategies.
- ☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
Description: Enhance publicly-owned facilities and infrastructure that improves the community and neighborhoods throughout the Town of Arlington. Improvements may include parks, streets, sidewalks,

streetscapes, water/sewer/flood drainage, accessibility to meet American with Disabilities Act (ADA), improvement of neighborhood/recreational facilities, and other infrastructure and facilities.

- ☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments
Description: Increase access to jobs, education, health and wellness, recreation, and health and social services activities.

Geographic Distribution of Activities: (Town wide, or Census Tract)

If the geographic distribution is in a specific area, please note the block group. *You may find the census tract(s) and block group(s) that is/are served by your project or activity by visiting this link and typing in the address.*

- ☐ Town wide
☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in? _____ 3565 _____
find the census tract(s) and block group(s) by visiting this link <https://geomap.ffiec.gov/FFIECGeocMap/GeocodeMap1.aspx>

New Public Services Program:

Is the proposed project offering a new service or a continued service? *Please select one.*

- ☐ New Service
☐ Continued Service

Community Availability:

Is the proposed project available from any other providers in the community? *Please select one.*

- ☒ No, not available from other providers in the community
☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
☒ One (1) copy of agency's most recent financial audit
☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be provided to supplement your application:

- ☒ Letters of Support
☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget *Instructions for completing each section are included in italic font.*

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses & funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) *Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.*

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Construction	\$257,395.00	\$404,862.00	\$662,257.00
Acquisition			
Appraisals/Studies			

Design	\$42,605.00	\$42,606.00	\$85,211.00
Other:			
Other:			
TOTAL PROPOSED BUDGET	\$300,000.00	\$447,468.00	\$747,468.00

C. *Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:	EOHLC	\$447,468.00	Committed
Local:			
Private:	Example: Grant from the Sample Foundation	Example: \$4,000	Example: \$4,000
Total:			

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

The Arlington Housing Authority does not have any additional pending funding sources, but is planning to submit an application for a grant(s) so that EV Charging stations could be installed as part of this project. Additionally, we plan to submit a grant to upgrade the street and parking lot lighting during this project as well. Neither of these funding sources will impact the AHA's ability to move forward with the core project, which is to repave the parking lots and roadway at Drake Village.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program: \$10,000 funding request /100 people served= \$100/person.

EXAMPLE

TOTAL CDBG REQUEST AMOUNT:	\$	300,000	= \$	1,250.00	PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES:	#	240			

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

It is possible that we can advocate to EOHLC for additional capital funding to cover special features such as EV charging stations through special funding sources for that purpose. Insufficient funding for repaving project could result in delaying the project another year or so. It could also result in only part of the parking lot or roadway being completed.

Part III. Project Narrative Table *Instructions for completing each section are in italic font.*

A. NEED STATEMENT

Discuss the community need that will be addressed through your proposed project. Provide data to document the needs to be met or the problem(s) to be addressed by the project.

The current parking lot and roadway owned by the Arlington Housing Authority at Drake Road is in critical need of repaving. With the exception of patched areas, the parking lot and roadway are original to when the Hauser Building was completed in 1975. The Executive Office of Housing and Livable Communities' Capital Planning System indicates that these paved areas had a lifespan of 20 years. It has been almost 50 years since these parking lots were installed.

Over the years the AHA has made efforts to prolong the life of these paved surfaces through patching. We are now at the point where a full repaving is necessary to address all of the uneven, unsmooth and damaged surfaces. Failure to repave this parking lot and roadway in the near future will result in increased health and safety risks especially during the winter months.

B. GOAL

Discuss your proposed goals to meet the community need noted above and to address associated problems. Please share how these relate to the CDBG Consolidated Plan goal you selected in Part I of this application.

The goal of this project is to repave all parking lot areas at Drake Village. This includes the AHA owned roadway that connects the parking lots to the Town owned portion of Drake Road. This repaving job will make Drake Village a safer place for AHA residents to live. It will also make these roadways safer for walkers, runners or bicyclists from the Arlington community that use Drake Village's parking lots and roadways to get between the Minuteman Bikeway, the Reservoir and Mass. Ave.

Additionally, these improvements will be completed in accordance with ADA and other requirements, which will better serve our residents and the greater community. Also, the AHA is working to add EV charging stations and will consider other improvements that support sustainability, energy efficiency and decarbonization goals.

C. INPUTS

What resources (staff, facilities, equipment, funding, organizational knowledge and experience, partnerships, and supplies) will be dedicated or leveraged to help execute the proposed project? Please note the staff member(s) responsible for each task and/or responsibility to be carried out.

There will be numerous checks and balances within this project. This project will be planned, designed, procured and completed in accordance with all Massachusetts procurement laws, regulation and guidance. In addition to AHA staff oversight, there will be Executive Office of Housing and Livable Communities (EOHLC) staff members with construction, architecture and project management experience overseeing the project. An architecture firm known as a "house doctor," will be assigned to design and oversee the project as well. They will schedule check-ins, meetings and complete punch lists with the contractor at various phases throughout the projects life. Additionally, in accordance with MGL Ch. 149 the contractor will need to have the appropriate certifications. They will also receive a DCAMM contractor evaluation, which could impact their ability to complete future work for state and local agencies.

D. ACTIVITIES

Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, counseling/case-management, housing production, etc.). Please note how you will utilize the inputs mentioned above to fulfill the mission and goals of the project. Please provide a complete description of your program. Please also indicate any contingency planning for providing services in the event that public health or safety protocols disallow or limit in- person gatherings.

This project will involve repaving the parking lots and AHA owned roadway at Drake Village. The AHA will utilize the expertise, and resources available through its own staff as well as those available through the Executive Office of Housing and Livable Communities, which includes an assigned construction advisor, designer, engineer, and project manager. Additionally, the AHA will work with the Sustainability program at EOHLC to determine the potential surrounding EV charging stations and other related improvements.

E. OUTPUTS

Outputs are the quantifiable products of program activities. (e.g. the number of clients who will be assisted, persons trained, children in the program, architectural barriers removed, etc.). Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended outcomes.

The repaving of these paved surfaces at Drake Village will result in a safer roadway for residents, pedestrians and drivers. It will increase accessibility and reduce impediments to accessing the building, parking areas, and other features located around the Drake Village area including the reservoir, Minuteman Bikeway, Trader Joes, Walgreens, and public transit.

F1. SHORT-TERM OUTCOMES

The repaving of these paved surfaces will immediately result in a safer and more accessible environment for residents and the community.

F2. LONG-TERM OUTCOMES

The repaving of these paved surfaces could encourage residents and members of the community to utilize features surrounding the property including the reservoir, Minuteman Bikeway, Trader Joes, Walgreens, and public transit.

Mariann Donovan

37 Drake Road
Apartment 413
Arlington, MA 02476

November 24, 2023

CDBG Subcommittee
c/o Mary Muszynski
730 Massachusetts Avenue, Annex
Arlington, MA 02476

Dear Ms. Muszynski,

Please pass my letter along to the CDBG Subcommittee.

I am writing to express my enthusiastic support for the CDBG funding application submitted by the Arlington Housing Authority for the repaving of the Drake Village parking lot. This project holds immense significance for the residents of Drake Village, a senior housing complex, where many individuals rely on rollator walkers, quad canes and wheelchairs to aid their mobility.

The current condition of the parking lot and drive, along the bikeway side, poses serious safety concerns. The prevalence of numerous deep potholes creates hazards for all residents and especially those with mobility challenges. The repaving project is crucial in addressing these health and safety issues promptly, ensuring the well-being of the Drake Village community, particularly during the winter months.

The parking lot adjacent to the bikeway side requires urgent attention, not only to address immediate safety concerns but also to contribute to the overall well-being and inclusivity of our community. There are many mobility challenged residents who need to get out and walk everyday, not only to meet their basic needs, such as food shopping and picking up prescriptions, but also to exercise, socialize, and participate in activities of the community. The repaving project will enhance the safety and quality of life for community members, particularly those with the unique needs of the seniors and disabled residing in Drake Village.

Thank you for your commitment to suitable living environments and I hope you'll embrace the opportunity to create a safer and more accessible environment for the residents of Drake Village.

Sincerely,

Mariann Donovan
President
Drake Village Tenant's Association



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information

A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)

Agency/Organization:

Contact Name:

Title:

Mailing Address:

Email Address:

Phone:

Universal Entity Identifier (UEI) #:

All entities receiving federal assistance must have a UEI #. .

Registered on SAM.gov? ☐ Yes ☐ No

All entities receiving federal assistance must be registered on SAM.gov

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

☐ 501(c)3

☐ For-profit authorized
under 570.201(o)

☐ Faith-based
Organization

☐ Unit of Government

☐ Institution of Higher
Education

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.

B. Project Information

Project Name:

Is this project new to your organization?

☐ Yes

☐ No

Anticipated Start Date:

Anticipated End Date:

Amount of Request:

Project Address(es):

C. Eligibility

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

Low/Moderate Income Benefit:

☐ **Low/Moderate Income Area Benefit (LMA):** the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at <https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx> to determine your activity's census tract code. Census Tract: _____

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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 (LMH):** the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

☐ **Low/Moderate Jobs (LMJ):** the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.

Slum/Blight:

☐ **Slum or Blighted Area (SBA):** the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.

☐ **Spot Blight (SBS):** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Urgent Need:

☐ **Urgent Need:** the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.

Beneficiaries:

Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.

☐ All beneficiaries are Arlington residents

☐ _____ % of beneficiaries are Arlington residents

Does your project benefit any of the following demographics?

☐ Abused children

☐ Elderly persons (age 62 and older)

☐ Battered spouses

☐ Homeless persons

☐ Severely disabled adults (as defined by Bureau of Census*)

☐ Illiterate adults

☐ Persons living with AIDS

☐ Migrant farm workers

☐ Other (please specify): _____

Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.

Persons Served: _____

Households Assisted: _____

Jobs Created: _____

Businesses Assisted: _____

D. Project Summary
Brief Project Description: <i>Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.</i>
Returning Applicants: <i>Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.</i>
Performance Evaluation Plan: <i>Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?</i>
Town of Arlington Goals: <i>Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.</i> <div><div><input type="checkbox"/> Town of Arlington Master Plan</div><div><input type="checkbox"/> Fair Housing Action Plan</div><div><input type="checkbox"/> Net Zero Plan</div><div><input type="checkbox"/> Housing Plan</div><div><input type="checkbox"/> Open Space & Recreation Plan</div><div><input type="checkbox"/> Other _____</div><div><input type="checkbox"/> Connect Arlington Sustainable Transportation Plan</div></div> <i>Please explain which goals and/or strategies the proposed project advances:</i>
Consolidated Plan Goals and Objectives Which Consolidated Plan Goal does your project align with? (select one) <div><div><input type="checkbox"/> Improve the Condition of Existing Housing: Provide decent, affordable housing</div><div><input type="checkbox"/> Increase Economic Development Opportunities: Create economic opportunities</div><div><input type="checkbox"/> Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments</div><div><input type="checkbox"/> Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments</div></div>
Geographic Distribution of Activities: (Town wide or Census Tract) If the geographic distribution is in a specific area, please note below. <div><div><input type="checkbox"/> Town wide</div><div><input type="checkbox"/> Specific Area – Which block group(s)/census tract(s) is/are the project located in? <div></div></div></div>
Community Availability: Is the proposed project available from any other providers in the community? <div><div><input type="checkbox"/> No, not available from other providers in the community</div><div><input type="checkbox"/> Yes, available from other providers in the community (please explain _____)</div></div>
E. Attachments
The following attachments must accompany this proposal: <div><div><input type="checkbox"/> 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)</div><div><input type="checkbox"/> One (1) copy of agency’s most recent financial audit</div><div><input type="checkbox"/> One (1) copy of agency’s MA Certificate of Good Standing</div></div> The following attachments are optional and may be used to supplement your proposal: <div><div><input type="checkbox"/> Letters of Support</div><div><input type="checkbox"/> Resumes, brochures, newspaper articles, or other organizational marketing materials</div></div>

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project’s acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET			

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:			
Local:			
Private:			
Total:			

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT:

TOTAL NUMBER OF PROPOSED BENEFICIARIES:

\$

=

\$

PER BENEFICIARY

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
B. GOAL	
C. INPUTS	
D. ACTIVITIES	
E. OUTPUTS	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320, Fax (781) 316-3281

CDBG PY50 Annual Curb Ramp Project Application: Planned Work

<u>Description</u>	<u># Ramps</u>
Annual Curb Ramp Project.....	56

The Department of Public Works has developed the following plans for the installation of Curb Ramps for the 2024 Construction Season. The locations are as follows:

PLANNED 2024 Construction Contract (56)

Main St.	Side St.	Curb Ramps (ea)	Estimated Cost
HERBERT ROAD			
	Chandler St.	8	\$24,000.00
	Melrose St.	8	\$24,000.00
	Varnum St.	8	\$24,000.00
	Magnolia St.	2	\$6,000.00
	Magnolia Park Entrance	2	\$6,000.00
	Thorndike St.	8	\$24,000.00
	Fairmont St.	8	\$24,000.00
	Lafayette St.	2	\$6,000.00
BROOKS AVENUE			
	Chandler St.	2	\$6,000.00
	Egerton Rd.	2	\$6,000.00
	Melrose St.	2	\$6,000.00
	Milton St.	2	\$6,000.00
	Varnum St.	2	\$6,000.00
	Sub-Total	56	\$168,000.00



- Poles (All Pole Uses)
- Lamp Pole
 - Utility Pole
 - Utility Pole with Street Light
 - Pedestrian Signal Pole
 - Traffic Signal Pole
 - Traffic Signal Pole w/PEDESTRIAN
- Places by Category
- Police Station
 - Fire Station
 - School
 - Library
 - Public Works
- Parcels
- Buildings
- Pavement Markings
- MA Highways
- Interstate
 - US Highway
 - Numbered Routes
- Town Boundary
- Abutting Towns
- Cemetery - Roads
- Road1
 - Road2
 - Road3
 - Road4
- Impervious Surface - For Base Map
- Street
 - Sidewalk
 - Street Island
 - Driveway
 - Parking Lot
 - Bike Path
- Roads - For Large Scale (for Town)
- Roads - For Small Scale (for Town)
- Major Road
 - Local Road
- Master Plan Base Map - Minimum
- Water Line
- Water Body



CDBG_PY50 CURB RAMP PROJECT

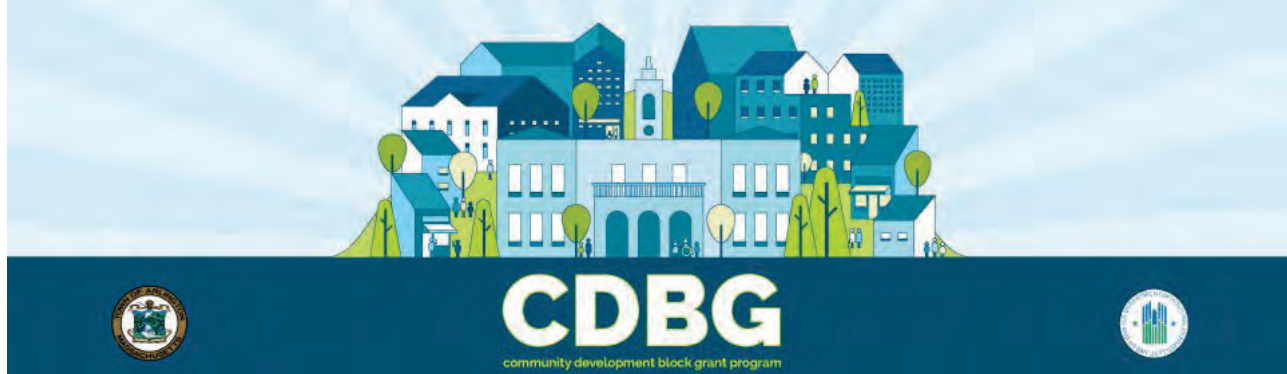
Curb Ramp Location: ★

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

0 200 400 ft

Printed on 01/10/2024 at 04:20 PM

CDBG_PY50 Planned Curb Ramp Construction



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information										
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)										
Agency/Organization: Town of Arlington Department of Planning and Community Development										
Contact Name: David Morgan	Title: Environmental Planner									
Mailing Address: 730 Massachusetts Avenue										
Email Address: dmorgan@town.arlington.ma.us	Phone: 781.316.3012									
DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov									
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)										
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)									
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government									
<input type="checkbox"/> Institution of Higher Education										
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here.										
B. Project Information										
Project Name: Lower Mill Brook Flood Resilience	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No									
Anticipated Start Date: 07/01/2024	Anticipated End Date: 06/31/2025									
Amount of Request: \$175,000	Project Address(es): Multiple Town owned parcels without street addresses									
C. Eligibility										
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.										
<p>Low/Moderate Income Benefit:</p> <p><input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: BG 1, Tract 3567.03 and BG 2, Tract 3564, Middlesex, MA</p> <p><input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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</p> <p><input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.</p> <p>Slum/Blight:</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p> <p>Urgent Need:</p> <p><input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.</p>										
<p>Beneficiaries:</p> <p>Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.</p> <p><input checked="" type="checkbox"/> All beneficiaries are Arlington residents</p> <p><input type="checkbox"/> _____ % of beneficiaries are Arlington residents</p> <p>Does your project benefit any of the following demographics?</p> <table border="0"> <tr> <td><input type="checkbox"/> Abused children</td> <td><input type="checkbox"/> Elderly persons (age 62 and older)</td> <td><input type="checkbox"/> Battered spouses</td> </tr> <tr> <td><input type="checkbox"/> Homeless persons</td> <td><input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</td> <td><input type="checkbox"/> Illiterate adults</td> </tr> <tr> <td><input type="checkbox"/> Persons living with AIDS</td> <td><input type="checkbox"/> Migrant farm workers</td> <td><input type="checkbox"/> Other (please specify): LMI Individuals</td> </tr> </table>		<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses	<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults	<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): LMI Individuals
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses								
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<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): LMI Individuals								
<p>Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.</p> <p>Persons Served: 3,222 Households Assisted: 1,253 Jobs Created: _____ Businesses Assisted: _____</p>										

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

Mill Brook, once a lifeblood for Arlington, is now struggling to handle the town's increased stormwater. Frequent flooding threatens homes, businesses, and infrastructure, especially in the environmentally sensitive east end. This project proposes nature-based solutions, like wetland restoration and improved infrastructure, along three key points: Cooke's Hollow, Mount Pleasant Cemetery, and Meadowbrook Park. Each location will be assessed, designed, and permitted for floodwater storage, including enhancements to open space, bridge replacement, bank stabilization, and crucial wetland restoration in Meadowbrook Park. By moving from concept to design, Arlington aims to build a more resilient future for the CDBG communities in the lower reaches of Mill Brook.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

Arlington's Mill Brook project takes a data-driven approach to tackling flooding. Hydraulic modeling will be the star of the show, simulating various designs for Cooke's Hollow, the Cemetery bridge, and Meadowbrook Park to predict their impact on water flow, flooding, and sediment. This vital information will ensure the project effectively reduces flooding and restores the natural flow of the brook. But it's not just about numbers. Social impact assessments will gauge the project's benefits for surrounding communities, from flood protection and park access to potential economic boosts from a revitalized green space. By combining data-driven design with a focus on people, Arlington's Mill Brook project aims to build a more resilient future for all, with frontline priority communities leading the way.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☐ Net Zero Plan

☐ Housing Plan

☒ Open Space & Recreation Plan

☒ Other

Hazard Mitigation Plan, Municipal Vulnerability Preparedness Plan

☐ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Please see attached.

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☐ Increase Economic Development Opportunities: Create economic opportunities

☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☐ Town wide

☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

BG 1, Tract 3567.03 and BG 2, Tract 3564, Middlesex, MA

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☐ One (1) copy of agency's most recent financial audit

☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☐ Letters of Support

☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Task 1: Permitting Analysis and Pre-design Scoping			
Task 2: Detailed Park Design			
Task 3: Environmental Permitting			
Reporting and Administration			
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies	5,000	30,000	35,000
Design	100,000	400,000	500,000
Other: Permitting	65,000	250,000	315,000
Other: Reporting&Admin	5,000	20,000	25,000
TOTAL PROPOSED BUDGET	175,000	700,000	875,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:			
State:	Municipal Vulnerability Preparedness Program	700,000	Pending
Local:			
Private:			
Total:			

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. A concept for Cooke's Hollow was developed in FY23, funded by CPA at \$70,000.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ **54.31** PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

Municipal Vulnerability Preparedness Program funding will be contingent upon the award of CDBG funds. There is no alternative source for the amount requested.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT

Channelized and choked by development, Mill Brook now struggles to handle the town's growing stormwater, unleashing floods that threaten homes, businesses, and essential infrastructure. The high-density east end, home to many vulnerable residents, is particularly at risk. The historic Mount Pleasant Cemetery faces erosion, with caskets interred just 20 feet from the scoured banks. The vital Mystic Valley Parkway, a lifeline for jobs and healthcare, is regularly flooded and washed out. This is not just an inconvenience; it's a public safety hazard and an economic drain. Delaying repairs isn't an option. Each storm risks a catastrophic overflow, jeopardizing lives, livelihoods, and the very fabric of our community. The Mill Brook project is more than just a flood mitigation plan; it's an investment in Arlington's future, a chance to restore the brook's natural flow and build resilience against the challenges of a changing climate.

B. GOAL

There are five goals to the project.

Slow and Store the Flow: Adapt the brook's natural flow to handle increased stormwater and prevent flooding in vulnerable areas like the east end.

Restore Resilience: Revitalize Meadowbrook Park and other key sites, enhancing their ability to store floodwater and protect infrastructure.

Bridge the Gap: Connect communities through improved park access and a safer, more accessible Mystic Valley Parkway.

Nurture Nature: Restore wetlands and stabilize eroding banks, boosting ecological health and beauty in the heart of Arlington.

Build a Future: By harnessing nature's power, create a more resilient and sustainable Arlington for generations to come.

C. INPUTS

The Mill Brook project draws on a diverse tapestry of inputs to guide its design and implementation. Physical data, like maps and water flow models, paints a picture of the current landscape and potential challenges. Engineering and environmental expertise ensures technical feasibility and ecological harmony. Community input, through meetings and surveys, shapes the project to align with residents' needs and concerns, with a focus on environmental justice. Regulatory approvals and adherence to best practices safeguard safety, effectiveness, and long-term sustainability. This intricate web of information informs the project's evolution, aiming to tame Mill Brook, restore its natural flow, and build a resilient future for Arlington's environment and its people.

D. ACTIVITIES

This is a complex project. Below it is broken out into sections by property.

Cooke's Hollow:

Open space enhancements: Improve existing amenities, potentially including trails, signage, and educational features.
Streambed and bank enhancements: Analyze and design improvements to stabilize the banks, reduce erosion, and enhance the streambed for habitat and flow.
Hydraulic modeling: Apply the updated Weston & Sampson model to assess the effectiveness of design options and optimize flood storage capacity.

Mount Pleasant Cemetery:

Bridge replacement: Design and permit a new bridge to improve flow and reduce upstream flooding.
Culvert and brook channel improvements: Analyze and design improvements to the culvert and brook channel beneath the bridge to increase flow capacity and reduce upstream flooding.
Bank stabilization: Design and implement measures to secure the eroding western bank near the cemetery, protecting grave sites and infrastructure.

Meadowbrook Park:

Wetland restoration: Enhance the wetland's natural function by removing invasive vegetation, restoring native species, and improving water quality and flow.
Sediment removal: Address sediment buildup that reduces storage capacity and constricts flow at critical points.
Park redesign: Integrate flood storage elements seamlessly into the park design, including potential features like ponds, floodplains, and nature trails.
Hydraulic modeling: Utilize the model to analyze various design options for the park and ensure their effectiveness in managing floodwater and improving flow.

Additional Activities:

Public engagement: Conduct meetings, surveys, and workshops to involve the community in the project's design and implementation.
Environmental assessments: Evaluate the project's potential impact on water quality, wildlife, and sensitive habitats.
Social and economic impact assessments: Analyze the project's benefits for surrounding communities, such as flood protection, park access, and potential economic boosts.
Permits and approvals: Secure all necessary permits and approvals from federal, state, and local agencies.

E. OUTPUTS

The outputs can also be detailed by property in line with the activities listed above. General outputs are provided in the following list.

Reduced flooding: Improved protection for homes, businesses, and infrastructure in the east end and beyond.

Increased resilience: Enhanced ability of the Mill Brook system to handle future storm events and climate change impacts.

Improved environmental health: Restored natural functions of the brook and park, benefiting water quality, wildlife, and habitat.

Enhanced quality of life: Increased green space access, improved park amenities, and safer neighborhoods.

Public engagement and education: Increased awareness about flood mitigation, environmental stewardship, and community resilience.

F1. SHORT-TERM OUTCOMES

Within 1-3 years of project completion, construction will begin and the project will provide the following.

Reduced flooding in East Arlington: Improved flow and storage capacity in lower Mill Brook will provide immediate relief during heavy rainfall events.

Enhanced park access and amenities: Improved trails and signage at Cooke's Hollow and Meadowbrook Park will increase recreational opportunities for residents.

Increased community engagement and awareness: Public outreach and education efforts will raise awareness about flood mitigation and environmental stewardship.

F2. LONG-TERM OUTCOMES

Looking to the 5+ year horizon, the following outcomes can be anticipated.

Significant reduction in flood risk: Restored wetlands and optimized flood storage elements in Meadowbrook Park will offer substantial protection against future floods.

Improved ecological health of Mill Brook: Reduced erosion, restored habitat, and improved water quality will benefit wildlife and enhance the overall ecosystem.

Increased resilience to climate change: The project's infrastructure and restored natural systems will better withstand the impacts of increased storms and extreme weather events.

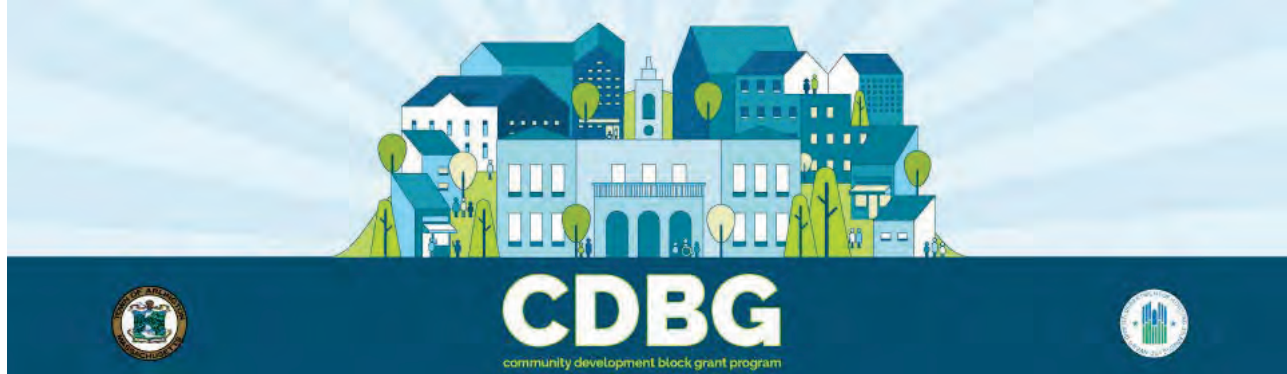
More vibrant and livable community: Improved green spaces, safer neighborhoods, and enhanced recreational opportunities will contribute to a more attractive and resilient Arlington.

Model for sustainable flood mitigation: The project's success can be replicated in other communities facing similar challenges, serving as a model for sustainable flood management.

Town of Arlington Goals

Several Arlington town plans support the proposed Mill Brook flood mitigation project:

1. Arlington Municipal Vulnerability Preparedness (MVP) Plan and Hazard Mitigation Plan: These plans identified Mill Brook improvements as necessary due to the high risk of flooding in the area.
2. Mill Brook Corridor Report (2019): This report highlighted the impact of flooding in the proposed project section and its direct impact on economic development and quality of life. It identified the area as an opportunity for both flood mitigation and habitat restoration.
3. Resilient Mystic Collaborative: Arlington's participation in this collaborative helped prioritize Meadowbrook Park for redesign due to its potential to enhance both ecological and social resilience.
4. Arlington's Community Preservation Act (CPA) funding: The Town recently completed a CPA-funded concept design for Cooke's Hollow, demonstrating its commitment to improving the area. Additionally, past CPA funding supported the development of the Mill Brook Corridor Report, further solidifying the Town's commitment to the project's goals.



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information										
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)										
Agency/Organization: Foot of the Rocks Working Group/Town Manager's office										
Contact Name: Allan Tosti/Christine Bongiorno	Title: Chair, Working Group/Deputy Town Manager									
Mailing Address: 419 Watermill Place, Unit 419/Town Hall, both Arlington, MA 02476										
Email Address: abtosti@outlook.com/cbongiorno@town.arlington.ma.us	Phone: 781 820-1580/781 316-3002									
DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov									
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)										
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)									
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government									
<input type="checkbox"/> Institution of Higher Education										
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. Foot of the Rocks Working Group/Town Manager's office										
B. Project Information										
Project Name: Foot of the Rocks Battlefield Memorial	Is this project new to your organization? <input type="radio"/> Yes <input type="radio"/> No									
Anticipated Start Date: July 1, 2024	Anticipated End Date: April 19, 2025									
Amount of Request: \$200,000	Project Address(es): Corner of Mass Ave and Lowell Street									
C. Eligibility										
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.										
<p>Low/Moderate Income Benefit:</p> <p><input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: Block 3566.02</p> <p><input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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</p> <p><input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.</p> <p><input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.</p> <p>Slum/Blight:</p> <p><input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.</p> <p><input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.</p> <p>Urgent Need:</p> <p><input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.</p>										
<p>Beneficiaries:</p> <p>Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.</p> <p><input checked="" type="checkbox"/> All beneficiaries are Arlington residents</p> <p><input type="checkbox"/> _____ % of beneficiaries are Arlington residents</p> <p>Does your project benefit any of the following demographics?</p> <table border="0"> <tr> <td><input type="checkbox"/> Abused children</td> <td><input checked="" type="checkbox"/> Elderly persons (age 62 and older)</td> <td><input type="checkbox"/> Battered spouses</td> </tr> <tr> <td><input type="checkbox"/> Homeless persons</td> <td><input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)</td> <td><input type="checkbox"/> Illiterate adults</td> </tr> <tr> <td><input type="checkbox"/> Persons living with AIDS</td> <td><input type="checkbox"/> Migrant farm workers</td> <td><input type="checkbox"/> Other (please specify): _____</td> </tr> </table>		<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses	<input type="checkbox"/> Homeless persons	<input checked="" type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)	<input type="checkbox"/> Illiterate adults	<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Abused children	<input checked="" type="checkbox"/> Elderly persons (age 62 and older)	<input type="checkbox"/> Battered spouses								
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<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers	<input type="checkbox"/> Other (please specify): _____								
<p>Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.</p> <p>Persons Served: 50K Households Assisted: 0 Jobs Created: 10 Businesses Assisted: 20</p>										

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

The Foot of the Rocks Parklet re-design project is at the intersection of Massachusetts Avenue and Lowell Street. The current location is an area of land that is inaccessible and difficult to access by residents and visitors. The goal of this project is to re-grade and redesign this space to make it an accessible gathering space that also provides historical education to visitors to the area about the significance of the location in the history of the American Revolution. As it currently stands, the Heights District does not have a space or parklet along Massachusetts Avenue that allows visitors and members of the community to gather. This space and redesign meets this need. Additionally, the project ties in well with the entire redesign and accessibility improvements that are happening in the Appleton/Mass Ave area further down Mass Ave and will also boost accessibility for residents and visitors in the new housing developments that are underway at the Artemis Development and planned hotel location a block away.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

No funds received from CDBG in prior year.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The goal is to have this project complete and ready for public use by the April 19, 2025 Semiquincentennial anniversary of the American Revolution. The site marks the site of the Foot of the Rocks Battlefield which is a historic site that recognizes the events of April 19, 1775. The redesign of this space will allow all visitors regardless of ability to access the space to learn about the history while enjoying an accessible and open space in the Heights District. The project is shovel-ready and has finished

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

☒ Town of Arlington Master Plan

☐ Fair Housing Action Plan

☒ Net Zero Plan

☐ Housing Plan

☒ Open Space & Recreation Plan

☐ Other _____

☒ Connect Arlington Sustainable Transportation Plan

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

☐ Improve the Condition of Existing Housing: Provide decent, affordable housing

☒ Increase Economic Development Opportunities: Create economic opportunities

☒ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments

☐ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

☐ Town wide

☒ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Arlington Heights Census Tract Block 3566.02

Community Availability:

Is the proposed project available from any other providers in the community?

☒ No, not available from other providers in the community

☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)

☒ One (1) copy of agency's most recent financial audit

☒ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

☒ Letters of Support

☒ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A **OR** Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
not applicable			
TOTAL PROPOSED BUDGET			

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction	200,000	1,000,000	1,200,000
Acquisition			
Appraisals/Studies		112,000	112,000
Design		50,000	50,000
Other:			
Other:			
TOTAL PROPOSED BUDGET	200,000	1,162,000	1,362,000

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:	National Park Service	50,000	Pending
State:	State budget	250,000	Pending
Local:	CPA, budget	762,000	Partially committed
Private:	donations	100,000	Pending
Total:		1,162,000	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support. \$162,000 has been committed for planning, final working drawings and bid specs. The remaining is in process.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program. Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ _____ = \$ _____ PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # _____

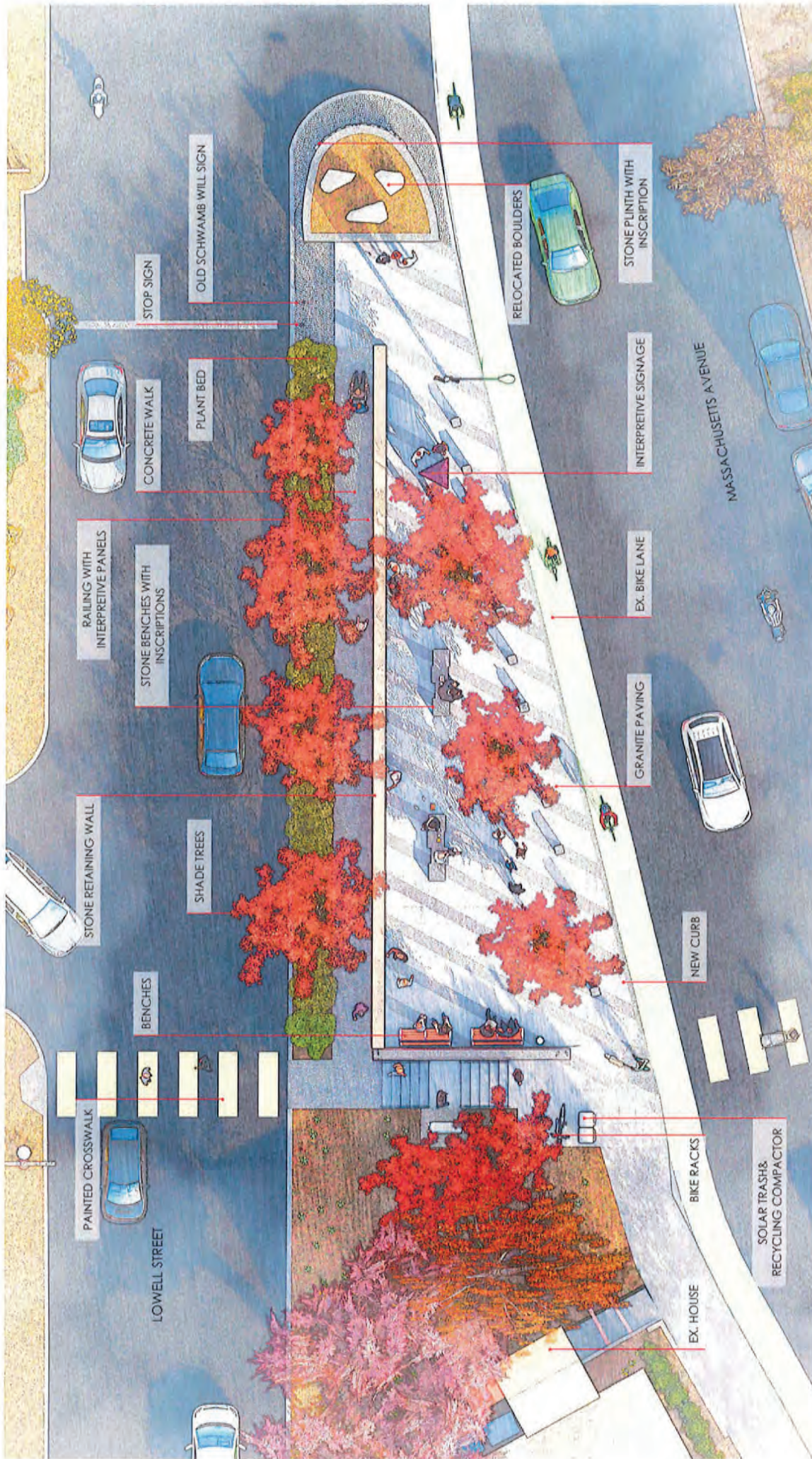
E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

We are seeking \$200,000 to support as much of the accessible elements that are incorporated into the design of the space. At this time, we will be accessing multiple funding sources.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
<p>The Foot of the Rocks Parklet re-design project is at the intersection of Massachusetts Avenue and Lowell Street. The current location is an area of land that is inaccessible and difficult to access by residents and visitors. The goal of this project is to re-grade and redesign this space to make it an accessible gathering space that also provides historical education to visitors to the area about the significance of the location in the history of the American Revolution. As it currently stands, the Heights District does not have a space or parklet along Massachusetts Avenue that allows visitors and members of the community to gather. This space and redesign meets this need. Additionally, the project ties in well with the entire redesign and accessibility improvements that are happening in the Appleton/Mass Ave area further down Mass Ave and will also boost accessibility for residents and visitors in the new housing developments that are underway at the Artemis Development and planned hotel location a block away.</p>	
B. GOAL	
<p>To create a safe and accessible route to cross both Lowell Street and Massachusetts Avenue in an area that has seen several deadly accidents. Additionally, on the site there will be a ramp and accessible educational elements and space for the community to gather. There will be no construction of any buildings; the site and area will be made accessible and the area will be made safer for pedestrians to cross both Lowell Street and Massachusetts Avenue.</p>	
C. INPUTS	
D. ACTIVITIES	
<p>At the present time this area is unsafe for both bicycles and pedestrians. It contains a large area of asphalt with traffic coming from several directions. It is dangerous to cross both Lowell Street and Massachusetts Avenue. There have been several accidents and at least one death in the area. This project will create a new path on Lowell Street that crosses Lowell Street at a safer location, creates stairs and a ramp where there is no access and then a crosswalk across Mass. Avenue. It will be safer with traffic coming from only two directions instead of three, and, combined with the Appleton Street project, will help to enhance the physical appearance and make the entire area safer for all parties. This funding will support the ADA accessibility improvements.</p>	
E. OUTPUTS	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
<p>Provide safe accessible space for all to enjoy Enhance economic activity Focus on the history of our town and people Enhance the physical appearance of the area</p>	<p>Newly designed space that is accessible for all visitors to enjoy Fewer accidents and deaths</p>



FOOT OF THE ROCKS

ARLINGTON, MA
DECEMBER 2023





TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and
COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

TO: Select Board, CDBG Subcommittee

FROM: Claire V. Ricker, AICP, Director of Planning and Community Development

DATE: January 12, 2024

SUBJECT: CDBG Program Year 50 – Request for Funds

On behalf of the Department of Planning and Community Development, I am pleased to submit to you the following requests for Community Development Block Grant (CDBG) funds for Program Year 50 which runs from July 1, 2024, through June 30, 2025. These requests were developed to fall within the U.S. Department of Housing and Urban Development's mandated Planning and Administration cap of 20% of the Town's annual CDBG award.

Planning:

Planners – This is a request for **\$65,000** to fund a portion of the salary and fringe benefits for Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, community engagement, land use planning and zoning activities, affordable housing studies and plan implementation.

Long Range Planning for Housing and Community Development Studies – This is a request for **\$65,000** to fund a range of planning activities to help in the creation and preservation of affordable housing, to help provide other benefits to the low- and moderate-income population in Arlington, and to fund development of a comprehensive Master Plan update for the Town of Arlington. These activities will include:

- Studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources.

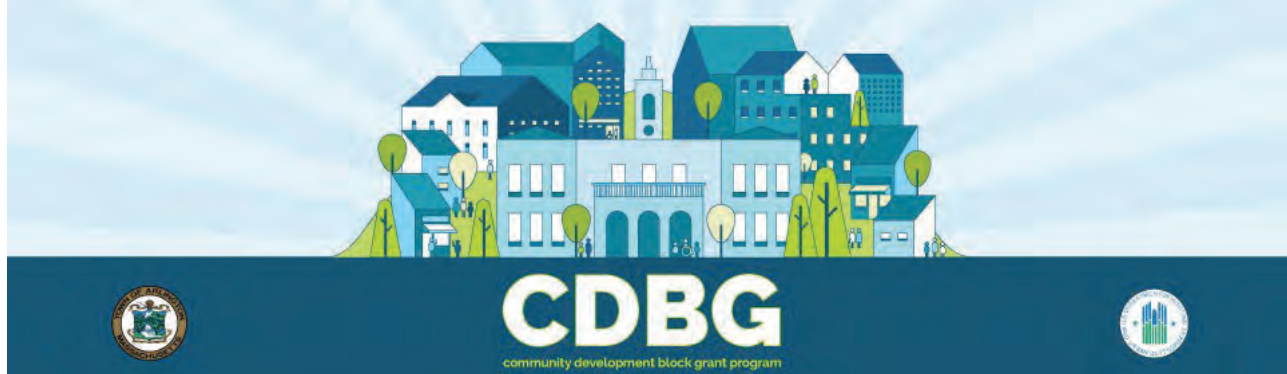
- Identifying resources to preserve homes that are on track to lose affordability due to expiring deed restrictions and other activities which advance affordable housing planning.
- Procuring a consultant to conduct planning analysis, engage in enhanced community outreach, and advance recommendations from the Connect Arlington transportation plan, the Net Zero Action Plan, and the Affordable Housing Action Plan in order to develop an update to the Town of Arlington Master Plan.

Administration:

CDBG Administrator – This is a request for **\$81,185** to fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD.

General Administration – This is a request for **\$18,815** to fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising, membership dues for consortia and associations, and training and travel costs for the Administrator.

Total Request for Planning and Administration: **\$230,000**



FUNDING APPLICATION FOR PROGRAM YEAR 50 (JULY 1, 2024 – JUNE 30, 2025)

PLEASE REFER TO THE CDBG APPLICATION GUIDE WHEN COMPLETING YOUR APPLICATION.

Part I. Agency & Project Summary Information	
A. Contact & Organizational Information (If application is completed by a Collaborative, provide the lead entity contact only)	
Agency/Organization: Envision Arlington	
Contact Name: Juli Brazile	Title:
Mailing Address: 730 Massachusetts Ave., Arlington, MA 02476	
Email Address: jbrazile@town.arlington.ma.us	Phone: 781-316-3071
DUNS #: All entities receiving federal assistance must have a DUNS #.	Registered on SAM.gov? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All entities receiving federal assistance must be registered on SAM.gov
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input type="checkbox"/> 501(c)3	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input checked="" type="checkbox"/> Unit of Government
<input type="checkbox"/> Institution of Higher Education	
Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies here. Department of Planning and Community Development	
B. Project Information	
Project Name: 2025 Annual Town Survey	Is this project new to your organization? <input type="radio"/> Yes <input checked="" type="radio"/> No
Anticipated Start Date: 9/1/2024	Anticipated End Date: 6/1/2025
Amount of Request: \$2,000.	Project Address(es): Town of Arlington
C. Eligibility	
National Objectives: This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box.	
Low/Moderate Income Benefit:	
<input checked="" type="checkbox"/> Low/Moderate Income Area Benefit (LMA): the activity meets the needs of persons residing in a specific area where at least 33.67% of the residents make a low- or moderate-income. Please refer to the map located at https://geomap.ffiec.gov/FFIECGeocMap/geocodeMap1.aspx to determine your activity's census tract code. Census Tract: <u> </u>	
<input type="checkbox"/> Low/Moderate Limited Clientele (LMC): the activity benefits a group of persons (rather than residents in a particular area) 51% of whom themselves or their family make a low- or moderate-income. The following groups are presumed to be eligible: 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	
<input type="checkbox"/> Low/Moderate Housing (LMH): the activity provides or improves permanent residential structures which, upon completion, will be occupied by households that make a low- or moderate-income. This includes but is not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.	
<input type="checkbox"/> Low/Moderate Jobs (LMJ): the activity creates or retains permanent jobs, of which 51% are held by LMI-earning persons.	
Slum/Blight:	
<input type="checkbox"/> Slum or Blighted Area (SBA): the project is in a designated slum/blighted area as defined under State or local law and will address conditions that qualified the area as slum or blighted.	
<input type="checkbox"/> Spot Blight (SBS): the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.	
Urgent Need:	
<input type="checkbox"/> Urgent Need: the activity alleviates emergency conditions. Please note: use of Urgent Need national objective is rare.	
Beneficiaries:	
Will all clients be residents of Arlington? If not, please provide a percentage of non-Arlington residents.	
<input checked="" type="checkbox"/> All beneficiaries are Arlington residents	
<input type="checkbox"/> _____ % of beneficiaries are Arlington residents	
Does your project benefit any of the following demographics?	
<input type="checkbox"/> Abused children	<input type="checkbox"/> Elderly persons (age 62 and older)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Severely disabled adults (as defined by Bureau of Census*)
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
<input type="checkbox"/> Battered spouses	
<input type="checkbox"/> Illiterate adults	
<input checked="" type="checkbox"/> Other (please specify): _____	
Nationally Reportable Outputs: Please indicate the number of outputs expected for one or more categories.	
Persons Served: _____	Households Assisted: ^{4,500} _____
Jobs Created: _____	Businesses Assisted: _____

D. Project Summary

Brief Project Description: Please share a brief “elevator pitch” summary of your project. Please avoid using abbreviations or acronyms.

The survey 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. Envision Arlington prepares an insert to the Town Census making it possible for all residents to express opinions, share personal preferences and priorities for Town programs, and receive updates about important Town issues. This opportunity to educate the community on upcoming projects and facilitate direct communication between the residents to the Town contributes to civic engagement. The survey is administered annually, and is an opportunity for departments and committees across town can submit questions and receive data from a cross-section of residents, aiding in decision-making. Survey responses help identify important issues and guide the Select Board, Town Manager, Town and School departments, as well as other organizations who partner with government to develop and inform policy and improve local services.

Returning Applicants: Provide an assessment of your performance last year. Identify strengths, weaknesses, challenges, and opportunities, and how your organization will build upon and/or address these this year.

The 2023 Annual Town Survey received fewer responses than in the past couple of years. Volunteers continue to seek ways to spread the word to more people through social media and neighborhood flyers. A greater focus is being placed on gathering longitudinal data by repeating key questions year to year. Understanding if program changes in multiple departments are having an impact over time will be valuable to Arlington's current Diversity, Equity and Inclusion initiatives.

Performance Evaluation Plan: Explain your plan for evaluating the progress and results of your project. What quantitative and/or qualitative methods will be used?

The Envision Arlington Standing Committee reviews survey results annually, and aims to increase participation rates in the survey annually. Beyond simply gaining more responses, the Committee uses responses to the demographic questions on the survey to measure whether the full diversity of the town (racially, socioeconomically, age) is represented among survey respondents. During the two months the survey is open, the Committee works with volunteers to conduct targeted outreach to underrepresented groups. After the close of the survey and prior to the next year's survey, the Committee discusses and plans for strategies for increasing overall participation rates, and particularly how participation in underrepresented groups can be increased in the next year's survey.

Town of Arlington Goals: Does the project support or advance any goals established in the Town of Arlington's plans? Please select all plans that apply and specify which goal or strategy within the plan that the project supports.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Town of Arlington Master Plan | <input type="checkbox"/> Fair Housing Action Plan | <input type="checkbox"/> Net Zero Plan |
| <input type="checkbox"/> Housing Plan | <input type="checkbox"/> Open Space & Recreation Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Connect Arlington Sustainable Transportation Plan | | |

Please explain which goals and/or strategies the proposed project advances:

Consolidated Plan Goals and Objectives

Which Consolidated Plan Goal does your project align with? (select one)

- ☐ Improve the Condition of Existing Housing: Provide decent, affordable housing
- ☐ Increase Economic Development Opportunities: Create economic opportunities
- ☐ Enhance Parks, Public Facilities, and Infrastructure: Create suitable living environments
- ☒ Increase Access to Jobs, Education, Transportation, and Other Services: Create suitable living environments

Geographic Distribution of Activities: (Town wide or Census Tract)

If the geographic distribution is in a specific area, please note below.

- ☒ Town wide
- ☐ Specific Area – Which block group(s)/census tract(s) is/are the project located in?

Community Availability:

Is the proposed project available from any other providers in the community?

- ☒ No, not available from other providers in the community
- ☐ Yes, available from other providers in the community (please explain _____)

E. Attachments

The following attachments must accompany this proposal:

- ☐ 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- ☐ One (1) copy of agency's most recent financial audit
- ☐ One (1) copy of agency's MA Certificate of Good Standing

The following attachments are optional and may be used to supplement your proposal:

- ☐ Letters of Support
- ☐ Resumes, brochures, newspaper articles, or other organizational marketing materials

Part II. Project Budget

Please provide a budget for the proposed project, using Table A OR Table B, and Table C as applicable. Include all proposed expenses and funding sources in detail. Upon notification of a project's acceptance, the Town may request a detailed budget.

A. Non-Construction Projects/Activities (Public Services, Economic Development)

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Insert in census mailing	\$1,100		
Survey Monkey subscription	\$300		
Printed copies of survey	\$300		
Promotional materials and supplies	\$300		
TOTAL PROPOSED BUDGET	\$2,000		

B. Construction Projects (Housing, Public Facilities) Note: Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with Town of Arlington staff before submitting an application for a physical project.

Description	A	B	A+B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Construction			
Acquisition			
Appraisals/Studies			
Design			
Other:			
Other:			
TOTAL PROPOSED BUDGET	n/a		

C. Summary of Other Funding: Please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source		Amount	Committed or Pending
Other Federal:		none	
State:		none	
Local:		none	
Private:		none	
Total:		none	

Applicants may use this space to share more information about secured or pending leveraged funds and in-kind support.

D. Cost-Benefit Analysis: Describe how the CDBG costs of your proposed project relate to the beneficiaries of the project. Divide the funding request by the estimated number of people served by this program.
Example: \$10,000 funding request /100 proposed beneficiaries= \$100 per beneficiary.

TOTAL CDBG REQUEST AMOUNT: \$ 2,000 = \$.44 PER BENEFICIARY
TOTAL NUMBER OF PROPOSED BENEFICIARIES: # 4,500

E. Funding Availability: If your project is funded at a lower amount than requested, can it feasibly be carried out? Please explain.

No. The funds are spent on outreach so that all residents are informed of the opportunity to participate. By administering the survey online, Envision Arlington is able to save money on print costs, but concurrently needs to strengthen outreach efforts to reach a diverse range of households. CDBG funding enables us to make sure that every household in Arlington is informed of their opportunity to take the survey, and provides us with the money to deliver print surveys to individuals without access to a computer or the internet.

Part III. Project Narrative Table

Using the prompts and questions provided on page 6 of the Application Guide, complete the table below.

A. NEED STATEMENT	
Envision Arlington seeks to engage all residents in developing common goals and to develop connections between residents and their government.	
B. GOAL	
Town Survey is a tool that allows broad participation without requiring physical presence at a specific meeting. The information gathered is a resource provided at no cost to Town boards, committees, and departments.	
C. INPUTS	
It is important to issue a mailing to each household to ensure equitable access to the survey. Printing is the largest project cost. Volunteer hours for design, outreach, publicity, and data analysis enable the project.	
D. ACTIVITIES	
Envision Arlington provides information about the needs and opinions of residents, aiding Town departments and committees with planning and decision-making data.	
E. OUTPUTS	
In addition to summarizing the answers to the survey questions, the survey allows for open comments that are tagged and filtered by topic. The comments range from suggestions for new programs to feedback on all areas of community life.	
F1. SHORT-TERM OUTCOMES	F2. LONG-TERM OUTCOMES
Short term benefit is data that enables thoughtful, community-guided plans based on broad participation.	Long term benefit is to increase civic engagement by reaching out to every household. Secondly, the survey serves as as a tool for educating residents about programs and services they may not know about that would benefit them.



Town of Arlington, Massachusetts

Update and Approval: Bike Lane Design Guide

Summary:

John Alessi, Senior Transportation Planner

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Bike_Guide_Presentation.pdf	Presentation
▢	Reference Material	Arlington_Bike_Facility_Design_Guide_and_Matrix.pdf	Reference

Arlington Bicycle Facility Design Guide Update

Select Board Meeting

February 5, 2024



T'OOLE
DESIGN

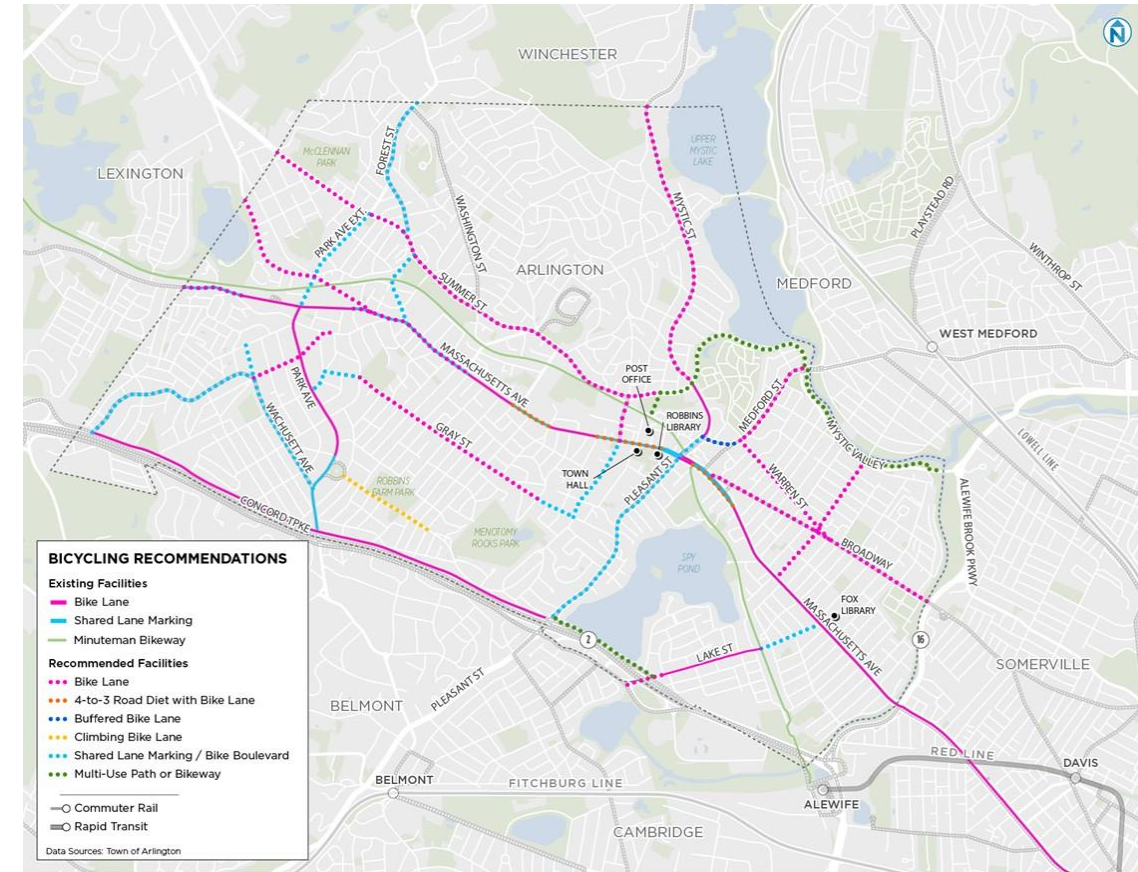


Arlington Bicycle Lane Guidelines Update

- Project Introduction and Goals
- Project Timeline
- Content Summary

Project Introduction

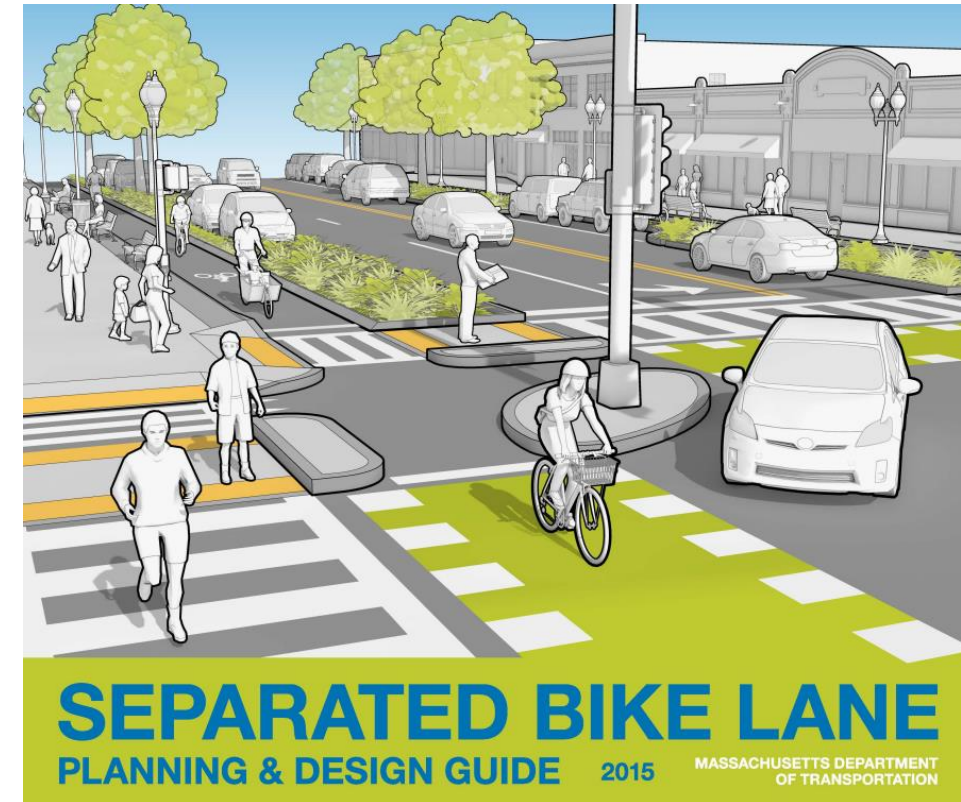
- Town PM – John Alessi
- Toole Design – Sneha Adhikari & Stephanie Weyer, PLA





Project Goals

- Provide clear direction to Town Department of Public Works (DPW) on implementation of bike lanes that is context-sensitive and prioritizes the safety of all roadway users
- Update 2014 guidelines using more recent standards. Many MassDOT and federal bike lane standards + funding programs have changed –requirements/preference for protected/separated bike lanes
 - MassDOT Separated Bike Lane Planning & Design Guide
 - MassDOT Resource Guide for Bikeability
 - AASHTO Bikeway Selection Guide
 - Controlling Criteria and Design Justification Process for MassDOT Highway Division Projects
 - MassDOT Shared Streets & Spaces Grant
 - USDOT Safe Streets & Roads for all (SS4A) Grant





Project Goals

- Identify how Town Planning & Community Development Department is incorporated into design projects
- Align with plans and goals outlined in other Town planning documents including:
 - Connect Arlington
 - Minuteman Bikeway Planning projects
 - Town Complete Streets Policy & Prioritization Plan





Project Timeline



Arlington Bike Facility Design Guide

Arlington Bike Facility Design Guide

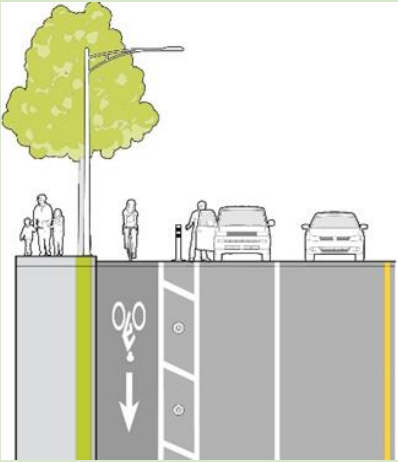
Summary of Content





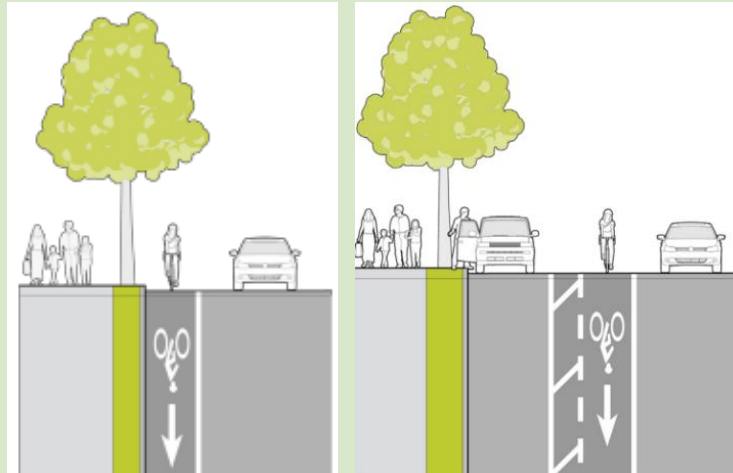
Bike Facility Types

Separated Bike Lanes (SBLs)



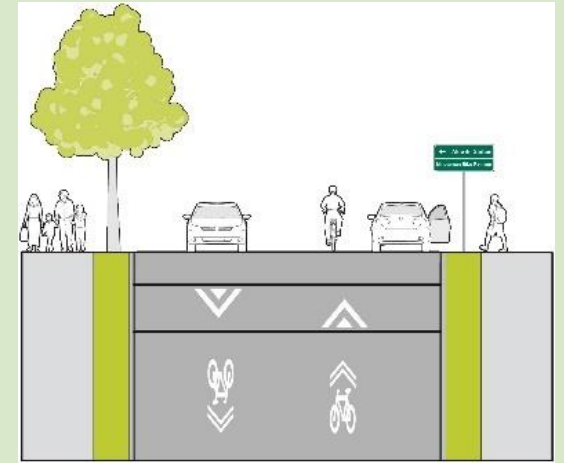
- Provides exclusive space for people biking that is physically separated from vehicular traffic using vertical elements

Conventional and Buffered Bike Lanes



- On-street bikeways delineated from the travel lane by pavement markings
- Buffered bike lane use buffer striping while conventional bike lanes are delineated with a single line

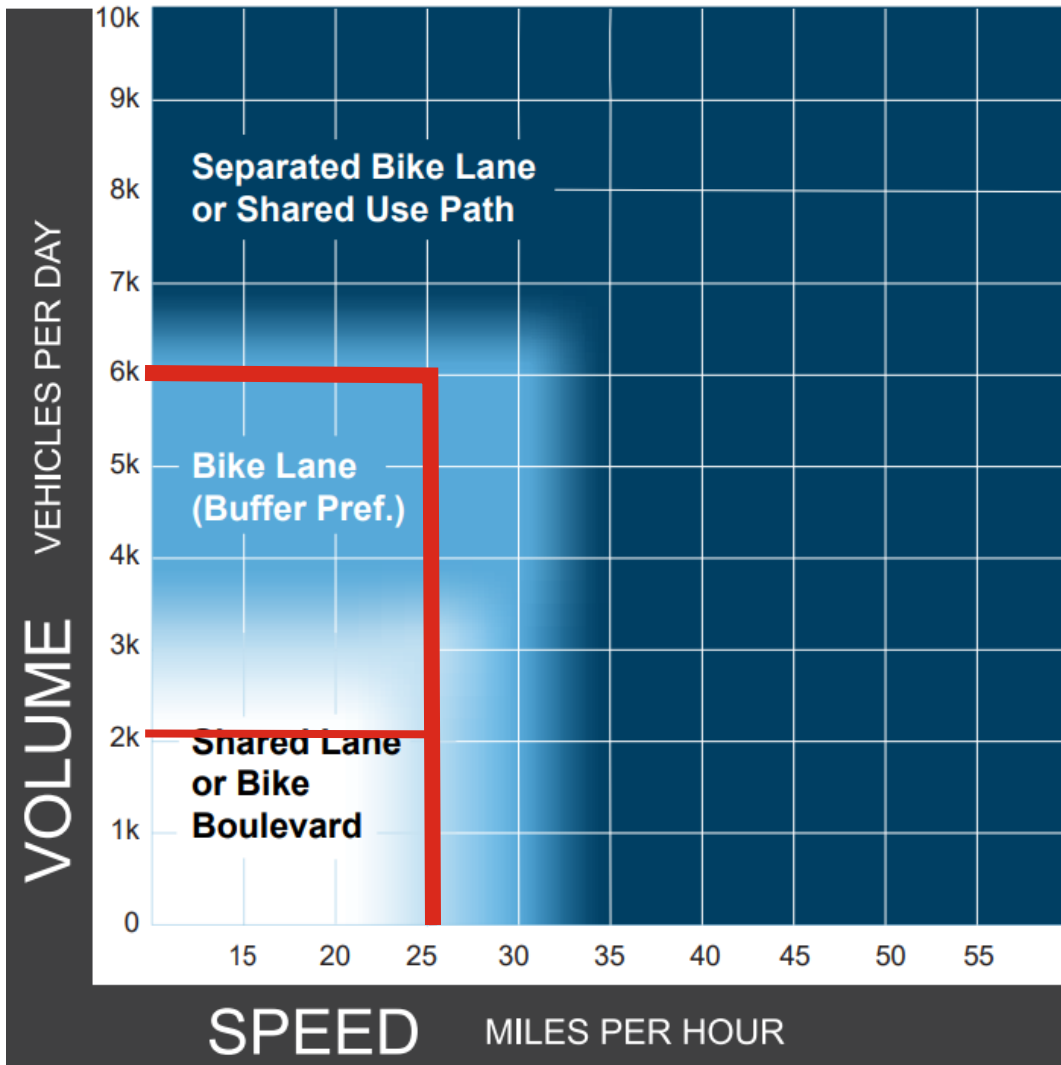
Bike Boulevards



- Low-volume, low-speed streets designed to prioritize bicycle travel using wayfinding signage, pavement markings, and traffic calming measures (such as speed humps, chicanes, medians)



Bike Facility Selection Matrix



1. Is street in the Town's recommended bike network or is a primary route to existing schools, parks, libraries, and regional transit?
2. What is the vehicular volume and speed of the street? Higher volumes and speeds signal greater need for separation
 - Volume > 2000 and speed > 25 mph → conventional and separated bike lanes are appropriate



Bike Facility Selection Matrix

3. What is the curb-to-curb width of the street?
 - Matrix compares to minimum SBL dimensions at first to prioritize separation as outlined in *Connect Arlington*
 - If SBLs do not fit, matrix recommends looking at conventional bike lanes
4. If the SBL minimum dimensions are met → Curbside Use with SBL Table
5. If the SBL minimum dimensions are not met but the conventional bike lane minimum dimensions are met → Curbside Use with Conventional Bike Lane Table



Bike Facility Selection Matrix

Facility	Travel lane	Bike lane	Buffer	Parking/curbside use	TOTAL MINIMUM
Separated Bike Lane (SBL) (min)	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	2 ft on both sides	-	34-36 ft
SBL + parking/curbside use on one side	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	3 ft (next to parking); 2 ft (next to travel lane)	7 ft	42-44 ft
SBL + parking/curbside uses on both sides	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	3 ft on both sides (next to parking)	7 ft (both sides)	50-52 ft
Conventional bike lane (CBL) (min)	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	-	30-32 ft
CBL + parking/curbside use on one side	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	7 ft	37-39 ft
CBL + parking/curbside uses on both sides	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	7 ft (both sides)	44-46 ft



Bike Facility Selection Matrix

- These matrix suggests need for reallocating roadway width to provide bike facilities and making compromises on available parking
- The matrix recommends coordination with Town Planning Department on elements including changes to parking/curbside use
 - Any removal of parking will be studied on a case-by-case basis

Bike Facility Guide and Matrix – Considerations



- The bike guide also includes
 - Guidelines on bike crossings and use of green pavement
 - Strategies when roadway width is inconsistent or constrained
 - Opportunities to integrate bike facilities with bus transit

Thank you!



ARLINGTON BIKE FACILITY DESIGN GUIDE FOR REPAVING AND RESTRIPING PROJECTS

2024

Introduction & Background

The Arlington Bike Facility Design Guide (the/this Guide) is meant to assist in the selection of context-appropriate bike facilities for public streets that are planned to be repaved or restriped by the Town. This Guide replaces the original *Context Sensitive Facility Design Guide Matrix* approved by the Select Board in 2015. In 2021, the Town established the *Connect Arlington Sustainable Transportation Plan*, expressing a major goal to “provide a low-stress bicycle network connecting people in all areas of Arlington on dedicated, comfortable facilities” such that bicycling can become a “safe, comfortable, and practical option – a preferred choice – for more residents and workers”.¹ This 2024 updated Bike Facility Design Guide aligns more closely with the goals of *Connect Arlington* while adhering to recent state and federal design guidance and standards related to bike facility design.

As outlined in **Figure 1**, this Guide provides general guidance on bike facility types including where they are appropriate, minimum dimensions, bicycle facility selection methodology, and, finally, a matrix with three tables that helps direct decision-making around bike facility selection for a particular street or roadway.

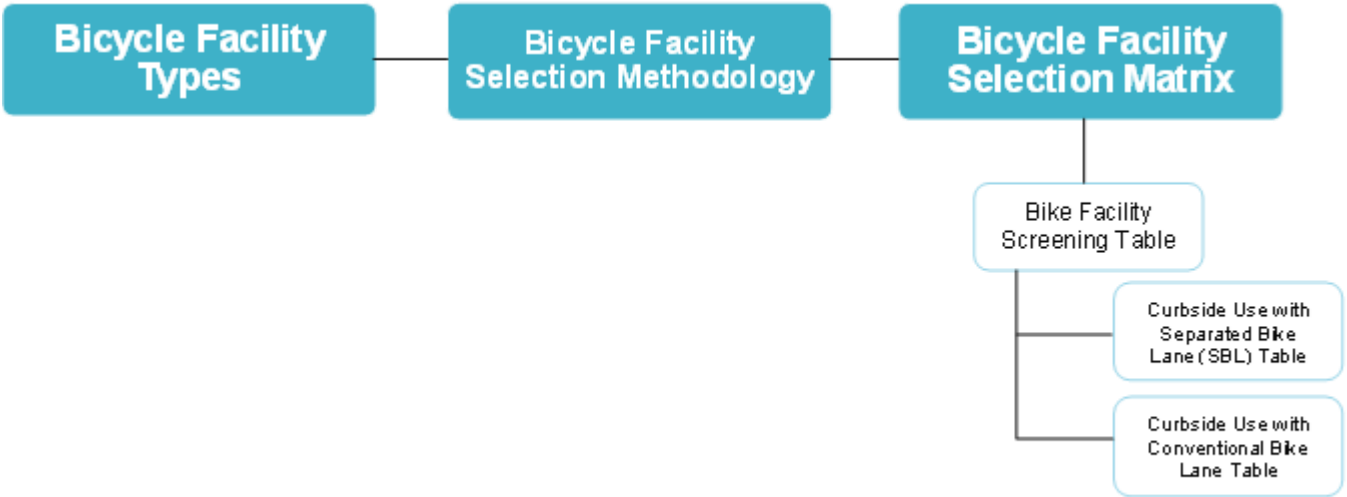


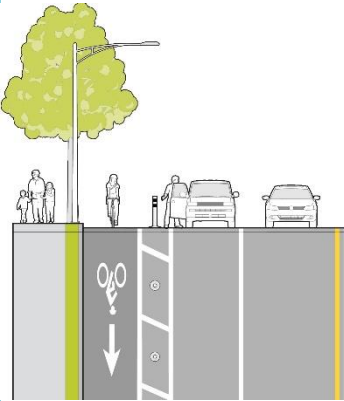
Figure 1: Bike Facility Design Guide Overview

¹ Town of Arlington. “Connect Arlington Vision and Goals.” Connect Arlington Sustainable Transportation Plan. 2021. <https://www.arlingtonma.gov/home/showpublisheddocument/56982/637641174457130000>

Bicycle Facility Types

Table 1 includes descriptions and high-level guidance for the Town of Arlington bicycle facility types that can be implemented as part of a repaving or restriping project. The majority of the guidance is outlined in the MassDOT *Municipal Resource Guide for Bikeability*.²

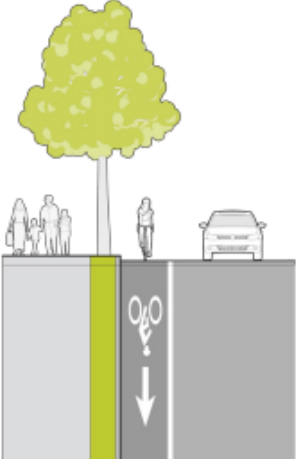
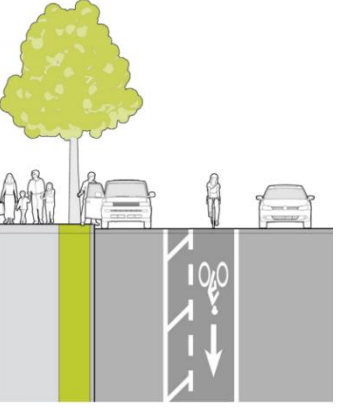
Table 1: Summary of bike facility types, where they are used, and typical dimensions where applicable³

Bike facility type	Description	Recommended Use	Benefits & Tradeoffs	Typical Dimensions
Separated bike lane (SBL) 	<ul style="list-style-type: none"> A separated bike lane provides exclusive space for people biking along or within a street that is physically separated from vehicular traffic (in travel lanes and parked) using vertical elements May be designed as one-way or two-way Example: Vassar Street, Cambridge, MA 	<p>Separated bike lanes should be implemented:⁴</p> <ul style="list-style-type: none"> On streets with > 6,000 vehicles/day or > 25 mph operating speeds Areas with a lot of curbside activity, more than one lane in each direction, high percentage of heavy vehicles, and/or high concentrations of children or seniors <p>May be implemented at street level using paint and temporary vertical buffer elements such as flexible delineator posts, concrete barriers, or planters.</p>	<ul style="list-style-type: none"> Accommodates bicyclists of all ages and abilities Reduces crash risk associated with the “door zone” as motorists open the door of their parked vehicle onto the buffer space instead of the bike lane Reduces likelihood of motorist encroachment to stop, load, or park within the bikeway Bike lane and buffer dimensions may require reallocation of space and may limit parking and loading access Special equipment will likely be necessary to maintain bikeway and buffer from snow and debris 	<p>Minimum:</p> <ul style="list-style-type: none"> One-way SBL: 5 ft Two-way SBL: 8 ft Buffer: 2 ft if not adjacent to parking; 3 ft if adjacent to parking <p>Recommended:</p> <ul style="list-style-type: none"> One-way SBL: 6.5 ft Two-way SBL: 10 ft Buffer: 3-6 ft

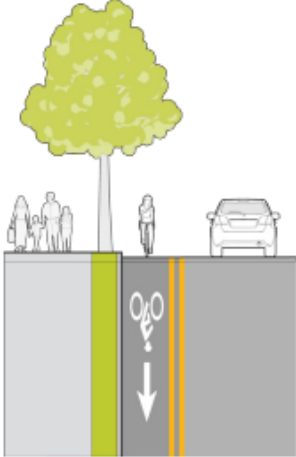
² MassDOT. “Designing Connected Bike Networks.” Municipal Resource Guide for Bikeability. 2019. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

³ MassDOT. “Designing Connected Bike Networks.” Municipal Resource Guide for Bikeability. 2019. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

⁴ MassDOT. “Framework For Selecting Separated Bike Lanes.” MassDOT Separated Bike Lane Planning and Design Guide, Chapter 2, 2018. <https://www.mass.gov/doc/chapter-2-planning/download>

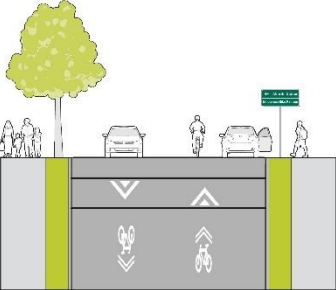
Bike facility type	Description	Recommended Use	Benefits & Tradeoffs	Typical Dimensions
<p>Buffered and conventional bike lane</p>  <p>(Conventional bike lane)</p>  <p>(Buffered bike lane)</p>	<ul style="list-style-type: none"> • Buffered and conventional bike lanes are on-street bikeways delineated from the travel lane by pavement markings • Buffered bike lanes use buffer striping while conventional bike lanes are delineated with a single line. Buffered bike lanes are preferred to conventional bike lanes to provide more separation for cyclists • Example: Park Ave, Arlington, MA (conventional bike lanes) • Example: Medford St, Arlington, MA (buffered bike lane to be implemented in Spring 2024) 	<p>Buffered or conventional bike lanes should be implemented:⁵</p> <ul style="list-style-type: none"> • On streets with 2000-6000 vehicles/day and ≥ 25 mph operating speeds • On streets with minimal curbside activity and a single lane in each direction • On street segments with high turnover parking, the buffer should be placed on the parking side to mitigate dooring risk • On street segments with low turnover of parking or no parking, the buffer should be placed between the bike lane and vehicle lane to increase separation 	<ul style="list-style-type: none"> • May require less space and are generally lower cost than SBLs • Require less maintenance than SBLs • Provide greater comfort than shared travel lanes • Bike lanes do not meet the needs of all ages and abilities where traffic volumes and speeds exceed thresholds (> 6000 vehicles/day and > 25 mph) • If bike lane is adjacent to parking, cyclists may run into the path of the “door zone” • Bike lane may be subject to frequent motorist encroachment to stop, load, or park in the bike lane 	<p>Minimum:</p> <ul style="list-style-type: none"> • Bike Lane: 5 ft • Buffer: 2 ft for constructability <p>Recommended:</p> <ul style="list-style-type: none"> • Bike Lane: 6.5 ft • Buffer: 3-6 ft

⁵ MassDOT. “Designing Connected Bike Networks.” Municipal Resource Guide for Bikeability. 2019.
https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

Bike facility type	Description	Recommended Use	Benefits & Tradeoffs	Typical Dimensions
Contra-flow bike lane 	<ul style="list-style-type: none"> Contra-flow bike lanes are located on one-way vehicular streets and allow cyclists to travel in the opposing direction Contra-flow lanes increase connectivity and reduce “wrong-way” bicycle travel Example: Ivy Street, Brookline, MA 	<p>Contra-flow bike lanes should be implemented:⁶</p> <ul style="list-style-type: none"> On streets where bicyclists are commonly observed riding the wrong way As part of a Bike Boulevard On streets with 2000-6000 vehicles/day and ≥ 25 mph operating speeds <p>May be implemented using pavement markings and signage and/or separated from opposing traffic using vertical elements in a buffer.</p>	<ul style="list-style-type: none"> Reduces “wrong-way” travel for bicyclists Motorists may not expect bicyclists in the counterflow direction. Consider signal phasing changes to eliminate conflicts between motorists and bicyclists, and geometric treatments to slow motorists and enhance the presence of bicyclists (e.g. raised crossings, parking restrictions, hardened centerlines)⁷ 	<p>Minimum:</p> <ul style="list-style-type: none"> Contra-flow Bike Lane: 5 ft <p>Recommended:</p> <ul style="list-style-type: none"> Contra-flow Bike lane: 6.5 ft

⁶ MassDOT. “Designing Connected Bike Networks.” Municipal Resource Guide for Bikeability. 2019. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

⁷ USDOT Federal Highway Administration. “4. Bikeway Selection.” Bikeway Selection Guide. 2019. https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwas18077.pdf

Bike facility type	Description	Recommended Use	Benefits & Tradeoffs	Typical Dimensions
Bike boulevard 	<ul style="list-style-type: none"> Low-volume, low-speed streets designed to prioritize bicycle travel using wayfinding signage, pavement markings, and traffic calming measures (such as speed humps, chicanes, medians). Example: Morrison Avenue, Somerville, MA 	<p>Bike boulevards should be implemented:⁸</p> <ul style="list-style-type: none"> On local streets with ≤ 2000 vehicles/day and ≤ 25 mph operating speeds <p>Where vehicular traffic volumes are greater than the threshold, consider strategies to reduce traffic volumes including diagonal diverters or closing the roadway in one or more directions. These strategies maintain local motor vehicle traffic access and bicycle and pedestrian mobility.</p>	<ul style="list-style-type: none"> Bike boulevards can meet all ages and abilities where the design supports a low-stress bicycling experience with low traffic volumes and speeds Bike boulevards can be less costly but more investment in enhanced treatments is needed at intersections with collector and arterial streets to ensure continuous safety 	N/A

Shared-Use Paths

Since this Guide is meant for a repaving or restriping project, facilities such as shared-use paths, which involve significant construction, are not included in the scope of this guide's bike facility selection matrix. A shared-use path is a two-way, off-street facility that is physically separated from vehicular traffic for use by people of all ages and abilities (e.g., people riding bikes, people walking or using a mobility device) and are typically implemented near parks, along waterways, or as trails along railroads.⁹ While this Guide does not contain recommendations around shared-use paths, connections to existing and future planned paths should be considered when selecting a bikeway facility type in this guide.

⁸ MassDOT. "Designing Connected Bike Networks." Municipal Resource Guide for Bikeability. 2019. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

⁹ MassDOT. "Designing Connected Bike Networks." Municipal Resource Guide for Bikeability. 2019. https://www.mass.gov/files/documents/2019/06/13/2019_Municipal_Resource_Guide_for_Bikeability.pdf

Advisory Bike Lanes

Advisory bike lanes are an additional facility option not included in the matrix as they are considered experimental and require a Request to Experiment from FHWA.¹⁰ However, if the Town pursues and is granted approval to experiment, advisory bike lanes might be considered for constrained conditions on low-volume, low-speed streets that are too narrow for conventional bike lanes. Advisory bike lanes are marked out with continuous dashed lines. Vehicles may temporarily enter the advisory bike lanes when there are no bicyclists present to allow oncoming traffic space to pass safely. See the *Small Town and Rural Design Guide* under footnote 10 for dimensions for advisory bike lanes.

Shared Lane Markings



Figure 2: Bike boulevard with speed humps, chicanes, and sharrows

Shared lane markings (sharrows) are not considered a bike facility on their own as they do not change the geometric or operational condition of the roadway. They may be installed as part of bike boulevards, which include multiple treatments such as pavement markings and geometric changes (e.g. speed humps or chicanes) to increase comfort and safety for bicyclists (See **Figure 2**).

Shared lane markings may also be used to encourage bicyclists to operate away from parked vehicles to prevent “dooring” collisions, and as an interim strategy where other bike facility types are not feasible. See MUTCD Section 9E.09 for guidance related to the placement of shared lane markings.¹¹ Note that some jurisdictions including Cambridge and Somerville have implemented “green-backed” sharrows which are sharrows with a rectangular and green-colored pavement as the background. Use of this treatment requires experimental approval from FHWA.

¹⁰ Small Town and Rural Design Guide. “Advisory Shoulder.” <https://ruraldesignguide.com/mixed-traffic/advisory-shoulder>

¹¹ MUTCD. “MUTCD 11th edition: Section 9E.09 Shared Lane Markings.” 2023. https://mutcd.fhwa.dot.gov/pdfs/11th_Edition/mutcd11thedition.pdf

Bike Crossings

Bicycle crossings should be installed at intersections, driveways, or alleys to delineate the path of travel for cyclists and encourage motorist yielding behavior. At a minimum, all crossings should include dotted white edge lines that denote the bike lane. Crossing visibility may be enhanced with green colored pavement markings to improve contrast with the surrounding roadway and pedestrian crossings. A high friction surface treatment may also be considered in addition to green pavement to reduce the risk of tires skidding when the roadway is wet. Green colored pavement should be strategically prioritized where:

- Vehicles frequently encroach into the bike lane and create conflict e.g. in areas where many motorists are crossing the bike lane to make turns (right or left turns) or high volume intersections and heavy use/commercial driveways¹²
- There is a history of bicyclist crashes or near-misses
- The bike lane through an intersection is complex or unclear, like the continuation of the Minuteman Bikeway at Swan Place and Mass Ave¹³
- There is a yield-controlled intersection, like at the intersection of Medford St and Chestnut St¹⁴

If green color is to be used, it may generally match the pattern of the dotted edge lines in a block format, or it may be a solid green area where additional emphasis of the crossing is desired. For example: MassDOT prefers solid green throughout the crossing¹⁵ but some jurisdictions like the City of Boston typically use green blocks within the dotted lines only.¹⁶ Examples of the dotted white edge lines, green blocks within the dotted white edge lines, and solid green area are shown in **Figure 3**



Figure 3: Different types of bicycle crossings, dotted white edge lines (left), green blocks within dotted white edge line (center), and solid green markings throughout the crossing (right)

¹² MassDOT. "Chapter 4 Intersection Design: 4.3 Common Intersection Design Treatments." Separated Bike Lane Planning & Design Guide. 2015. <https://www.mass.gov/doc/chapter-4-intersection-design-0/download>

¹³ NACTO. "Colored Bike Facilities." Urban Bikeway Design Guide. 2014. <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/colored-bike-facilities/>

¹⁴ NACTO. "Colored Bike Facilities." Urban Bikeway Design Guide. 2014. <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/colored-bike-facilities/>

¹⁵ MassDOT. "Chapter 4 Intersection Design: 4.3 Common Intersection Design Treatments." Separated Bike Lane Planning & Design Guide. 2015. <https://www.mass.gov/doc/chapter-4-intersection-design-0/download>

¹⁶ City of Boston. "Better Bike Lanes: Design Elements." 2020. <https://www.boston.gov/departments/boston-bikes/better-bike-lanes-design-elements>

Green colored pavement should also be used within bike boxes and two-stage turn boxes. Bike boxes are typically installed at signalized intersections between the crosswalk and the stop bar, providing a visible spot for cyclists to wait for the signal to change to green (See **Figure 4**). Two-stage turn boxes are typically installed at the corners of signalized intersections as space for cyclists to wait before making a left turn instead of forcing cyclists into the vehicular travel lane to make turns (See **Figure 5**). High friction surface treatments should be considered in addition to the green pavement to ensure that bicyclists do not skid within the intersection when roadway conditions are slick.



Figure 4: Bicyclists waiting at a bike box



Figure 5: Bicyclists waiting at a two-stage left turn queue box

Bicycle Facility Selection Methodology

The **Bike Facility Selection Matrix** starts on page 13 and is intended to provide guidance for the Town on selecting separated and conventional bike lanes as part of repaving and restriping projects.

The matrix outlines three tables to assist with decision-making around bike facility selection. The **Bike Facility Screening** table is the first section of the matrix and asks questions to help determine if a bike facility should be a priority for a street. Next, it seeks to determine if separated bike lanes or buffered/conventional bike lanes are appropriate on that street depending on vehicular volume and speed thresholds. The level of comfort that people experience when biking is closely linked to vehicular volume and speeds of the roadway. As vehicular volumes and speeds increase, the greater the need for separation. The thresholds in the screening table are sourced from **Figure 6**, the *USDOT Federal Highway Administration Bikeway Selection Guide* which provides a framework for the selection of bikeway types based on these factors.¹⁷

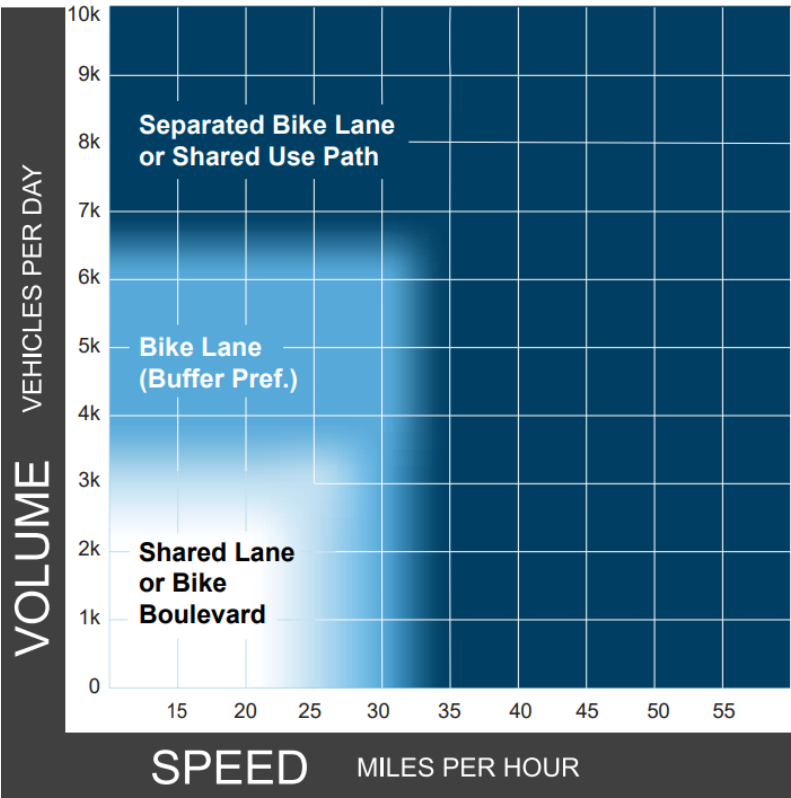


Figure 6: Preferred Bikeway Type for Urban Core, Suburban and Rural Town Contexts

¹⁷ USDOT Federal Highway Administration. "4. Bikeway Selection." Bikeway Selection Guide. 2019 https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa18077.pdf

If the thresholds from the screening table are met, the matrix compares street curb-to-curb width against dimensions derived from the minimum dimensions for travel lane, bike lane, bike lane buffer, and parking/curbside lanes defined in **Table 2**. Since *Connect Arlington* prioritizes separated facilities, the matrix includes dimensions relevant to separated bike lanes first. If separated bike lanes are determined to not fit within the existing curb-to-curb width, the matrix recommends looking at the dimensions for conventional bike lanes. The dimensions in the matrix reflect state of practice guidance for bike facilities as well as for travel lanes and parking lanes/curbside lanes (e.g. curbside outdoor dining, pick-up/drop-off, or loading zone).

If one of the minimums are met, the matrix points to the **Curbside Use with Separated Bike Lane (SBL) Table** or the **Curbside Use with Conventional Bike Lane Table**, which lays out different scenarios (with dimensions) for how a bike facility can coexist with parking or curbside use within the curb-to-curb width. During this process, if more space is available, the Town should provide the extra space towards the bike or buffer widths before increasing the travel and/or parking lanes (See **Table 1** on buffer and bike lane recommended widths). The matrix acknowledges that there are unique contexts for some roadways. The Department of Public Works (DPW) should use engineering judgement and coordinate with other Town departments, residents, and elected officials as needed to determine the best use of space.

Table 2: Minimum dimensions for separated and conventional bike lanes

Facility	Travel lane ¹⁸	Bike lane ¹⁹	Buffer ^{20,21}	Parking/curb side use ²²	TOTAL MINIMUM
Separated Bike Lane (SBL) (min)	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	2 ft on both sides	-	34-36 ft
SBL + parking/curbside use on one side	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	3 ft (next to parking); 2 ft (next to travel lane)	7 ft	42-44 ft
SBL + parking/curbside uses on both sides	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	3 ft on both sides (next to parking)	7 ft (both sides)	50-52 ft
Conventional bike lane (CBL) (min)	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	-	30-32 ft
CBL + parking/curbside use on one side	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	7 ft	37-39 ft
CBL + parking/curbside uses on both sides	10 ft (non-truck or bus route) 11 ft (frequent truck or bus route)	5 ft	-	7 ft (both sides)	44-46 ft

¹⁸ NACTO. "Lane Width." Urban Street Design Guide. 2013. <https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/>

¹⁹ Controlling Criteria and Design Justification Process for MassDOT Highway Division Projects. 2020. <https://www.mass.gov/doc/controlling-criteria-and-design-justification-process-for-massdot-highway-division-projects-e/download>

²⁰ MassDOT. "Chapter 3 General Design Considerations: 4.4 Street Buffer Zone." Separated Bike Lane Planning & Design Guide. 2015. <https://www.mass.gov/doc/chapter-3-general-design-considerations/download>

²¹ MassDOT. "Chapter 5 Curbside Activity Design: 5.1 On-street Motor Vehicle Parking." Separated Bike Lane Planning & Design Guide. 2015. <https://www.mass.gov/doc/chapter-5-curbside-activity-design/download>

²² NACTO. "Lane Width." Urban Street Design Guide. 2013. <https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/>

Strategies for Inconsistent or Constrained Roadway Width

If the curb-to-curb roadway width is not constant or if there are constrained segments, the Town should ensure that bike connectivity is maintained throughout the corridor. Disconnected bicycle networks with gaps will lead to negative impacts in convenience, directness, safety, and bike ridership. For example: if the roadway volume and speed characteristics point to SBLs but there are some segments of the street with a width less than 34 feet (absolute minimum for SBLs), there are some options to consider including: 1) downgrading the quality of bikeway type (e.g. conventional bike lane), 2) providing a parallel alternative route connecting to similar destinations, and 3) do both options 1 and 2.²³ This decision-making should be done in coordination with the Town's Planning Department.

Integrating Bike Facilities with Bus Transit

There are many opportunities to incorporate bus facilities with bike facilities beyond what is noted in the matrix. For example, if space allows, some parking/curbside space and the bike lane buffer may be repurposed into floating bus stops, dedicated passenger platforms between travel and bike lanes.²⁴ Floating bus stops help eliminate conflicts between buses and bicycles while providing dedicated space for pedestrians to wait for the bus (See **Figure 7**). Floating bus stops can also make bus operations smoother for popular routes as it allows for buses to stop in-lane, reducing dwell times and delays. It is recommended that the Town coordinate with the MBTA to identify opportunities to reduce conflicts between transit operations, pedestrians, and bicyclists on all current and planned bus routes.



Figure 7: Floating bus stop abutting a two-way separated bike lane, with parking spaces behind it

²³ USDOT Federal Highway Administration. "4. Bikeway Selection." Bikeway Selection Guide. 2019
https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa18077.pdf

²⁴ MassDOT. "Chapter 5 Curbside Activity Design: 5.4 Bus Stops." Separated Bike Lane Planning & Design Guide. 2015.
<https://www.mass.gov/doc/chapter-5-curbside-activity-design/download>

Bike Facility Selection Matrix

Bike Facility Screening

Street name:

Typical curb-to-curb width:

	<u>YES</u>	<u>NO</u>
1. Is the street included in the Town's recommended bike network? (See Figure 8)	<input type="checkbox"/> Go to Question #3	<input type="checkbox"/> Go to Question #2
2. Is the street or street segment a primary route to existing schools, parks, libraries, etc., and regional transit?	<input type="checkbox"/> Go to Question #3	<input type="checkbox"/> Bike facility is not a priority
3. Is the roadway traffic volume* > 2000 vehicles/day and operating speed > 25mph?	<input type="checkbox"/> Go to Question #4	<input type="checkbox"/> Consider a bike boulevard– See Table 1 for guidance on these treatments. Requires coordination with Town's Planning Department.
4. If the street is a bus or truck route: Is the curb-to-curb roadway width ≥ 36ft? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width ≥ 34ft?	<input type="checkbox"/> Go to Curbside Use with Separated Bike Lane (SBL) Table	<input type="checkbox"/> Go to Question #5
5. If the street is a bus or truck route: Is the curb-to-curb roadway width ≥ 32ft? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width ≥ 30ft?	<input type="checkbox"/> Go to Question #6	<input type="checkbox"/> Consider providing a bike lane only on one side of the street if feasible.** Requires coordination with Town's Planning Department.
6. Does the street have many driveway and intersection conflicts on both sides? E.g. commercial streets or residential streets with driveways on both sides, collector streets with many intersections on both sides.	<input type="checkbox"/> Go to Curbside Use with Conventional Bike Lane Table	<input type="checkbox"/> Consider two-way SBL operation. Requires coordination with Town's Planning Department. See Table 1 SBL for dimensional guidance on this treatment.

*When traffic volume is not available, consider functional classification of the roadway. Assume that arterial and collector roadways will have traffic volumes > 2000 vehicles/day and operating speeds > 25 mph. Considerations should be made for any changes in traffic volumes as a result of future development or changes in the land-use.

See **Table 1: A bike lane as a climbing lane may be appropriate in the uphill direction accompanied by a shared lane marking for the downhill direction. A bike lane may also be appropriate if there is more traffic volume and/or more curbside use activity in one direction accompanied by a shared lane marking for the lower-volume and/or lower curbside activity direction.

Curbside Use with Separated Bike Lane (SBL) Table

This table guides decision making around the implementation of separated bike lanes. Note that if the typical curb-to-curb width allows for more space, the Town should allocate it to the bicycle lane or buffer based on recommended dimensions from **Table 1**.

Street name:

Typical curb-to-curb width:

		Use Questions 1-3 to determine what fits within curb-to-curb width:	
		<u>YES</u>	<u>NO</u>
1. Can parking/other curbside use remain on both sides?	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 52\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 50\text{ft}$?	<input type="checkbox"/> SBLs with parking on both sides is feasible	<input type="checkbox"/> Go to Question #2
2. Can parking/other curbside use remain on just one side?*	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 44\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 42\text{ft}$?	<input type="checkbox"/> Consider SBLs with parking on one side. Requires coordination with Town's Planning Department.*	<input type="checkbox"/> Go to Question #3
3. Can parking/other curbside use be removed?*	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 36\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 34\text{ft}$?	<input type="checkbox"/> Consider SBLs with no parking. Requires coordination with Town's Planning Department.*	<input type="checkbox"/> Go to Curbside Use with Conventional Bike Lane Table

*Coordinate with Town Planning Department to determine feasibility of parking consolidation or removal. Factors to consider include presence of off-street parking, parking utilization, land-use contexts, coordination with abutters, etc.

Curbside Use with Conventional Bike Lane Table

This table guides decision making around the implementation of conventional bike lanes. Note that if the typical curb-to-curb width allows for more space, the Town should allocate it to a buffer and create a buffered bike lane based on recommended dimensions from **Table 1**.

Street name:

Typical curb-to-curb width:

		Use Questions 1-3 to determine what fits within curb-to-curb width:	
		<u>YES</u>	<u>NO</u>
1. Can parking/other curbside use remain on both sides?	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 46\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 44\text{ft}$?	<input type="checkbox"/> Conventional bike lanes with parking on both sides is feasible	<input type="checkbox"/> Go to Question #2
2. Can parking/other curbside use remain on just one side?*	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 39\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 37\text{ft}$?	<input type="checkbox"/> Consider conventional bike lanes with parking on one side. Requires coordination with Town's Planning Department.*	<input type="checkbox"/> Go to Question #3
3. Can parking/other curbside use be removed?*	If the street is a bus or truck route: Is the curb-to-curb roadway width $\geq 32\text{ft}$? OR If the street is not a bus or truck route: Is the curb-to-curb roadway width $\geq 30\text{ft}$?	<input type="checkbox"/> Consider having no parking. Requires coordination with Town's Planning Department.*	<input type="checkbox"/> Consider providing a bike lane only on one side of the street if feasible.** Requires coordination with Town's Planning Department.

*Coordinate with Town Planning Department to determine feasibility of parking consolidation or removal. Factors to consider include presence of off-street parking, parking utilization, land-use contexts, coordination with abutters etc.

** See **Table 1**: A bike lane as a climbing lane may be appropriate in the uphill direction accompanied by a shared lane marking for the downhill direction. A bike lane may also be appropriate if there is more traffic volume and/or more curbside use activity in one direction accompanied by a shared lane marking for the lower-volume and/or lower curbside activity direction.

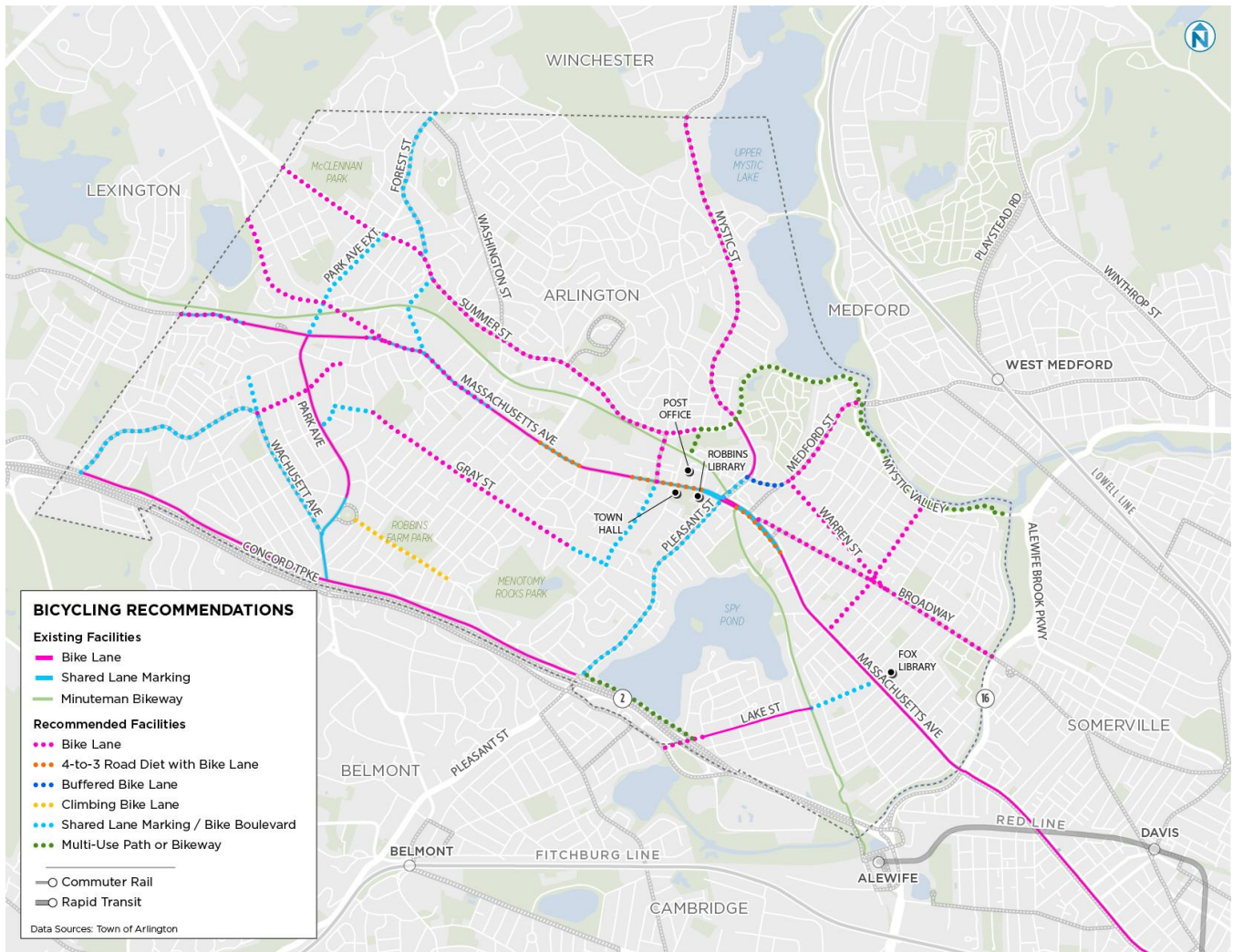


Figure 8: Arlington recommended bicycle network (*Connect Arlington*)



Town of Arlington, Massachusetts

Mid Year Update: Senior Parking Sticker Program

Summary:

Kristine Shah

Executive Director, Council on Aging

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	COA_Parking_Mid_Year_Update_Reference.pdf	COA Parking Permit Pilot Program Update



TOWN OF ARLINGTON
COUNCIL ON AGING
27 MAPLE STREET
ARLINGTON, MA 02476

TEL: 781-316-3400
FAX: 781-316-3409

February 5, 2024

Mid-Year Update to Select Board COA Parking Permit Pilot Program

Program launch date: September 7, 2023

Permits distributed to date: (age 65+ residents only, limit one per household, no cost for permit):
1,525: 614 online, 911 in person

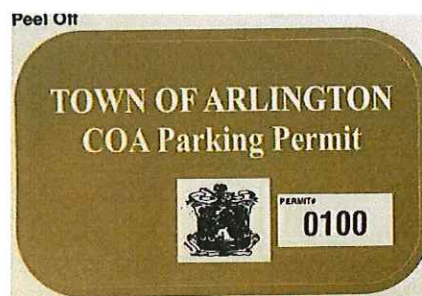
Stickers replaced due to issues related to weather: 23

Stickers replaced due to other reasons: 12

Parking tickets given in error to permit holders for COA program: 3

Overall feedback of program: EXCELLENT!

Recommendation: Continue





TOWN OF ARLINGTON
COUNCIL ON AGING
27 MAPLE STREET
ARLINGTON, MA 02476

TEL: 781-316-3400
FAX: 781-316-3409

COA Parking Permit Program (2-year Pilot): Rules & Guidelines

ALL RESIDENTS APPLYING FOR THIS PROGRAM MUST READ AND AGREE
TO THE FOLLOWING:

1. COA Parking Sticker entitles the sticker-holder to park in the Russell Common and Rail Road Lots for FREE at any time the meters are in effect. The COA Sticker also entitles the sticker holder to park in any metered space on Mass Avenue, Broadway, Alton Street, Medford Street, Court Street or at the Robbins Library (single meters and/or the lot) for FREE for up to 4 hours.
2. COA Parking Sticker entitles the sticker-holder to park along Maple Street or Academy Street while in the Community Center for COA Programming or Appointments. 4-hour maximum time limit on Academy Street will not be enforced.

Additional Rules:

1. This program has been approved for Arlington Residents age 65+.
2. A maximum of one sticker per address will be given. Sticker privileges on one vehicle are for the program applicant and their spouse/partner who lives at the same address.
3. The COA Parking Sticker NEVER allows for overnight parking.
4. Stickers must be placed on the rear window of the vehicle, on the lower left-hand corner. Any other placement of the sticker will not be honored.
5. Stickers must be permanently adhered to one vehicle and must never be shared with any other vehicles.
6. Vehicles must always be parked in a legal parking spot.
7. This sticker does not provide extended time limits for street parking on any other streets except Maple Street and Academy Street.
8. If you sell or give your car away, you are responsible for removing the sticker from the vehicle and returning it to the COA office.

!!! Vehicles must be parked in a legal parking spot. Vehicles parked in hydrants, bus stops, no parking zones, commercial vehicle loading zones (during active hours), etc. will be ticketed so please check for any signage before leaving your vehicle !!!

**IMPORTANT: APPLY STICKER TO CLEAN AND DRY GLASS WHEN THE
OUTDOOR TEMPERATURE IS ABOVE 40 DEGREES (FOR AT LEAST 72 HOURS).**



Sticker is to be placed on outside of back window, on driver's side in lower left corner.

Stickers are printed on weatherproof vinyl stock which has permanent adhesive which will not dislodge in car washes or due to weather.

IMPORTANT: APPLY STICKER TO CLEAN AND DRY GLASS WHEN THE OUTDOOR TEMPERATURE IS ABOVE 40 DEGREES (FOR AT LEAST 72 HOURS).



Town of Arlington, Massachusetts

NEW BUSINESS

Summary:

Except in cases of emergency, the Board will neither deliberate nor act upon topics presented in New Business.



Town of Arlington, Massachusetts

Next Scheduled Meeting of Select Board Wednesday, February 21, 2024

Summary:

You are invited to a Zoom webinar.

When: Feb 5, 2024 07:15 PM Eastern Time (US and Canada)

Topic: Select Board Meeting

Register in advance for this webinar:

https://town-arlington-ma-us.zoom.us/webinar/register/WN_EkB5EmvXTwGDIrtLce3AGA

After registering, you will receive a confirmation email containing information about joining the webinar.

Notice to the Public on meeting privacy In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone dial-in information provided above.