TOWN OF ARLINGTON

CDBG Program Year 50 Budget Update

The Town of Arlington was awarded $1,059,520 in new grant funds from the U.S. Department of Housing and Urban Development (HUD) for the period of July 1, 2024 through June 30, 2025. This is an increase of $582 from the current year's allocation. The following allocations would expend a total amount of $1,059,520. The Town expects a more modest sum of Program Income from the Arlington Home Rehabilitation Program than in years past, we are estimating less than $10,000. The amount is lower than in previous years as no new loans have been made since 2018 and only eight loans remain active. A substantial amendment is also included with the Draft Annual Action Plan to allocate prior years' unexpended funds during Program Year 50.

Below is a summary of the recommended allocations made by the CDBG Subcommittee. Each project falls into one of six categories: *Affordable Housing, Economic Development, Public Services (limited to 15% of the annual grant per HUD restriction), Public Facilities, Infrastructure and Parks, Planning, or Administration (Planning and Administration are cumulatively limited to 20% of the annual grant per HUD restriction).* Projects/activities must also meet one of the following HUD National Objectives:

Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of the persons residing in an area where at least 33.67% of the residents have a low or moderate income. (Arlington is a CDBG exception community so the percentage of LMA residents required to qualify a town census tract as CDBG eligible is lower than the LMA resident minimum of 51% for non-exception CDBG communities.)

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
James Feeney, Town Manager
Judith Guillou, Resident
Jennifer Hernandez, Resident
John Hurd, Select Board Member
Diane Mahon, Select Board Member
Rebecca Persson, Resident
Claire Ricker, Director of Planning and Community Development
Mary Muszynski, CDBG Administrator

AFFORDABLE HOUSING

Affordable Housing Portfolio Capital Improvements, Housing Corporation of Arlington: This request for $200,000 would be used to fund the maintenance of Housing Corporation of Arlington units to improve sustainability and energy efficiency. The project will help to preserve affordable housing for low-income households and support Town sustainability efforts. This project is expected to benefit 25 households and complies with the national objective LMH. Funding is recommended at $100,000.

Affordable Housing Capital Improvements, Caritas Communities: This request is for $200,000 to fund improvements to the safety, accessibility, functionality, and longevity of Caritas' affordable housing residences in Arlington. This project will help address the quality and condition of Arlington's housing stock. Caritas residents will experience homes that are properly cared for, and Caritas will be able to extend the use of their portion of Arlington's affordable housing inventory for another several decades. This project is expected to benefit 37 households and complies with the national objective LMH. Funding is recommended at $100,000.

PUBLIC SERVICES

Scholarship Program, Arlington Boys & Girls Club: This request for $25,000 would fund scholarships to income-eligible households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for 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. This project is expected to benefit 65 individuals and complies with national objective LMC. Funding is recommended at $16,000.

Operation Success Learning Center, Arlington Housing Authority: This request for $5,000 would fund the operating costs of a homework support program for middle and 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 12 individuals and complies with national objective LMC. Funding is recommended at $2,000.

Mental Health Services for Youth and Families, Arlington Youth Counseling Center (AYCC): This request for $20,000 would fund subsidies for the costs of counseling services to income-eligible households, including free and reduced-fee mental health counseling and medication treatment and case management services. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 15-25 individuals and complies with national objective LMC. Funding is recommended at $15,000.

Adult Day Health Scholarships, Council on Aging: This request for $10,000 would fund scholarships for seniors to utilize Adult Day Health Services through Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a low cost for those who, due to physical and/or psychological reasons, cannot be left alone at home. This project is expected to benefit 10 individuals and complies with national objective LMC. Funding is recommended at $8,000.

Transportation Program, Council on Aging: This request for $30,000 would fund the transportation services that are offered to Arlington seniors to help seniors remain independent and active in the community. The transportation program is comprised of two fully accessible 8-passenger vans driven by six part time drivers, a volunteer medical driver program for medical rides, and a partnership with Uber for medical rides outside of Arlington. COA received over 50 calls per day, requests for a total of 9,291 rides from over 761 individuals in Program Year 48 2021-2022. This project is expected to benefit 761 individuals and complies with national objective LMC. Funding is recommended at $30,000.

Volunteer Coordinator, Council on Aging: This request for $53,134 would fund the position of Volunteer Coordinator. The coordinator supervises and coordinates volunteers, manages the van and transportation program, and is essential to the Council on Aging's mission to engage senior citizens in community participation. Volunteering within the COA allows residents to provide crucial services and programs to residents and allows services to take place at a lower cost. The funds received would be used for the base salary of the staff person plus all fringe benefits. This project is expected to benefit 400 individuals and complies with national objective LMC. Funding is recommended at $53,134.

Jobs, Jobs, Jobs Program, Fidelity House: This request for $5,000 would fund a summer employment program for income-eligible youth. Teen participants that are employed learn job skills including skills in childcare and recreation leadership. This project is expected to benefit five individuals and complies with national objective LMC. Funding is recommended at $3,000.

Menotomy Manor Outreach Program, Fidelity House: This request for $21,000 would provide funding to defray the cost of programs that Fidelity House manages for the low-income families of Menotomy Manor. The program is designed to offer opportunities, reduce the barriers that prevent participation (including transportation and financial barriers), and assimilate youth into community-wide programming. It provides scholarships and transportation for youth to attend summer and school year programming. This project is expected to benefit 40 individuals and complies with national objective LMC. Funding is recommended at $17,000.

Recreation Scholarship Program, Recreation Department: This request for $15,000 would fund 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 of 25%-100% 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 $6,866.

Food Market, Arlington Eats: This request for $30,000 would provide funding to purchase food to support the enormous documented increase in need for services that has occurred in the past calendar year. By expanding its services beyond the traditional food pantry model and actively reducing social stigma associated with using food assistance services, Arlington 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. This project is expected to benefit 2,950 individuals and complies with the objective LMC. Funding is recommended at $7,928.

PUBLIC FACILITIES AND IMPROVEMENTS

Hauser Building Walkway Replacement and Paving Project, Arlington Housing Authority: This request for $300,000 would fund the replacement of the walkways and parking lot at the Hauser Building at Drake Village that were last paved in 1975. The project will help to preserve affordable housing for seniors in Arlington and support the Arlington Housing Authority and Town sustainability efforts. This project is expected to benefit 216 households and complies with the national objective LMA. Funding is recommended at $200,000.

Curb Ramp Installation, Department of Public Works: This request for $125,000 would fund new sidewalk curb ramp installations. This project supports the Town's goal to improve safety and accessibility. The Town of Arlington uses an Accessibility Analysis Map to prioritize areas where new curb ramps will be installed. These areas are utilized by under-served and vulnerable populations which tend to rely more on public amenities, including parks, open space, community buildings and public transit etc. This project is expected to benefit 46,000 individuals and complies with national objective LMC. Funding is recommended at $113,688.

Lower Mill Brook Flood Resilience Design, Conservation/Department of Planning and Community Development: This request for $175,000 would fund the assessment of three key points on the Mill Brook: Cooke's Hollow, Mount Pleasant Cemetery, and Meadowbrook Park. These key points will be designed and permitted for floodwater storage, enhancements to open space, bridge replacement, bank stabilization, and crucial wetland restoration. Nature-based solutions will be proposed to allow Arlington to build a more resilient future for the residents in the lower reaches of Mill Brook. This project is expected to benefit 3,222 Individuals and complies with the national objective LMA. Funding is recommended at $175,000.

Foot of the Rocks Battlefield, Town Manager's Office and Foot of the Rocks Working Group: This request for $200,000 would fund the re-design of the Foot of the Rocks Parklet which is located at the intersection of Massachusetts Avenue and Lowell Street. 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. This project is expected to benefit 46,000 individuals and complies with the national objective LMA. Funding is recommended at $0.

PLANNING

Planners, Department of Planning and Community Development: This request for $65,000 would 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, community engagement, land use planning and zoning activities, affordable housing studies and implementation activities, and economic development. All positions serve under the Director of Planning and Community Development. CDBG funding of salary plus fringe benefits is reimbursed to the Town. This activity is exempt from meeting a national objective. Funding is recommended at $50,000.

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, and 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. This activity is exempt from meeting a national objective. Funding is recommended at $61,904.

Annual Town Survey, Envision Arlington: This request for $2,000 would continue the annual town 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 $0. Envision Arlington will fund the Survey cost using their previous years' Town Meeting approved operating budget.

ADMINISTRATION

Community Development Block Grant Administrator, Department of Planning and Community Development: This request for $81,185 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. 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 $81,185.

General Administration, Department of Planning and Community Development: This request for $18,815 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 $18,815.

A summary of the CDBG budget recommendations, reprogramming of unexpended funds, and Substantial Amendment are included on the following pages. The CDBG Subcommittee reconvened to update this budget and approve the unexpended fund reprogramming and Substantial Amendment, on May 29, 2024, after HUD announced CDBG grant awards for Program Year 50 on May 8, 2024. Town Meeting approved the CDBG preliminary budget for Program Year 50 on May 1, 2024.

Updates to the PY 50 preliminary budget are highlighted in blue.

CDBG Program Activity	Organization/Department	CDBG Subcommittee PY50 Recommendation
HOUSING		
Housing Portfolio Capital Improvements	Housing Corporation of Arlington	$100,000
Housing Improvements at 22 Fessenden and 12 Russell St. locations	Caritas Communities	$100,000
Sub-total		**$200,000**
PUBLIC SERVICES		
Scholarship Program	Arlington Boys and Girls Club	$16,000
Operation Success Learning Center	Arlington Housing Authority	$2,000
Mental Health Counseling and Support Services	Arlington Youth Counseling Center (AYCC)	$15,000
Adult Day Health	Council on Aging	$8,000
Transportation Program	Council on Aging	$30,000
Volunteer Coordinator	Council on Aging	$53,134
Jobs, Jobs, Jobs	Fidelity House	$3,000
Menotomy Manor Outreach Program	Fidelity House	$17,000
Program Scholarships	Recreation Department	$6,866
Food Market Support	Arlington EATS	$7,928
Sub-total (statutory limit 15% of PY50 grant including PY49 Program Income)		**$158,928**
PUBLIC FACILITIES AND IMPROVEMENTS		
Hauser Building ADA Walkway and Parking Lot Repair	Arlington Housing Authority	$200,000
Lower Mill Brook Flood Resilience Design (Green Infrastructure Project)	Conservation/Town of Arlington	$175,000
ADA Curb Ramp Installation	Department of Public Works	$113,688
Foot of the Rocks Battlefield Site Redesign	Town Manager/Foot of the Rocks Working Group	$0
Sub-total		**$488,688**
PLANNING & ADMINISTRATION		
Planners	Planning and Community Development	$50,000
Planning Studies	Planning and Community Development	$61,904
Annual Town Survey	Envision Arlington	$0
Grants Administrator (salary + benefits)	Planning and Community Development	$81,185
General Administration	Planning and Community Development	$18,815
Planning & Admin. Sub-total (statutory limit 20%)		**$211,904**
TOTAL		**$1,059,520**
		PY50 Funding

Approved by CDBG Subcommittee 5/29/2024

Reprogramming Unexpended Funds and Substantial Amendment Overview

Throughout the year, the Town receives inquiries about available funding for many different projects. When those projects align with CDBG goals, but the timelines don't fit into the CDBG funding cycle, we retain project information. If funds become available during the year, these organizations are invited to submit a request for funding. Requests are then reviewed by the CDBG Subcommittee. In order to formalize any changes and make grants in accordance with HUD policy, the CDBG Administrator determines whether the change constitutes a "substantial change" to the CDBG Annual Action Plan. The process for making substantial changes to CDBG Annual Action Plans is outlined on Page 2-3 of the CDBG Citizen Participation Plan. For changes that are not considered "substantial," the CDBG Subcommittee's approval is the necessary endorsement that enables a Subrecipient Agreement to be issued to the applicant.

The Arlington CDBG program allocates its grant award from HUD to numerous Subrecipients who utilize those funds for a range of housing, economic development, public services, public facilities, planning and administrative activities. Some years Subrecipients do not use their grant in full. This may occur due to costs being lower than expected, budget changes, or because a project has been cancelled altogether. When this happens, these funds become available for reprogramming to new or existing activities. Currently there is $170,355.86 available to be reprogrammed from 2021, 2022, and 2023 grants.

These funds can be used to make grants to Affordable Housing, Public Facilities, and Economic Development projects. Due to HUD's statutory caps that limit the amount of funding that can be dedicated to Public Services, Planning, and Administration activities, funds cannot be reprogrammed to these activities without impacting current year budgets.

Off-Cycle CDBG Requests

There are currently two viable requests for funding that meet CDBG objectives and that are ready, or nearly ready, to begin work. If funded at the level of request, approximately $45,355.86 will remain in unspent CDBG funds available from prior years' grants. These funds will remain available to be reprogrammed to future eligible projects within statutory limits.

Applicant	Proposed Project	Requested Funds	Recommended Funds	Origin Year Grant	Substantial Amendment triggered?
Arlington Department of Public Works	Curb Ramps Installation Project	$125,000	$125,000	Program Years 2021 and 2022	Yes
Town of Arlington	ADA Accessible Brick Sidewalks	$65,000	$65,000	Program Year 2022	No

Town of Arlington Community Development Block Grant
Overview of Draft Substantial Amendment
2024-2025 Program Year 50 Annual Action Plan

Town of Arlington Department of Planning and Community Development
May 29, 2024

Program Year 50 Substantial Amendment

The Town of Arlington is including this Substantial Amendment with its 2024-2025 Annual Action Plan, covering the period July 1, 2024 to June 30, 2025, (Program Year 50) to reprogram unexpended prior years Public Facilities and Improvement funds to respond to the need for additional ADA Accessible Curb Ramps. This Executive Summary provides an explanation of the Substantial Amendment.

Public Facilities and Improvements – Park Projects Funding available for reprogramming

The Department of Planning and Community Development managed Phase II of the Whitmore Park Restoration/ADA Accessibility Project, which was completed with $100,000 in CDBG funding remaining. The proposed Mystic to Minuteman Bikeway design project was awarded $35,000 in CDBG funding for Program Year 48. This project was cancelled due to lack of additional grant funding. The Mystic to Minuteman Bikeway project/Mystic River Path Connection to the Minuteman Bikeway is now being funded through the FY2023 Consolidated Appropriations Act. This leaves a total of $135,000 unexpended prior years resources to be reprogrammed.

Public Facilities and Improvements – Curb Ramps Installation

The Department of Public Works submitted an off-cycle CDBG funding request for the Town's continued Sidewalk Curb Ramp Installation Project. The request is for $125,000 for the 2024 construction season, which will be completed in Program Year 50. Allocating $125,000 to this project will enable this project to occur without a reduced scope, and will provide safer sidewalks for Arlington's citizens. The project meets the national objective of Low/Mod Limited Clientele, as it is an activity principally benefiting individuals who are generally presumed to be low to medium income persons, per 24 CFR 1003.208(b)(1)(i). The funds provided to DPW will be in the form of a grant.

Subrecipient & Activity	**2024-2025 CDBG Program Budget**	**Substantial Amendment**	**Final 2024-2025 CDBG Program Budget**	**Goal Outcomes**
Department of Public Works – ADA Accessible Curb Ramp Project	$113,688	$125,000	$238,688	Original Goal: 56 Curb Ramps With the Substantial Amendment: 106 Curb Ramps

Review Process

This substantial amendment is being completed in accordance with HUD policy and with Arlington's CDBG Citizen Participation Plan. A 30-day comment period will take place, as advertised through a legal notice in the Arlington Advocate and through electronic notices shared with interested parties and the general public.

The Town will consider any comments or views of residents received in writing or by email in preparing the final Substantial Amendment to the Consolidated Plan and Annual Action Plan for submission to HUD. A summary of these comments or views, and a summary of any comments or views not accepted and the Town's reasons therefore, will be attached to the change submitted to HUD.

Comments can be submitted beginning on June 6, 2024 through July 8, 2024 to Mary Muszynski, Community Development Block Grant Administrator, at MMuszynski@town.arlington.ma.us. All comments received and the Town's responses will be included in the substantial amendment that is submitted to the U.S. Department of Housing and Urban Development.

After the Substantial Change is approved by HUD, the Town will make the document available to the public by posting on the Town's website: https://www.arlingtonma.gov/cdbg.