

**TOWN OF ARLINGTON  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING APPLICATION  
FISCAL YEAR 2019-2020**

<b>Agency &amp; Project Summary Information</b>	
<b>I. Contact Information</b> (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization Envision Arlington	Project Name Annual Town Survey 2020
Contact Juli Brazile	Title Chair, Envision Arlington Standing Committee
Mailing Address Town of Arlington, Department of Planning & Community Development	Project Location Town of Arlington
Email envision@town.arlington.ma.us	Phone 781-608-6308
Anticipated Start Dates September 2019	Anticipated End Dates May 2020
Amount of Request \$2000	Registered on SAM.gov? n/a (all applicants must be registered here to receive federal funding)
Please Identify the Type of Organization Applying for Funds <i>(Note: More than one may apply)</i>	
<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	
<b>Determining Eligibility</b>	
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.	
<input type="checkbox"/> <b>Low/Moderate Income Area Benefit (LMA):</b> the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents make a low- or moderate-income. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part I, to determine if your activity is located within an eligible area.	
<div style="border: 1px solid black; width: 60%; margin: 0 auto; padding: 5px;">Census Tract and Block:</div>	
<input type="checkbox"/> <b>Low/Moderate Limited Clientele (LMC):</b> 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"/> <b>Low/Moderate Housing (LMH):</b> 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.	
<input type="checkbox"/> <b>Slum or Blighted Area (SBA):</b> 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"/> <b>Spot Blight (SBS):</b> 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.	
Does your program benefit any of the following? <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 <b>adults</b> (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 checked="" type="checkbox"/> Other (please specify):	DUNS #:  (Note: All entities receiving federal assistance are required to have a DUNS #)

**II. General Description**

**1. Brief Project Description (please avoid using abbreviations)**

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 (the new name of Vision 2020) prepares an insert to the Town Census making it possible for all residents to express opinions or receive updates about important Town issues. This opportunity to educate the community and provide feedback from residents to the Town contributes to civic engagement. The survey is seen as an annual event in which departments and committees wish to participate and the data from a cross-section of residents is an aid to decision-making.

**2. Consolidated Plan Goals and Objectives**

Survey results help identify important issues and guide the Select Board, Town Manager, Town and School departments as well as other organizations partnered with government to develop policy.

**3. Geographic Distribution of Activities: (Town wide, or Census Tract)**

Town wide

**III. 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; MA Certificate of Good Standing

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

**Project Narrative**

**Based on the evaluation criteria identified, use the space provided to answer each prompt**

**1. a) Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

1. Provides broad community access to governance and long-range planning in Arlington.
2. Educates residents about topics addressed in the survey so they will be informed about community issues and will understand why their experiences and opinions are important in shaping Arlington's future.
3. Advance Town Meeting approved community goals adopted in 1993.
4. Encourages a wider cross-section of residents to engage in innovative thinking and problem solving, outside of the traditional boundaries of public forums and discussions.

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

All clients will be residents of Arlington.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

The project is supported by volunteers coordinated by the Envision Arlington Standing Committee and with assistance from planning staff when coordinating with other Town employees or departments.

**3. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

The Annual Town Survey is a collaborative project. Volunteers work with any group in Town that applies to participate. In calendar year 2019 we increased efforts to recruit additional volunteers to expand opportunities to reach populations with less access to online surveys. Collaboration with other service providers will be key in achieving this.

**4. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project. For example, divide the funding request by the estimated number of people served by this program: \$10,000 funding request /100 people served= \$100/person.

The requested funds will cover the cost of printing an informational insert, a limited number of paper copies, a Survey Monkey license, supplies to place paper copies in public buildings and printing a brief summary presentation for Town Meeting. An electronic copy with detailed analysis is posted on the Town website which is the least expensive approach. All of the funds are spent on outreach to residents.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

Volunteer hours enable the project. Volunteers donate approximately 250 hours during the various phases of the survey project. Based on Independent Sector's estimated 2018 average national volunteer hourly rate of \$24.69, the \$6173 "matching funds" value of Envision Arlington volunteer support exceeds the funding requested.

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

No. The funds are spent on outreach so that all residents have the opportunity to participate. Shifting online saves money but makes outreach efforts even more important to reach a broad subset of households.

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

We experienced a drop off in participation during program year 2018-2019 by shifting to an online format. Detailed analysis of the demographic breakdown of the smaller pool of respondents may help us target underserved demographics and we will be developing new strategies for outreach. At the current funding level we can sustain the survey using Survey Monkey and with minimal printing costs. If funding drops below the current level the survey would have to be cancelled. It would be inappropriate to offer the survey only to residents who have computers.

**Budget Description**

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the Town will have an opportunity to create a more detailed budget upon notification of the project's acceptance.

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A+B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	50		50
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Survey Monkey	400		400
Other: printing	1550		1550
<b>TOTAL PROPOSED BUDGET</b>	2000		2000

**B. Construction Projects (physical improvements)** 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			
Design			
<b>TOTAL PROPOSED BUDGET</b>			

*\*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:		
Other:		
Total:		

**MEASURING ACCOMPLISHMENTS TABLE**

*PLEASE AVOID ABBREVIATIONS*

<b>NEED STATEMENT</b>	<b>GOAL</b>	<b>INPUTS</b>	<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>
Description of Need to be Addressed	Proposed goals to reduce extent of problems or needs	Resources to be dedicated or utilized to meet proposed goals	What the program does with the input to fulfill its mission	Direct products of program activities	ST (Short Term) LT (Long Term) Benefits that result from the program
Envision Arlington seeks to engage all residents in developing common goals and to develop connections between residents and their government.	The Annual 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 the groups and departments.	It is important to include a mailing to each household to ensure broad access. Printing is the largest cost and volunteer hours for design, outreach, publicity and data analysis enable the project.	We provide information about the needs and opinions of residents, aiding Town departments and committees with planning and decision-making.	In addition to summarizing the answers to survey questions, the survey allows for open comments that are transcribed and sorted by topic. The comments range from suggestions for new programs to feedback on all areas of community life.	ST benefit is data for to enable thoughtful plans based on broad input. LT benefit is to increase civic engagement by reaching out to every household. We can also use the survey as a tool for educating residents about services they may not know about that would benefit them.

**Nationally Reportable Outputs**

*Please indicate the number of outputs expected*

<b>Businesses Assisted</b>		<b>Persons Served</b>	
<b>Households Assisted</b>	2183	<b>Jobs Created</b>	



# TOWN OF ARLINGTON

MASSACHUSETTS 02476

781 - 316 - 3090

## DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

### MEMORANDUM

**TO:** Board of Selectmen, CDBG Sub-Committee

**FROM:** Jennifer Raitt, Director of Planning and Community Development

**DATE:** January 4, 2019

**SUBJECT:** CDBG Program Year 45 – 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 the program year July 1, 2019 through June 30, 2020.

#### *Planning*

**Planners** – This is a request for **\$52,335** to 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.

**Planning Studies** – This is a request for **\$70,000** will fund two planning activities. Half will continue funding a plan to comply with the HUD Rule to Affirmatively Further Fair Housing, including but not limited to hiring a consultant to develop a Fair Housing Action Plan. The remaining half will fund the development of a mobility plan to address multi-modal access and transportation equity throughout town. The plan will help prioritize neighborhood connectivity and public infrastructure needs, particularly in low- to moderate-income areas of town.

#### *Administration*

**CDBG Administrator** – This is a request for **\$84,000** 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 **\$15,000** to 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.

**Total Request for Planning and Administration: \$221,335**

