

Arlington Boys & Girls Club
Sixty Pond Lane, Arlington, MA 02474

To: Board of Selectmen

From: Derek F. Curran, Executive Director

Date: 2/8/2016

RE: Report on CDGB Allocations

The following is the written status report for the 2015-16 CDGB allocation for the Arlington Boys & Girls Club.

Scholarship Program: The Arlington Boys & Girls Club was awarded \$14,500 for scholarships. The Club used the entire amount awarded to support 69 children attend summer programs. Summer is a difficult time for working parents and the scholarships program provide parents the opportunity to send their children to the Club where they know their children will have fun and be safe. I feel the goals of the program have been met. Each year we get more and more requests for scholarships and we do our best to give everyone qualified some assistance.

Jobs Jobs Jobs: The Arlington Boys & Girls Clubs total funding for the program was \$4000. The Arlington Boys & Girls Club has spent its entire \$4000 allotment on five teens in the summer of 2015. The teens in the program not only were able to earn some spending money but gained valuable job experience in a safe, fun atmosphere. I feel the goals of the program have been met. Most teens express an interest in continuing working during the school year which we cannot always accommodate due to funding.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL REPORT
FEBRUARY 2016

ARLINGTON YOUTH COUNSELING CENTER

Project Description: The Arlington Youth Counseling Center (AYCC) is a community-based, mental health counseling center serving children, adolescents and families living in Arlington. There are 300 active clients at AYCC, of whom 13% are children younger than 10, 32% are preteens between the ages of 10 and 14, 38% are adolescents between the ages of 15 and 19, and 17% are adults ages 20 or older. More than half of AYCC clients are low to moderate income. AYCC uses CDBG funds to provide critical mental health counseling, psychiatric services, and case consultation to income-eligible families who are uninsured or who have experienced a lapse of coverage, and to those who are unable to afford copayments and costly insurance deductibles.

Program Goals:

In accordance with its mission, AYCC strives to provide high quality mental health services, in a timely way, to any Arlington youth or family in need, regardless of their ability to pay. The following goals, which were included in the CDBG proposal, were established to this end.

Goal 1: *Low and moderate income youth and families will have immediate access to mental health counseling services and treatment.* Through the use of a part time intake coordinator, AYCC has consistently responded to all requests for services within 1-2 business days, and conducted intake assessments within 3 business days of initial referral. The referred client list is reviewed daily by AYCC administrators and case assignments are typically made within 5-7 business days of intake. However, the wait time can be slightly longer for more complex cases, those with special scheduling needs, and those with specific gender preferences in clinicians. To ensure prompt case assignments, AYCC oversees a robust team of fee-for-service clinicians, including 3 new hires in the past five months. In addition, to meet the demand for services more efficiently, AYCC increased the minimum client caseload requirement for all clinicians this past July.

Goal 2: *Clients on MassHealth will be evaluated regularly to determine behavioral health needs and strengths.* For all clients under the age of 18 who are insured by Mass Health, AYCC clinicians conducted Child and Adolescent Needs and Strengths (CANS) assessments during their initial (diagnostic) sessions, and followed up with quarterly CANS updates. Treatment plans were developed and reviewed for each client with consideration to CANS assessments. After every session, clinicians documented their client's progress towards treatment goals and objectives in the client's Electronic Health Record.

Summary and Need:

CDBG funds were used to pay for mental health counseling and psychiatric services for income eligible clients unable to afford the cost of treatment. To date in FY16, 10 clients (representing 7 families) received CDBG assistance for mental health counseling, case consultation, and psychiatry at AYCC. In total, they participated in 87 clinical sessions, utilizing \$7,690.20 of CDBG funding. In addition to supporting the full cost of sessions for uninsured clients and families, the CDBG grant helped fund clients whose insurance would not cover the cost of services at AYCC, as well as clients who were unable to afford the cost of copayments or substantial deductibles. Separately, AYCC provides thousands of dollars in additional free and reduced cost care to families slightly outside the CDBG income brackets who are also unable to cover the cost of services. Competing financial demands, along with crippling deductibles, copayments and coinsurance, are tremendous barriers confronting many of the clients at AYCC. CDBG grants are a critical source of funding that help enable AYCC to serve these clients, regardless of their ability to pay.



COUNCIL ON AGING
TOWN OF ARLINGTON
27 MAPLE STREET
ARLINGTON, MASSACHUSETTS 02476-4909
(781) 316-3400 fax (781) 316-3409



February 3, 2016

FROM: Susan R. Carp, M.S., Executive Director/COA

Susan Carp

TO: Laura Wiener, Acting Planning Director

RE: CDBG PROGRAM PERFORMANCE UPDATE – FIRST 7 MONTHS OF FY 2016

The Council on Aging is grateful for the CDBG funding that was awarded to the organization in FY 2016. Without these funds, the programs and services listed would not be possible as there are no other sources of funding. Please see the summaries below:

Dial A Ride & Senior Transportation: CDBG Funding \$40,000

Status: Funds will be expended by the end of FY 2016. The total funds used under the grant through December 31 are \$18,289.

The Dial A Ride program is one of the “family of services” that the COA Transportation department offers. Dial a Ride provides transportation 6 days per week for Arlington destinations. To date we have 75 Arlington seniors enrolled with the option of purchasing 10 taxi vouchers per month with an average of 159 rides per month. The COA Van operates 5 days per week and provides seniors transportation to Arlington destinations and medical appointments out of town. To date, we have 107 seniors utilizing the COA van for a total of 4,927 one way rides.

Over 50% of the seniors that utilize this Dial A Ride program also utilize the COA Van for their transportation needs. The additional benefit of the Dial A Ride program is that it provides transportation during periods when the COA office is closed, including Saturdays. The COA transportation services are the primary connector for those who no longer drive and the community in which they live; without this service our seniors would become isolated.

Adult Day Health: CDBG Funding \$4,000

Status: Funds will be expended by the end of FY 2016

The COA and Cooperative Elder Services, Inc. join together to identify and assist seniors in need of Adult Day Health Services. This grant provides 13 Arlington seniors up to \$300/year, access to services and respite care. The COA also provides a free care giver support group. Participants family members express gratitude for the \$300 scholarship which helps offset the staggering cost of caring for someone with Alzheimer’s and other neurological diseases.

Transportation & Volunteer Coordinator (One Position): CDBG Funding \$53,530
Status: Funds will be expended by the end of FY 2016

Volunteer Coordinator

The COA Volunteers supplement programs and services where budgets fall short. The COA utilizes approximately 130 volunteers per year with 85 volunteers providing service over 25 hours per year. For the first 7 months of FY16 the COA volunteers have participated in 37 programs. Of these 37 programs 927 individuals have received benefit for a total of 2,592 occurrences. The COA volunteers provide .73 FTE at the front desk and are often the first contact a senior has with the department.

The Volunteer Coordinator hosts a volunteer group called Coffee and Conversation which brings all volunteers together once a month to discuss their roles and insights. This program is highly revered among the volunteers.

Transportation Supervisor

The CDBG funds are used in a shared position with the Volunteer Coordinator. The COA transportation department is a highly used service and cannot be managed by volunteers. Currently there are 4 part time drivers and also includes 8 individuals under the volunteer Medical Escort program. The COA transportation service operates 5 days a week providing rides to seniors to a variety of locations. For the first 7 months of FY16 the transportation department has served 107 individuals for a total of 4,927 one way rides.

SK

February 8, 2016

Community Development Block Grant Project Update
Arlington EATS Summer Lunch Program Summary

To The Arlington Board of Selectmen and Community Development Block Grant Committee:

Arlington EATS was awarded a Community Development Block Grant (CDBG) in the amount of \$1250 for the 2015 - 2016 funding year. This letter provides an update of the ways that Arlington EATS used these funds to the benefit of the community.

Each year over 500 Arlington students qualify for free or reduced priced meals during the school day. Arlington EATS (Eat All Through Summer) provides much needed food resources to students when school is not in session. This past summer, Arlington EATS offered our second year of the Summer Lunch Program. For 28 days during the summer (4 days per week for 7 weeks), Arlington EATS provided freshly prepared, delicious lunches free of charge to students and their families. In addition to providing freshly prepared meals, Arlington EATS supplied families with approximately 9,300 pounds of produce, bread, packaged and prepared foods provided to us through local food rescue organizations, grocery stores and community donations.

A statistical summary of the 2015 Summer Lunch Program is attached. We served an average of 210 meals per week for a total of about 1460 meals over the course of the summer. In addition, the food that the families brought home from the "pop-up pantry" distributions provided over 1000 additional meals. Volunteers offered over 500 hours of community service to make the program run smoothly.

Each meal is valued at \$3 (the cost of a school lunch) for a total of \$4380-worth of lunches provided. The CDBG will cover a portion of this cost. In addition to the meals served, the food that EATS was able to send home with families is valued \$15,996 (food rescue organizations value: \$1.72/pound). Arlington EATS is able to provide healthy freshly made meals at a low cost due to the generosity of community partners who donate or discount food for the program and the volunteers who are so generous with their time.

Arlington EATS is a volunteer-run, community-based non-profit organization. We are looking forward to our continued partnership with the schools, the Board of Selectmen and other town agencies, and our volunteers, clients and community partners.

Respectfully submitted by:

Lauren Ledger, Susan Stewart, Vicki Rose
on behalf of the Arlington EATS team

**Summary of 2015 Summer Lunch Program
Arlington EATS**

Monday, July 6 - Thursday, August 20
Thompson School Cafeteria

7 weeks, 4 days per week (28 days of lunches served)

Serving:

daily - between 30 and 72 meals served daily

weekly average - 210 meals served per week

summer total - 1460 lunches served this summer

“Pop-up pantry” distributions: food available each day to bring home
estimated 1000 meals provided for families from the daily “Pop-up pantry”

Total meals served out of Thompson School Cafeteria

(including lunches served and Pop-up Pantry)

Summer total - 2460 (approximately 2500)

Volunteer hours:

(on average)

8 volunteers daily

32 volunteers weekly

224 volunteers over the summer

18 combined volunteer hours daily

72 volunteer hours weekly

504 volunteer hours over the summer

Number of Pizzas consumed over the summer:

98 pizzas consumed

Community partners:

FoodLink

Arlington School Food Service

Whole Foods

Beaujolais catering

Trader Joe's

Food For Free

Arlington Food Pantry

My Brothers Place

La Victoria

Trinity Baptist Church

25 Medford Street
Arlington, MA 02474
781-648-2005
www.fidelityhouse.org



Edward F. Woods
Executive Director

FIDELITY HOUSE

Board of Selectmen
730 Massachusetts Avenue
Arlington, MA 02476

February, 2016

FIDELITY HOUSE MENOTOMY MANOR/CDBG PROGRAM UPDATE

July 1, 2015- June 30, 2016

“Alone we can do so little; together we can do so much” Helen Keller

Fidelity House has a sign over our door that echoes our role as a community center: “Goodwill to men, women and *all* children”. Part of the mission of the Community Development Block Grant is to ensure that services are provided to the most vulnerable in our communities. Together, we can do so much to provide and build up our community’s youth who reside in Arlington’s low income housing, Menotomy Manor.

The following is a review of our program goals and how we are utilizing the funding entrusted to us to maximize the program impact on each child that comes through our doors. The main barriers to participation, as expressed by the parents, revolve around finances and accessibility. Addressing those two needs are vital ingredients in the design of the Menotomy Manor Outreach Program.

Fidelity House will increase the opportunities and participation of the 5-18 year old youth by providing summer camperships, free transportation, on-site programming, free memberships and year-round, multi-faceted activities. The \$14,000 helped defray the program costs. 16 Menotomy Manor youth attended our Day Camps during the Summer Months for an average of 3 weeks of Day Camp. BUS transportation to/from Fidelity House for Day Camp was provided at **no cost** to the families. The on-site programming currently includes both transportation **to/from Fidelity House two days** a week (with 3 – 14 children attending weekly) and on-site programming an additional afternoon (with 3 – 10 youth attending weekly). We have already allocated out over \$3000 to cover the Free one year memberships (for grades 2 through high school) and scholarships to participate in sports & specialty youth programs.

Fidelity House will provide positive role models, familiar faces & dependable services to allow prevention/intervention programming to be effective for the youth. Fidelity House continues to provide programs year round and all the staff are well-known faces, providing consistent and positive role models for the youth.

Fidelity House will collaborate with parents, local schools, human service departments to provide the best prevention/intervention programming for the youth involved. Fidelity House continues to have positive interactions with the families that reside in Menotomy Manor, Arlington Housing Authority, Thompson School, Arlington Youth Consultation Center and the Department of Social Services.

We at Fidelity House truly believe that this program positively builds up the child, the families and ultimately, the community. We thank the Selectmen for allowing us the opportunity to remain a stable influence in this community and continue this program despite the ups and downs of the economy.

Sincerely,

Lisa Urben
Youth Program Director



**Food Link - Healthy Food Delivery to
Arlington Housing Authority Locations
FY 2015- 2016 Report
February 9, 2016**

Summary describing what has been accomplished in each of your programs during the current fiscal year

Elders, low income families with children, and people with disabilities often struggle to buy healthy food regularly. The cost of groceries, the cost of transportation to the store and the limited ability to carry heavy loads make it difficult for this population to get fresh food. As a result, this population often is not able to eat healthy food, negatively impacting their health.

In 2015, Food Link brought healthy food to this population on a regular basis. Food Link provided fresh fruits and vegetables, dairy and bread one to four times each week to residents of four Arlington Housing Facilities, including those living at: Chestnut Manor, Cusack Terrace, Drake Village, and Menotomy Manor. Food Link intended to deliver to Winslow Tower but they withdrew from the program partway through the year. In addition, Food Link brought fresh produce to participants in the Congregate Dining program provided by Minuteman Senior Services for low-income seniors (Central School location) at least twice per week.

These deliveries enabled elders, low income families with children, and people with disabilities to have regular, convenient access to healthy foods at no cost.

The amount of funds expended

During the time of the project, which was July 1, 2015 – June 30, 2016, we proposed to spend \$20,500. Based on 6 months actual expenses ended 12/31/15 (July 1, 2015 - Dec 31, 2015) and 6 months pro forma (Jan 1, 2016 - June 30, 2016), we expect to spend \$12,210. This difference is mainly due to the fact that Food Link combined the positions of Administrator, Volunteer Coordinator, and Quality Control Person into one position, an Operations Director. Due to funding constraints, this position could not be filled until November 2015. Please see attached budget for more details.

The number of persons served to date

Based on 2015 reports from the Arlington Housing Authority, Food Link provided healthy food to 1,144 people once per week or more throughout 2015. Food Link also delivered food at least twice per week that was distributed through the Congregate Dining program at Minuteman Senior Services, thereby reaching many more elders. As a result, Food Link far exceeded their goal to distribute food to 1,000 people in 2015.

A statement of whether or not the goals of the program are being met

Food Link has succeeded in providing a large amount of healthy food on a regular basis to those living in Arlington Housing Authority facilities and other seniors. We continue to meet our goal of providing at least 400 boxes of fresh produce, dairy and bread each month (4,800 boxes per year). We will work with staff to increase outreach so all residents are aware of these free food deliveries.

Assessment of the needs expressed by participants of your programs

The residents that we work with are always very appreciative of the free, healthy food that is delivered to their building by Food Link. Many residents work together to help bring in and arrange the food; they are happy for the community atmosphere and the opportunity to help others. We have heard that this food delivery is particularly helpful to residents during inclement weather.

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Program Beneficiary Data
July 1, 2015-June 30, 2016

Activity/Project Name: Food Link delivery to Arlington Housing Facilities

Number White 781

Number Black/African American 112

Number Asian 242

Number American Indian/Alaskan Native 9

Number Native Hawaiian/Other Pacific Islander _____

Number American Indian/Alaskan Native & White _____

Number Asian & White _____

Number Black/African American & White _____

Number American Indian/Alaskan Native & Black /African American _____

Number Other Multi-Racial _____

Number Hispanic 93

Total 1,144 (Please note that this may not total as this includes both race and ethnicity)

Please provide the number of persons for the applicable income categories:

0-30% (very low) of Median Income 500

(Please note that 0 – 30% of AMI in Arlington is 0 - \$29,500. Because of how the Arlington Housing Authority collects demographic information, we are using a range of 0 - \$24,999)

31%-50% (low) of Median Income 147

(Please note that 31 – 50% of AMI in Arlington is \$29,500 – 49,250. Because of how the Arlington Housing Authority collects demographic information, we are using a range of \$25,000 – 44,999)

51%-80% (moderate) of Median Income 46

(Please note that 51 – 80% of AMI in Arlington is \$49,250 – 78,800. Because of how the Arlington Housing Authority collects demographic information, we are using a range of \$45,000 and above)

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TOWN OF ARLINGTON

Director of Recreation



Joseph J. Connelly

RECREATION DEPARTMENT

To: Board of Selectmen

From: Joe Connelly, Director of Recreation

Date: 1/15/2015

Re: Report of CDBG Allocations

The following is the status report for current projects under the jurisdiction of the Park and Recreation Commission and the Arlington Recreation Department that are being funded through the Community Development Block Grant Program.

Recreation Scholarship Program: The Arlington Recreation Department was awarded \$13,000 to assist in its scholarship program. To date the department has dispersed \$13,000.00 to fifty-one individuals and families. In total the Recreation Department has received requests for over \$40,000 in programming so far this year.

Youth Jobs Program: Arlington Recreation, Fidelity House and the Boys and Girls Club to provide jobs for lower income youth share this allocation. Two individuals participated in the program through the Arlington Recreation Department. The total funding allocated for this program was \$4,000. As of the end of December we have awarded \$3,950 to two individuals.

ADA Accessibility for Buck Field, Cutter Park and Hills Hill Field: Arlington Recreation received \$14,000 to assist with the ADA accessibility of Buck Field, Cutter Park and Hills Hill Field. This project is currently in the design phase. The Town has contracted with the Berkshire Design Group for design services. These projects will be bid in the spring of 2016 pending available funding.

Ican Shine Learn to Bike Program: Arlington Recreation received \$1,200 to assist with this program. This program typically occurs during April school vacation period and therefore no funds have been expended at this time.

TOWN OF ARLINGTON

Director of Recreation



Joseph J. Connelly

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Ted Fields

From: Melissa Dlugolecki <mdlugolecki@arlington.k12.ma.us>
Sent: Friday, February 12, 2016 11:59 AM
To: Ted Fields
Subject: CDBG application

Dear Ted,

Thank you for your continued support of our student-athletes. The funding from CDBG supports our scholarship program which allows student-athletes from low-income homes to participate in these important educational-athletic programs. To participate in athletics, an athletic fee is required for each sport to defray the cost of running programs. However, the fee can be a deterrent for many families. Through scholarships, we eliminate the financial barrier to participating in athletics, offering a fair platform for all students. As our registration numbers continue to rise, so do the number of athletes eligible for scholarship funds. The generosity the CDBG supplies keeps the free-reduced athletic fee sustainable for our programming. Scholarships given spread among various sports and all grade levels.

I look forward to working with you further on this and further positioning our students to qualify for the financial aid that makes a significant positive impact on their high school experience.

Sincerely,

Melissa

--

Melissa Dlugolecki

Athletic Director, CAA
Arlington High School
[Athletics Website](#)
Twitter: @GoPonders

COMMISSION ON DISABILITY, TOWN OF ARLINGTON

20 ACADEMY STREET, SUITE 203, ARLINGTON, MASSACHUSETTS 02476-6436 (781) 316-3431



Memo To: Board of Selectmen
Adam Chapdelaine, Town Manager

From: Jack Jones, Director of Housing & Disability Programs

Date: February 10, 2016

Subject: Status Report FY 2016 Curb Cut Ramp Project

During the first six months of FY 2016 LaRovere Design Build Co. installed sixty-one curb cut ramps using CDBG funding that totaled \$125,000.00 with an addition six ramps that totaled \$19,589.65 paid from Town Funds. Ramps from the FY 2016 Curb Cut Ramp Project were installed on the following streets:

CDBG Funded	Town Funded
Crosby St. Area: 17	Ridge St. Rotary: 6
Richfield Rd.: 9	
Oakland Avenue: 8	
Massachusetts Ave.: 2	
Wachusett Ave.: 4	
Paul Revere Rd.: 2	
Appleton St.: 3	
Mystic St.: 16	

The Commission on Disability appreciates the past support from the Board of Selectmen and the Town Manager and welcomes the opportunity to continue this project until all required curb cut ramps have been installed within the Town.



ARLINGTON HOME REHABILITATION PROGRAM
20 ACADEMY STREET, SUITE 202
ARLINGTON, MASSACHUSETTS 02476-6401

(781) 316-3436
FAX (781) 641-2103

Memo To: Board of Selectmen
Adam Chapdelaine, Town Manager

From: Jack Jones, Director of Housing & Disability Programs

Date: February 5, 2016

Subject: FY 2016 Status Report for the Arlington Home Rehabilitation Loan Program.

The Arlington Home Rehabilitation Loan Program (AHRLP) in FY 2016 continued to provide financial assistance in the form of low interest loans to upgrade and improve the living conditions for low and moderate-income Arlington homeowners of 1-4 family structures that meet general eligibility requirements. In addition to loans technical and contractor procurement services continue to be provided. These services included a home repair survey, work write-ups (a detailed list of all repairs to be done), cost estimates, evaluation of contractor proposals, and inspections of work in process and upon completion. The loans provided enabled the homeowner's to make home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants.

Many low-income homeowners live in homes in need of major or minor repairs to roofs, chimneys, gutters, foundations, walls, heating systems etc. These conditions present a serious risk to the health and safety of the homeowner. Often low-income homeowners do not have adequate savings and are unable to obtain bank loans to make necessary large-scale repairs. In addition, low-income homeowners that would be able to afford repairs, especially the elderly, worry about shoddy or incomplete work.

When a home in need of repairs receives assistance often other homeowners in the neighborhood will make repairs to their home, which enhances the appearance and pride of the neighborhood while increasing neighborhood property values and the quality of life in the Town. If necessary repairs are not made neighborhoods often decline which can result in social problems such as littered streets and increased crime.

Since July 2015, the AHRLP has provided five loans that total \$97,000.00 to eligible Arlington homeowners, whose properties needed repairs or improvements. The AHRLP is currently processing an additional five loans that will total approximately \$89,000.00. These ten loans will have provided assistance to twenty-four Arlington residents. The AHRLP expects an increase in loan production when the weather improves this spring.

The Arlington Home Rehabilitation Loan Program appreciates the past support from the Board of Selectmen, and Town Manager and welcomes the opportunity to continue to serve the residents of the Town of Arlington.



Housing Corporation of Arlington

20 Academy Street Arlington, MA 02476

tel: 781.316.3451

fax: 781.316.3614

info@housingcorporarlington.org

www.housingcorporarlington.org

Mission

Housing Corporation of Arlington provides and advocates for decent, affordable housing for low- and moderate-income families and individuals in Arlington and surrounding communities, while promoting social and economic diversity.

History

Housing Corporation of Arlington (HCA) was founded in 1986 in response to what was then perceived as out-of-control housing prices. Between 2001 and 2013, HCA has grown its affordable rental portfolio to 90 units in Arlington.

Since 2000, more than 500 grants totaling more than \$1,000,000 have been made to households through HCA's Homelessness Prevention Program (HPP). This program protects the most vulnerable in our community --the elderly, the disabled, single parents and families with young children--from becoming homeless or without safe or long-term housing options. Arlington is one of the only communities in the local area to have a safety net for those families and individuals in danger of losing their housing. HCA is proud to have pioneered this innovative program to keep people housed.

Major Programs

Affordable Apartment Program

Since 2001, HCA has purchased, rehabilitated and made available for low-income families and individuals 90 affordable apartments within two-family homes and small apartment buildings in Arlington. Scattered throughout town, our fifteen two-family houses offer ideal living environments for families with children, as they provide the scale of a single-family house with yards for play areas. HCA's nine other apartment buildings provide much-needed affordable housing for singles, couples and small families. All of these properties were improved and made lead-free. Most properties received significant energy upgrades. Our units are fully leased with many of our tenants remaining for 6 to 10 years. Our current waitlist has over 1000 households on it with more than 300 from Arlington.

HCA is committed to maintaining our current scattered site portfolio. During the past year, HCA spent \$56,000 for capital improvements on our existing portfolio, adding two new roofs, gutters, installing four energy efficient, gas fired boilers and 5 hot water heaters, new windows, masonry repairs and tuckpointing, and several new porches. These sustainability-focused improvements have significantly lowered utility costs for our tenants and guarantees the portfolio remains attractive, well kept and viable.

Housing. Community. Affordability.

For FY 2017, HCA requests \$150,000 in CDBG funds for additional energy efficient and sustainable capital improvements to help maintain these units as safe, decent and affordable housing.

In 2013, HCA completed its most ambitious affordable housing project in the organization's history, the completion of the \$10.8 million Capitol Square Apartments. The project is fully leased and now provides housing to 32 low income households. Two units are fully wheelchair accessible. The acquisition and redevelopment of these three apartment buildings required a complex combination of funding sources, which was recognized in 2013 by Novogradac Journal of Tax Credits with a national award for financial innovation.

Kimball Farmer House

In September 2014, HCA purchased the historic Kimball Farmer House at 1173 Mass Ave at the corner of Mass. Ave. and Forest Street. The property originally was built as a house, but has more recently been used as both office and residential. The Arlington Redevelopment Board approved HCA's request to reconvert the building to three affordable residential units. Construction is 50% complete. Rent up is anticipated by July 2016. Arlington has provided \$190,000 in CDBG funds for the project. Additional funds are from Leader Bank- \$350,000, Federal Home Loan Bank- \$100,000, State Historic Tax Credits sold to Brookline Bank- \$91,000, and the North Suburban Consortium HOME program- \$430,000.

20 Westminster Ave

HCA purchased the building and land at 20 Westminster Ave in Arlington, MA in March 2014. This brick structure at the intersection of Lowell, Westminster and Park Ave, was formerly a church and is now used by New Covenant Preschool on the lower two floors and the Arlington Belmont Crew Club on the top floor. HCA has just received approval under 40B comprehensive permit from the Zoning Board of Appeals to redevelop the building into 9 affordable rental units with no onsite parking. This transit oriented project was submitted to Massachusetts Housing Partnership in December 2014. Arlington CDBG committed funding in the amount of \$750,000. Brookline Bank has committed to a permanent first mortgage of \$650,000 and NSC has committed \$950,000 HOME funding. We are still looking for approximately \$1M in additional financing to start construction.

In HCA's Strategic Planning Update session held in June 2014, the organization recommitted to developing a pipeline of projects for additional affordable housing units to meet the increasing need. Our current waitlist is evenly split among households needing one, two and three bedroom units with lesser demand for studios or larger than three bedroom units.

HCA now maintains a portfolio of 27 buildings in Arlington.

1. New Project description—117 Broadway – Arlington Food Pantry

117 Broadway was purchased in September 2014 and is currently housing the Arlington Food Pantry's second location. Leader Bank provided a line of credit for the acquisition. The intent is to construct a mixed use building, commercial on the first floor and affordable rental units on three floors above. Some of the commercial space will be designed to be utilized by the Arlington Food Pantry. We anticipate 20 to 30 units of affordable housing and approximately 12,000 sq. ft. of commercial space. HCA will require CDBG funds of \$350,000 for predevelopment costs and potentially the acquisition of the adjacent lot in the coming year.

2. Downing Square at 19R Park Street, Arlington

HCA entered into a P&S agreement in September 2013 on a one acre parcel in Arlington. The site is located behind the CITGO station at the intersection of Park Ave and Lowell Street in Arlington and runs horizontally along the Minuteman Bike Path. The site has some significant environmental issues. HCA has defined the amount of environmental remediation required. The site is contaminated with polychlorinated biphenyl (PCB) and volatile organic compounds (VOCs). It is anticipated to cost approximately \$750,000 for the cleanup. At this time we are back in negotiations with the seller. CDBG funds of \$180,000 were granted to this project in 2014, no new funds are being sought for this project this year.

The number of opportunities open to HCA at this time is unprecedented. Taken together, these projects could create up to 70 new units of affordable housing over the next 3 years. That would increase HCA's portfolio of affordable housing in Arlington to 160 units.

Evaluation Process

Affordable Apartment Program. Most of our lenders have reporting requirements that include apartment inspections, income verification of tenants and ongoing due diligence. Arlington's Director of Housing inspects each apartment every 3 years on a rotating basis to comply with HUD regulations. Mass Housing Partnership requires annual inspections of its units as well as financial compliance. The Massachusetts Department of Housing and Community Development (DHCD) hires consultants to inspect the Capitol Square development and tenant files biannually. Our investors pay close attention our entire portfolio. The HCA Finance Committee reviews the project financials monthly and reports to the Board of Directors.

Brief polls of our tenants have shown that the energy improvements have cut their heating bills by 50% or more in some cases, and anecdotal reports are the heat is more even and the bills are spread throughout the heating season. These are all significant improvements for households on tight budgets.

Homelessness Prevention Program. A Review Committee of HCA's Homelessness Prevention Program (HPP) works with our Social Worker to determine if and when to provide grants to applicant households. The Review Committee is composed of a representative of HCA's Board of Directors, a representative of the Town's Council on Aging, and a third member appointed from the community.

This past year, HPP has assisted 84 individuals with community resources. In addition, the HPP program helped 25 households with grant funds of \$21,129 for security deposits, moving expenses and rent; 10 households have been referred to Mission of Deeds for free furniture; and 32 families were referred to area management companies for lower cost units or homes to purchase.

Three financial workshops were presented by staff from Cambridge Savings Bank, Belmont Savings Bank, and Leader bank. The workshops were attended by a total of 41 individuals. These workshops taught basic financing skills including budgeting, savings, retirement planning, and understanding credit scores and their impact.

In 2013, a Tufts University intern created a database of all HPP applicants and followed up with each grantee household to document how the household moved forward after their participation in the program. This program analysis revealed that of grantees responding, 95% are still housed and 65% continue to live in the same homes that our grants supported. The results are remarkable, and reveal how successful the program has been since 1991 in stabilizing households for the long term. HCA will continue to update the HPP analysis tracking how many households: inquired, requested assistance, completed the application, were approved, were denied, and have stable housing after receiving the grant.

In early May 2015, a terrible fire destroyed one building in the Brookside Condominium complex on Arizona Terrace, permanently displacing 26 households. Working in conjunction with Town Departments of Health, Council on Aging and the Town Manager's office, HCA set up a website to collect donations to assist the victims. Over 6 months HCA staff worked hard to find housing, negotiated trading rental vouchers for Housing Authority units, provided social services and just support, set up free furniture through Mission of Deeds, arranged for moving services for the furniture and funded security deposits, first month's rent and just a sympathetic ear often when the victims were dealing with anger, fear and shock. To date, all displaced tenants who request assistance have been housed and assisted in a myriad of other ways. Any remaining funds will be equally disbursed to fire victims to assist in their recovery.

Community Volunteers in Support of Community Initiatives

Vision 2020 Report on Accomplishments of CDBG Projects January 2016

In the fiscal year covering July 2015 to June 2016, Vision 2020 completed work on the 2015 Town Census Survey and initiated work on the 2016 Town Census Survey that will continue through July 2016. There is always some overlap in the work on consecutive surveys.

The 2015 Town Survey

As has been reported to Town Meeting and posted on the Town website, Vision 2020 received 6,058 responses to the 2015 Town Survey, “Help Shape the Future: Energy, Mobility, Business, Schools and the Arts.” The surveys were mailed to 18,910 households in Arlington; the return rate was 32%, an outstanding return that was nearly identical to the 2014 response.

The costs associated with the 2015 Survey were printing the survey to mail to each household and copying reports of the preliminary analysis of the results to distribute to Town Meeting in May 2015. All costs were incurred during Fiscal Year 2015, however volunteers often work over the summer to prepare a deeper analysis and full report for publication on the town website.

The 2016 Town Survey

In May 2015, Vision 2020 evaluated survey results from the past few years and the formats of the surveys to determine if any changes were needed. Given the continued high response rate, the decision was made to use the same format for Survey 2016 and continue to print and mail the survey to each household. The high return rate in the past few years indicates Vision 2020 volunteer efforts provide a valuable resource so participating organizations in town can make future plans based on current data.

A concern with out-dated software led to a full evaluation of the survey process that was led by the Town IT Department at the request of Vision 2020. The previous software had begun to generate errors and newer technologies were identified that could improve the survey by handling written comments and providing better reports and analysis. In addition, it was a goal to streamline the workflow to reduce the impact on the Planning Department where the scanning equipment is housed. New software was purchased in December 2016 and it is being used for the 2016 Survey. The funds for the software purchase were re-allocated from other parts of Arlington’s CDBG budget and approved for this purpose by the CDBG Committee and the Board of Selectmen.

Participating town groups for the 2016 Survey are the Council on Aging, the Recreation Department, the Human Rights Commission, and the Planning Department. The survey is titled “Help Shape the Future: Meeting Community Needs.” Each group submitted a number of questions that were evaluated to focus the final questions to yield answers that could be used to inform future work of the department or committee. This survey will capture baseline information regarding use of and awareness about Council on Aging programs for seniors along with opinions about the most useful programs; use of an existing dog park and opinions regarding the addition of new ones; information about the LGBTQ+ population in Arlington and the need for coordinated services; parking availability in the business districts; and opinions regarding precinct meetings leading up to the Annual Town Meeting.

The 2016 Survey was mailed with the Town Census to 19,317 households the second week of January 2016 and hundreds of surveys arrive every week to the Clerk’s office. Currently, Vision 2020 volunteers pick up completed surveys from the Town Clerk’s Office almost daily and review each individual survey for scanning readiness. Planning Department staff scan the prepared surveys. Volunteers record all comments written on or included with surveys and send these comments to the appropriate survey group.

Number of Households Receiving Survey/Survey Cost

According to the survey packager, the 2016 survey was mailed to 19,317 Arlington households with the Town Census. The rate of return will be determined by dividing the number of completed surveys returned by March 17, 2016 by this number.

The cost of printing the 2016 4-page survey is estimated to be between \$2,000 and \$2,200 based information from the printer and we assume there may be a modest increase in cost for 2017. Volunteers have already donated significant time to this effort, which will continue through June. The cost of copying the initial report for Town Meeting will be incurred in late April/early May 2016.

Next Steps

From February through June, Vision 2020 will continue or initiate these activities related to the 2016 Survey:

- Collect, prepare, and scan incoming surveys through March 17
- Report comments and trends to survey groups
- Conduct data runs, analyze data and determine what deeper analysis should be done
- Present an initial report on the survey observations at Town Meeting
- Complete data analysis and prepare final report for posting on the Town website
- Prepare individual reports for survey groups if desired
- Write articles on survey observations for The Arlington Advocate
- Make presentations as appropriate

In addition, problems with the survey software led to an evaluation of options for updated software that would enable better surveys and data analysis. In December, 2016 we purchased new software based on the recommendations of the Town IT Department.



TOWN OF ARLINGTON

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DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

MEMO TO: Adam Chapdelaine, Town Manager
Board of Selectmen

FROM: Laura Wiener, Acting Director of Planning *LW*

RE: CDBG Program Year 41 Performance Report, Planning

DATE: February 12, 2016

I am pleased to provide you with an update of program accomplishments for CDBG activities currently underway. The following is a summary of the activities under the direction of the Department of Planning and Community Development.

Affordable Housing: The Kimball-Farmer House (1173 Mass. Ave.) is under construction. It will be completed and occupied by the end of this fiscal year. It is an historic rehab. and will provide 3 units of affordable housing.

Façade Improvement Program: No money has yet been spent. There are four possible properties in the pipeline, in Arlington Heights and the East Arlington business Districts.

Planning and Zoning Study: Working with the Department of Public Works, funds will be spent on conceptual plans for Mass. Ave. in Arlington Center. As part of implementation of the Master Plan, funds were expended on a study to help with a zoning bylaw amendment to reduce the parking requirement for multi-family residential properties and mixed use properties. And funds were allocated for the Vision 2020 Survey.