

# TOWN OF ARLINGTON



*DRAFT*

## Report to Annual Town Meeting 2021 Article 57 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for Program Year 47 (July 1, 2021 through June 30, 2022). Applications were due on January 15, 2021 and reviewed at the January 25, 2021 Select Board meeting. The CDBG Subcommittee met on February 17, 2021, February 24, 2021, and March 10, 2021 to review the applications and develop the following budget for the use of CDBG funds. This report describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,090,533** in new grant funds from the U.S. Department of Housing and Urban Development (HUD) for the period July 1, 2021 through June 30, 2022. This is a decrease of **\$31,070** from the current year's allocation. The Town anticipates new program income approximated to be in the amount of \$60,000 and reprogrammed prior year's CDBG funds in the amount of \$49,982 that will increase the final amount available to be programmed to Program Year 47 CDBG activities. Please refer to the attached spreadsheet for further details. The following proposed allocations would expend a total anticipated amount of **\$1,200,515**. Additional funds will be programmed during the next quarter of 2021.

The following is a summary of the requests for funds and the corresponding recommended allocations. Each request has been placed into one of six categories: *Affordable Housing, Economic Development, Public Services, Public Facilities, Infrastructure and Parks, Planning, and Administration*.

Projects/activities must meet one of the following HUD National Objectives:

**Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.67% of the residents make a low or moderate income.

**Low/Moderate Income Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom make a low- or moderate-income. The following groups are presumed to make a low- to moderate-income: abused children, battered spouses, elderly persons, and adults meeting the U.S. Bureau of Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults and persons living with AIDS.

**Low/Moderate Housing (LMH):** the project will provide or improve permanent residential structures which, upon completion, will be occupied by households that make a low- to moderate-income. This includes but is

not limited to acquisition or rehabilitation. Housing can be either owner or renter occupied units in one family or multi-family structures.

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

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

#### CDBG Subcommittee

Adam Chapdelaine, Town Manager

John Hurd, Select Board Chair

Sarah Lee, Resident

Diane Mahon, Select Board Member

Christopher Potter, Resident

Jennifer Raitt, Director of Planning and Community Development

Antonette Sacco, Resident

Mallory Sullivan, CDBG Administrator

**Community Development Block Grant  
Annual Action Plan  
July 1, 2021- June 30, 2022**

**AFFORDABLE HOUSING**

**Affordable Housing Capital Improvements, Caritas Communities:** This request for \$220,860 would be for improvements to enhance the safety, accessibility, functionality, and longevity of two Caritas Communities properties at 22 Fessenden Road and 12 Russell Terrace. This program is expected to benefit 35 individuals and complies with the national objective LMH. Funding is recommended at \$220,860.

**Affordable Housing Predevelopment Reports and Surveys, Housing Corporation of Arlington (HCA):** This request for \$50,000 would be used to fund predevelopment costs including environmental reports and investigations, title review, land survey and examination of floodplain issues in order to support HCA in making informed decisions regarding potential development of affordable housing. This project is expected to benefit 36 households and complies with the national objective LMH. Funding is recommended at \$50,000.

**ECONOMIC DEVELOPMENT**

**Technical Assistance Program, Town of Arlington/Department of Planning & Community Development:** This request for \$50,000 would enable the Town to continue efforts to make education and training available to Arlington small businesses with a purpose of increasing business resiliency to changes in the economy, technology, and commerce. The program will provide local businesses with individualized and group training. This program is expected to benefit ten (10) Arlington businesses and create or retain at least one (1) low- to moderate-income job. This program complies with national objective LMC. Funding is recommended at \$50,000.

**Small Business Recovery Grant Program, Town of Arlington/Department of Planning & Community Development:** This request for \$300,000 will enable the Town to continue to provide working capital grants to small businesses with twenty or fewer employees and a brick-and-mortar location currently or formerly (prior to the pandemic) patronized by customers in-person. It is expected to assist 25 small businesses and to retain or create six (6) low- to moderate-income jobs. This activity meets the national objective LMJ. Funding is recommended at \$300,000.

**PUBLIC SERVICES**

**Scholarship Program, Arlington Boys & Girls Club:** This request for \$25,000 would provide scholarships to income-eligible households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for such activities as after school care, summer camp, instructional classes, and preschool. Each recipient is also required to share in the cost of the program, based on their ability to pay. This project is expected to benefit 50 individuals and complies with national objective LMC. Funding is recommended at \$19,000.

**Jobs, Jobs, Jobs Program, Arlington Boys & Girls Club:** This request for \$5,000 would fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding would pay for the teens to be employed as recreation assistants at the club and would provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit seven (7) individuals and complies with national objective LMC. Funding is recommended at \$4,000.

**Athletic Scholarships, Arlington High School:** This request for \$8,000 would provide athletic scholarships for Arlington High School students. The funds would be used for income-eligible students who cannot afford to pay the annual activity fee for various athletic programs offered. This project is expected to benefit 50 individuals and complies with national objective LMC. Funding is recommended at \$3,800.

**Operation Success Learning Center, Arlington Housing Authority:** This request for \$6,000 would pay for the operating costs of a homework support program for junior high school students living in Menotomy Manor, an Arlington Housing Authority property. Trained volunteers and active and retired teachers from the community provide homework tutoring. This project is expected to benefit 30 individuals and complies with national objective LMC. Funding is recommended at \$6,000.

**Mental Health Counseling and Support Services, Arlington Youth Counseling Center (AYCC):** This request for \$20,000 would subsidize the costs of counseling services to income-eligible households including free and reduced-fee mental health counseling and medication treatment, case management services for vulnerable Arlington residents, and therapeutic groups and support services for victims and survivors of domestic violence. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or is used for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 120 individuals and complies with national objective LMC. Funding is recommended at \$19,000.

**Adult Day Health Services, Council on Aging:** This request for \$6,000 would provide scholarships for elderly to utilize the Adult Day Health Services, through the Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a very low cost for those who, due to physical and/or psychological limitations, cannot be left alone at home. This project is expected to benefit 20 individuals and complies with national objective LMC. Funding is recommended at \$6,000.

**Transportation Program, Council on Aging:** This request for \$31,540 would fund the transportation services that are offered to Arlington seniors. The transportation program brings seniors to medical appointments and local stores, helping seniors remain independent and active in the community. This project is expected to benefit 500 individuals and complies with national objective LMC. Funding is recommended at \$31,540.

**Volunteer Coordinator, Council on Aging:** This request for \$52,922 would fund the position of Volunteer Coordinator. The coordinator supervises and coordinates volunteers and manages the van and transportation program and is essential to the Council on Aging's mission to engage senior citizens in community participation. The funds received would be used for the base salary of the staff person

plus all fringe benefits. This project is expected to benefit 5000 individuals (through a network of 300 volunteers) and complies with national objective LMC. Funding is recommended at \$52,922.

**Jobs, Jobs, Jobs Program, Fidelity House:** This request for \$5,000 would fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding would pay for the teens to be employed as recreation assistants at Fidelity House and would provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit five (5) individuals and complies with national objective LMC. Funding is recommended at \$4,000.

**Menotomy Manor Outreach Program, Fidelity House:** This request for \$20,000 would help to defray the cost of programs that Fidelity House manages for the low-income families of Menotomy Manor. This program, created to directly address the developmental needs of Arlington's low-income youth, includes transportation to and from Fidelity House, memberships, participation in all youth programs, on-site programming, and camp memberships for summer day camp. The program's goal is to continue to provide a quality program for 6- to 18-year-olds. This project is expected to benefit 100 individuals and complies with national objective LMC. Funding is recommended at \$20,000.

**Program Scholarships, Recreation Department:** This request for \$13,000 would provide scholarships for activities offered by the Recreation Department. The program provides income-eligible households an opportunity to participate in recreation programs by providing financial assistance to offset the cost of program fees. This project is expected to benefit 100 individuals and complies with national objective LMC. Funding is recommended at \$11,700.

**Outreach and Stabilization Program, Somerville Homeless Coalition:** This request for \$38,201 would increase access to critical resources for the unsheltered population in Arlington. The ultimate goal of the Outreach and Stabilization Program is to identify and secure housing and transition homeless clients to suitable living environments that are affordable and linked with ongoing tenancy stabilization services. This project is expected to benefit 35 individuals and complies with national objective LMC. This activity is fully funded in the Town Manager's FY22 Annual Budget. Accordingly, CDBG funding would be duplicative and thus is not recommended for this project.

## **PUBLIC FACILITIES AND IMPROVEMENTS**

**Capital Funding, Food Link, Inc.:** This request for \$46,667 would fund the purchase and installation of a generator and air filtration system for the generator at Food Link's new hub, located at 108 Summer Street. The addition of a generator will ensure continuity of services to clientele facing food insecurity in the event of an extended power outage due or other community-wide event. This project is expected to benefit 6,500 individuals and complies with national objective LMC. Funding is recommended at \$46,667.

**ADA Compliance Program-Curb Cuts Ramp Project, Arlington Commission on Disability:** This request for \$125,000 would construct and reconstruct ADA-compliant sidewalk ramps for the purpose of improving access and pedestrian safety for the elderly and disabled. 54 curb cuts would be installed

utilizing these funds. This activity complies with national objective LMA. Funding is recommended at \$125,000.

## **PLANNING**

**Planners, Department of Planning and Community Development:** This request for \$52,335 will fund a portion of the salary and fringe benefits of Department staff working on CDBG-related activities. Duties and responsibilities involve data gathering and analysis, survey creation and implementation, land use planning and zoning activities, affordable housing studies and implementation. All positions serve under the Director of Planning and Community Development. Funding includes salary plus fringe benefits, which are reimbursed to the Town. This activity is exempt from meeting a national objective. Funding is recommended at \$52,335.

**Planning Studies, Department of Planning and Community Development:** This request for \$79,700 will fund activities to help in the creation and preservation of affordable housing and minimize displacement. These activities will include a nexus study to inform future amendments to the inclusionary zoning bylaw; anti-displacement strategies; studying the needs of extremely low-income and underhoused individuals and families to inform future funding applications and allocation of resources; study senior non-housing needs to maximize resources and services that enable seniors to continue living in the community, and coordinate with other non-housing services to support aging in community; identify resources to preserve homes that are on track to lose affordability due to expiring deed restrictions; and other activities which advance affordable housing planning. This activity is exempt from meeting a national objective. Funding is recommended at \$79,700.

**Annual Town Survey, Envision Arlington:** This request for \$2,200 would continue the annual town Census Insert Survey. Data collected from this survey informs policy-setting for the town and other planning activities. This activity is exempt from meeting a national objective. Funding is recommended at \$2,200.

## **ADMINISTRATION**

**Community Development Block Grant Administrator, Department of Planning and Community Development:** This request for \$78,291 would fund the salary and fringe benefits of the CDBG Administrator position. This staff person is responsible for the daily financial administration of the CDBG program and coordination of grant activities with program directors. The Administrator is also responsible for maintaining all records and completing the reporting requirements of the CDBG program as required by HUD. This activity is exempt from meeting a national objective. Funding is recommended at \$78,291.

**General Administration, Department of Planning and Community Development:** This request for \$17,500 would fund administrative costs related to overall program development, management, coordination, monitoring, and evaluation. This line item also includes funding legal advertising and training and travel costs for the Administrator. This activity is exempt from meeting a national objective. Funding is recommended at \$17,500.

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

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

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

HUD Entitlement Allocation	\$1,090,533.00
Estimated Program Income	\$60,000.00
Prior Year Reprogrammed Funds	\$49,982.00
TOTAL	<b>\$1,200,515.00</b>