

TOWN OF ARLINGTON



Report to Annual Town Meeting 2019 Article 51 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for program year 45 (July 1, 2019 through June 30, 2020). Applications were due on January 10, 2019 and reviewed on February 11, 2019 at the Select Board public hearing. The CDBG Subcommittee met on March 5, 2019 and March 12, 2019 to review the applications and develop the following budget for the use of CDBG funds. This memorandum describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,100,241** in new grant funds from the U.S. Department of Housing and Urban Development for the period July 1, 2019 through June 30, 2020. This is a reduction of **\$11,114** from the current year's allocation. The potential reduction is based upon a 1% reduction from the current program year allocation. In addition, the Town also anticipates new program income and reprogrammed prior year's CDBG funds. Refer to attached spreadsheet for further details. The following proposed allocations would expend the total anticipated amount of **\$1,360,241**.

This annual funding recommendation is based on an estimation of funding available to the Town and subject to an increase or decrease, depending on federal allocations. Were the Town to receive less than the estimated allocation, the CDBG Subcommittee would suggest that the following applications receive a reduction in their funding allocation: the Housing Corporation of Arlington's Capital Improvements, the Disability Commission and the DPW's ADA Compliant Curb Cuts, and Food Link's Site Development. Were the Town to receive more than the estimated amount, the CDBG Subcommittee would suggest that the additional money will be allocated to the Arlington Recreation Department's application for the Lussiano Playground, and potentially reassessing the funding available for public service activities within the statutory limit. Should CDBG funding be eliminated, the town will consider a plan to address service and programming impacts.

The following is a summary of the requests for funds and the corresponding recommended allocations. Each request has been placed into one of five categories: *Rehabilitation/Housing, Public Services, Public Facilities and Improvements, Planning, and Administration*.

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

Low/Moderate Income Area Benefit (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

Dan Dunn, Select Board Member

Sarah Lee, Resident

Diane Mahon, Select Board Member

Christopher Potter, Resident

Jennifer Raitt, Director of Planning and Community Development

Antonette Sacco, Resident

Julie Wayman, CDBG Administrator

**Community Development Block Grant
Annual Action Plan
July 1, 2019- June 30, 2020**

REHABILITATION/HOUSING

Affordable Housing Portfolio Capital Improvements, Housing Corporation of Arlington: This request for \$200,000 would be used to make improvements to HCA's portfolio of existing affordable rental housing. This project is expected to benefit six households and complies with national objective LMH. Funding is recommended at \$200,000.

Solar Panel Installation, Housing Corporation of Arlington: This request for \$150,000 would be used to install solar panels on Capital Square Apartments, a three-building complex on Mass Ave in East Arlington. This project would benefit thirty-two (32) households. Funding is recommended at \$150,000.

Home Rehabilitation Loan Program, Arlington Home Rehabilitation Loan Program: This request for \$165,000 would provide property owners of one- to four-family homes who make a low- to moderate-income with a low-interest (1.75%) and deferred-payment loan to assist with the renovation of their properties. The loans enable the owners to make repairs, bring properties into compliance with building, health and safety code standards, and abate lead-based paint. The Arlington Home Rehabilitation Program also provides technical and contractor procurement services. This project is expected to benefit 10 households and complies with national objective LMH. Due to an ongoing reduction in income-eligible applicants and qualifying properties, CDBG funding is not recommended this year.

PUBLIC SERVICES

Scholarship Program, Arlington Boys & Girls Club: This request for \$20,000 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 \$19,400.

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 eight (8) individuals and complies with national objective LMC. Funding is recommended at \$4,475.

Athletic Scholarships, Arlington High School: This request for \$8,500 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 30 individuals and complies with national objective LMC. Funding is recommended at \$7,900.

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 28 individuals and complies with national objective LMA. Funding is recommended at \$6,000.

Mental Health Counseling and Support Services, Arlington Youth Counseling Center (AYCC): This request for \$15,000 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 70 individuals and complies with national objective LMC. Funding is recommended at \$15,000.

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 \$35,000 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 282 individuals and complies with national objective LMC. Funding is recommended at \$35,000.

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 552 individuals 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 six individuals and complies with national objective LMC. Funding is recommended at \$4,475.

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 over 100 individuals and complies with national objective LMC. Funding is recommended at \$12,400.

PUBLIC FACILITIES AND IMPROVEMENTS

Wellington Park ADA-Compliant Trails and Access Project, Arlington Conservation Commission: This request for \$100,000 would fund the design of the Wellington Park ADA-Compliant Trails and Access Project. This activity complies with national objective LMC. Funding is recommended at \$100,000.

ADA Compliance Program-Curb Cuts Ramp Project, Arlington Commission on Disability: This request for \$140,000 would construct and reconstruct ADA-compliant sidewalk ramps for the purpose of improving access and pedestrian safety for the elderly and disabled. 45 curb cuts would be installed utilizing these funds. This activity complies with national objective LMA. Funding is recommended at \$140,000.

Lussiano Playground Reconstruction, Recreation Department: This request for \$325,000 would rehabilitate the Lussiano Playground. This project is expected to benefit 4,875 people and complies with national objective LMA. Funding is recommended at \$200,000.

Site Development, Food Link, Inc.: This request for \$175,000 would fund site work at the new Food Link facility, including work on the parking lot, retaining wall, and fencing. This project is expected to benefit 3,300 individuals and complies with national objective LMC. Funding is recommended at \$155,000.

PLANNING

Planners, Department of Planning and Community Development: This 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, local and comprehensive planning and zoning, 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 \$78,000 would fund planning activities to comply with the HUD Rule to Affirmatively Further Fair Housing, including but not limited to hiring a consultant to begin an assessment of fair housing and public outreach related thereto. The Department would also use this funding to update the Town's ADA Self-Evaluation and Transition Plan which would address access to the Town's programming and facilities. This activity is exempt from meeting a national objective. Funding is recommended at \$78,000.

Annual Town Survey 2019, Envision Arlington: This request for \$2,000 would continue the annual town Census Insert Survey. Data collected from this survey inform policy-setting for the town and other planning activities. This activity is exempt from meeting a national objective. Funding is recommended at \$2,000.

ADMINISTRATION

Community Development Block Grant Administrator, Department of Planning and Community Development: This request for \$84,000 funds the position of Community Development Block Grant Administrator who serves under the Director of Planning and Community Development. The Administrator is responsible for the daily financial and programmatic administration of the CDBG program and overall coordination and management of grant activities. Related costs include salary and reimbursement to the Town for fringe benefits. This activity is exempt from meeting a national objective. Funding is recommended at \$84,000.

General Administration, Department of Planning and Community Development: This request for \$15,000 would fund the operating and administrative costs of the CDBG program. This budget item provides for costs of overall program management, coordination, monitoring, training, membership dues, and evaluation. This activity is exempt from meeting a national objective. Funding is recommended at \$15,000.

**WARRANT ARTICLE 51 - ANNUAL TOWN MEETING, APRIL 2019
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 45 (7/1/19-6/30/20)**

CDBG Program Activity	Organization/Department	FY 2020 Request	CDBG Subcommittee Recommendation	National Objective
REHABILITATION/ HOUSING				
1 Affordable Housing Portfolio Capital Improvements	Housing Corporation of Arlington	\$ 200,000	\$ 200,000	LMH
2 Solar Panel Installation	Housing Corporation of Arlington	\$ 150,000	\$ 150,000	LMH
3 Home Rehabilitation Loan Program	Arlington Home Rehabilitation Loan Program	\$ 165,000	\$ -	LMH
	Sub-total	\$ 515,000	\$ 350,000	
PUBLIC SERVICES				
4 Scholarship Program	Arlington Boys and Girls Club	\$ 20,000	\$ 19,400	LMC
5 Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000	\$ 4,475	LMC
6 Athletic Scholarships	Arlington High School	\$ 8,500	\$ 7,900	LMC
7 Operation Success Learning Center	Arlington Housing Authority	\$ 6,000	\$ 6,000	LMA
8 Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	\$ 15,000	\$ 15,000	LMC
9 Adult Day Health Services	Council on Aging	\$ 6,000	\$ 6,000	LMC
10 Transportation Program	Council on Aging	\$ 35,000	\$ 35,000	LMC
11 Volunteer Coordinator	Council on Aging	\$ 52,922	\$ 52,922	LMC
12 Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000	\$ 4,475	LMC
13 Menotomy Manor Outreach Program	Fidelity House	\$ 20,000	\$ 20,000	LMC
14 Program Scholarships	Recreation Department	\$ 13,000	\$ 12,400	LMC
	Sub-total (FY20 Statutory limit: \$183,575)	\$ 186,422	\$ 183,572	
PUBLIC FACILITIES AND IMPROVEMENTS				
15 Wellington Park ADA-Compliant Trails and Access Project	Conservation Commission+ Dept. of Planning and Community Development	\$ 100,000	\$ 100,000	LMC
16 ADA-Compliance Program - Curb Cut Ramp Project	Arlington Disability Commission + Dept. of Public Works	\$ 140,000	\$ 140,000	LMC
17 Lussiano Playground Reconstruction	Recreation Department	\$ 325,000	\$ 200,000	LMA
18 Site Development	Food Link, Inc.	\$ 175,000	\$ 155,000	LMC
	Sub-total	\$ 740,000	\$ 595,000	
PLANNING				
19 Planners	Dept. of Planning and Community Development	\$ 52,335	\$ 52,335	Exempt
20 Planning Studies	Dept. of Planning and Community Development	\$ 78,000	\$ 78,000	Exempt
21 Annual Town Survey 2019	Envision Arlington	\$ 2,000	\$ 2,000	Exempt
	Sub-total	\$ 132,335	\$ 132,335	
ADMINISTRATION				
22 Grants Administrator (salary + benefits)	Dept. of Planning and Community Development	\$ 84,000	\$ 84,000	Exempt
23 General Administration	Dept. of Planning and Community Development	\$ 15,000	\$ 15,000	Exempt
	Sub-total	\$ 99,000	\$ 99,000	Exempt
	Planning & Administration Sub-total (FY20 Statutory limit: \$232,048)	\$ 231,335	\$ 231,335	
	TOTAL	\$ 1,672,757	\$ 1,359,907	

Estimated CDBG Allocation, Fiscal 2019-2020	\$	1,100,241
Estimated CDBG Program Income, Fiscal 2019-2020	\$	60,000
Estimated Re-Programmed CDBG Funds	\$	200,000
TOTAL Available	\$	1,360,241
Current CDBG Program Income, Fiscal 2018-19 \$108,260.41 (As of 3/13/2019)	\$	123,595
Public Services Limit (15% of Total Estimated Funds and Prior Year PI)	\$	183,575
Planning & Administration Limit (20% of Total Estimated Funds and Current Year PI)	\$	232,048

Last modified March 20, 2019