ARLINGTON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:

FUNDING REQUESTS, FISCAL 2018-19 Updated 2/20/18

CDBG Program Activity	Organization/Department		FY 2019 Request
REHABILITATION/ HOUSING			
Capital Improvements	Housing Corporation of Arlington	$	200,000
Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Office	$	150,000
	Sub-total	**$**	**350,000**
PUBLIC SERVICES			
Summer Scholarships	Arlington Boys and Girls Club	$	20,000
Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	$	5,000
Athletic Fee Scholarships	Arlington High School	$	10,000
Operation Success Learning Center	Arlington Housing Authority	$	6,000
Mental Health Services for Youth and Families	Arlington Youth Counseling Center (AYCC)	$	10,000
Adult Day Health Services/Scholarships	Council on Aging	$	8,000
Transportation Enterprise Fund	Council on Aging	$	35,000
Volunteer Coordinator	Council on Aging	$	56,806
Jobs, Jobs, Jobs Program	Fidelity House	$	5,000
Menotomy Manor Outreach Program	Fidelity House	$	16,000
Program Scholarships	Recreation Department	$	13,000
	Sub-total (FY19 Statutory limit: $167,883)	**$**	**184,806**
PUBLIC FACILITIES AND IMPROVEMENTS			
ADA-Compliant Spy Pond Trails	Planning and Community Development Department	$	67,000
Curb Cut Ramp Project	Arlington Commission on Disability	$	150,000
ADA-Compliant Curb Cut Ramps+Sidewalk	Arlington Department of Public Works	$	532,729
Acquisition of Operations Location	Food Link, Inc.	$	300,000
	Sub-total	**$**	**1,049,729**
PLANNING			
Planners	Planning and Community Development Department	$	52,335
Planning Studies	Planning and Community Development Department	$	30,000
Annual Town Survey 2018	Vision 2020	$	2,000
	Sub-total	**$**	**84,335**
ADMINISTRATION			
Grants Administrator (salary + benefits)	Planning and Community Development Department	$	75,000
General Administration	Planning and Community Development Department	$	15,000
	Sub-total	**$**	**90,000**
	Planning & Admin. Sub-total (FY19 Statutory limit: $223,844)	**$**	**174,335**
	TOTAL	**$**	**1,758,870**

Estimated CDBG allocation, Fiscal 2018-19	$	1,019,219
Estimated CDBG program income, Fiscal 2018-19	$	60,000
Estimated CDBG program income, Fiscal 2017-18	$	100,000
TOTAL Available	$	1,079,219
Re-programmed CDBG funds	$	363,050
Public Services limit (15% of Total Estimated funds and prior year PI)	$	167,883
Planning & Admin. limit (20% of Total Estimated funds and current year PI)	$	223,844

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information

I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)

Agency/Organization: Housing Corporation of Arlington	Project Name: Capitol Improvements 2018
Contact: Pamela Hallett	Title: Executive Director
Mailing Address: 252 Massachusetts Ave Arlington MA 02474	Project Location:
Email: phallett@housingcorparlington.org	Phone: 781 859-5211
Anticipated Start Dates: April 2018	Anticipated End Dates: June 2019
Amount of Request: $200,000	Registered on SAM.gov? Yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ■ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☐ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

■ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?

- ☐ Abused children
- ■ Elderly persons (age 62 and older)
- ☐ Battered spouses
- ☐ Homeless persons
- ☐ Severely disabled **adults** (as defined by Bureau of Census*)
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant farm workers
- ☐ Other (please specify):

DUNS #:

849577213

(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Many of HCA's affordable housing units are in need of capital improvements to both the interior and the exterior as many were built in the early to mid 1900s. The work proposed will entail replacement kitchens, updating bathrooms, patch plaster and painting, deck repair, tuck-pointing of chimneys and brickwork, replacement, repair or painting of exterior trim and siding. The replacement of the heating system for more efficient, gas burning is proposed for at least one site.

2. Consolidated Plan Goals and Objectives

Improve housing conditions of existing HCA portfolio through rehabilitation as capital improvements.

Rehabilitate existing housing stock of affordable housing.

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

The geographic distribution is on selected HCA owned sites 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.

N/A

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.

The Arlington rental market has changed dramatically in the last 6 years. Rents have risen approximately 15% a year according to Zillow. This is causing households with incomes at or below 60% of AMI to experience significant financial stress as they often must spend more than 50% of their income on housing costs. HCA's wait list of over 600 households for our 93 unit portfolio exemplifies the need. Over 200 of these households are current Arlington residents. HCA's current rents for a one bedroom range form $850 to $1100. Market rate rents in Arlington start at $1450 for a one bedroom. It is imperative HCA's portfolio be maintained in a safe and secure state.

HCA's portfolio of 93 units has some buildings with deferred maintenance which are in need of repairs as well as updating. Since 2012 HCA has undertaken a capital improvement initiative each year and has accomplished many improvement on various HCA sites. This year's proposal is to continue our efforts to improve our affordable housing units.

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

All clients will be Arlington residents as they are currently HCA tenants in our Arlington portfolio.

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.

HCA has the staff capacity and experience and a roster of contractors and architects with significant experience in repairs and upgrades. HCA will be applying to the CharlesBank Homes Foundation for a partial match to the CDBG funding. We will be requesting $40,000. Charles Bank Homes Foundation has funded HCA twice in the past 6 years. Their funding cycle is every three years. This is the next available year for funding another HCA capital improvements initiative. HCA will also draw reserve funds of $10,000.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

HCA will impact at least 6 households with 14 persons with incomes at or below 60% of AMI. Adding the 10 new jobs created brings the total to 24 persons individually impacted which equals $8,333 benefit per person. Add in 6 contractors impacted who typically employs more than 2 people per firm brings the total to 36 individuals impacted. $200,000/36 equals $5,556 per individual.

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

No

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

HCA will apply for funding from the CharlesBank Homes Foundation which has funded HCA for capital improvements twice in the past 6 years. The request will be for $40,000. We will expect to hear of a commitment by April or May. HCA will also utilize reserve funds of $10,000.

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

I assume HCA will always have some improvements annually however the repairs to be funded under this proposal shall not need again for 20 years.

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

No

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

The sites proposed are: HCA's Mass Ave Preservation which includes 1166 Mass Ave, 1016 Mass Ave, 6 Burton Street and 2 Orchard Place; 40-42 Dorothy Road; 29 Bow Street; 225 Broadway. 27 Acton St.
All are Arlington properties.

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance	190000	50000	240000
Travel			
Salaries (List relevant positions)			
Other: overhead	10000		
TOTAL PROPOSED BUDGET	200000	50000	250000

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Construction			
Acquisition			
Appraisals			
Design			
rehab	190,000	50,000	240,000
TOTAL PROPOSED BUDGET	190,000	50,000	240,000

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:	CharlesBank Homes Foundation	40,000	pending
Other:	reserves	10,000	committed
Total:		50,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Addressing deferred maintenance and updating needs of the HCA portfolio to continue providing safe and secure affordable housing.		Staff time and knowledge; contractor and architect's expertise, funding from reserves	The program will utilize the funding to continue to provide safe secure affordable housing to Town residents by improving the interior and exterior of several HCA owned sites.	New kitchens,safe decks, efficient new heating systems, safe secure up to code affordable housing units	Short term goals : Decent, safe, secure affordable housing units in Arlington for town residents. Repairing and replacing deferred maintenance issues on at least 6 units of affordable housing. Long term goals: To extend the life and condition of 58 units of affordable housing in Arlington.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted	6	Persons Served	14
Households Assisted	6	Jobs Created	10

Town of Arlington Community Development Block Grant Funding Application Fiscal Year 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Housing & Disability Programs	Project Name: Housing Rehabilitation
Contact: Jack Jones	Title: Director Of Housing Programs
Mailing Address: 20 Academy St., Ste.#202	Project Location: Town Wide
Email: jjones@town.arlington.ma.us	Phone: 781-316-3431
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: $150,000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☒ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #: 07-380-2126
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled adults (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

1. Brief Project Description (please avoid using abbreviations):
   This project will improve and upgrade the living conditions for low and moderate income tenants and homeowners of single and multi- family structures by Providing financial assistance in the form of low interest and deferred loans.

2. Consolidated Plan Goals and Objectives

   Financial assistance in the form of loans will enable residents to make necessary home repairs and to correct violations of existing building code standards that could be detrimental to the health and safety of the occupants.

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

   The geographic distribution of services will be 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.

There are no other 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.

The proposed service will improve and upgrade the living conditions of the target population by enabling this Population to make necessary repairs to their home or apartment.

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

Yes 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.

Four employees of the Housing Rehabilitation Office will be involved in the technical and administrative Oversight of this program. The Intake/Outreach worker will be responsible for marketing the program, with the Technical Resource Administrator responsible for preparing work writ-ups and oversight of all construction work.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The overall cost of the project will include strict compliance with all HUD Lead paint and other HUD regulations. In addition all health & safety measures will be addressed.

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

NO

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

NO

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

If loan repayments are put into the Home Rehabilitation account after several years the program would be self sufficient.

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

This is not a new service and is not available from any other community provider.

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

Funding for this project will make housing more affordable for existing Arlington residents many of whom are long-term elderly residents of the Town.

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies	-		
Utilities	-		
¤ Repairs/Maintenance	-		
Travel	$625.00		$625.00
Salaries (List relevant positions)	$13,666.00		$13,666.00
Other: Health Insurance	$2,570.00		$2,570.00
TOTAL PROPOSED BUDGET	$16,861.00		$16,861.00

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction	$133,139.00		$133,139.00
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			$133,139.00

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:	CDBG FY 2017 & 2018	$118,172	-
State:			
Local:			
Private:			
Other:			
Total:		$118.172	-

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Correct code violations and improve the health & safety of low-income homes	12 loans	Four experienced and trained staff	Market the program. Write-up work descriptions oversee all work in process and upon completion	12 homes will be brought into compliance with health & safety regulations.	In the short term will make homes more safe. In long term should improve the appearance of the neighborhood resulting in other making improvements to their home.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted	-	Persons Served	30
Households Assisted	12	Jobs Created	5

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Scholarship Program
Contact: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane	Project Location: Arlington Boys & Girls Club
Email: dcurran@abgclub.org	Phone: 781-648-1617
Anticipated Start Dates: July 2018	Anticipated End Dates: June 2019
Amount of Request: $20,000	Registered on SAM.gov? Yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ■ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☐ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	084653286 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The proposed funding will allow the Club to continue serving families who need financial assistance for child care and other programs. Each year becomes increasingly difficult for families to provide care for their children while they are at work. The requested funding will allow the Club to continue to provide top quality child care programs to children and families who need a helping hand. Each family will be required to meet the guidelines set forth by CDBG and HUD. Proof of income will be required.

2. Consolidated Plan Goals and Objectives

Provide opportunities for Children from low to moderate income families to take part in programs that will enrich their lives and contribute to a healthy and positive lifestyle.
Children will take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness and recreation.
Children will feel a sense of belonging at the Club and want to continue participating in programs in the future.

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.

Parents/guardians need a safe place for their children to go and be active. The Club prides itself on providing programs that help enhance the lives of children and shape their future. The Club offers 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.
All programs are designed to work towards positive outcomes for youth and reinforce necessary life skills. When children are at the Club, parents know that their children are in a safe place receiving positive direction from the staff.

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

About 20 to 25% of scholarship recipients are non-Arlington residents.

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 Club will have a designated staff member assigned to administer the Scholarship program. This person will be responsible for collecting the necessary information from families seeking financial assistance as well as ensuring that all income criteria is met. All records will be kept in a secure location at the Arlington Boys & Girls Club.
Scholarships are granted on a first come first serve basis. Scholarship recipients use funds immediately for programs, usually during the summer months.
The Club will reach the tartget population by working with other youth agencies, schools, Arlington Youth Consultation Center , and Department of Children and Families. Other avenues that the Club will take to reach target population will include Facebook, Twitter, Patch, and the Arlington Advocate. Flyers regarding Club programming will also be placed in and around Arlington.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Scholarship Program will yield an average of $400.00 per scholarship recipient. These funds will ease the financial burden placed on parents who are providing structured care to their children while they are at work.

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

Throughout the year we work with other youth agencies; local schools, Arlington Youth Consultation Center, and Department of Children and Families.

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

The Club receives approximately $5,000 in donations from individuals to help support our families who are in need.

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

The Arlington Boys & Girls Club assists families annually and the need will continue each year.

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.

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:	Scholarships for families $20,000		
TOTAL PROPOSED BUDGET	$20,000		$20,000

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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:	Club Supporters	$5,000	Pending
Total:			

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Provide a safe place for children to have a fun and enjoyable experience during out-of-school time.	Children will take part in a wide range of activities that focus on leadership, character development, education, health and life skills, sports, fitness and recreation.	Administrative Assistant Program Staff Resources at the Club	Through active participation in Club activities, children will learn that the Club is a safe place to be, learn to manage daily routines, work well in a group setting, and take part in fun and enriching experiences.	45 Children from over 30 families.	Parents and children learn that the Club is a safe place for their child. (ST) Childrens self-help skills are developed and enhanced through daily particpation. (ST) Children learn how to cooperate with each other in group setting. (ST) Children are introduced to Club activities (ST) Children and parents have a positive experience at the Club and return for more Club programming. (LT)

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	52
Households Assisted	34	Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Boys & Girls Club	Project Name: Jobs Jobs Program
Contact: Derek Curran	Title: Executive Director
Mailing Address: 60 Pond Lane Arlington, MA 02474	Project Location: Arlington Boys & Girls Club
Email: dcurran@abgclub.org	Phone: 781-648-1617
Anticipated Start Dates: July 2018	Anticipated End Dates: June 2019
Amount of Request: $5,000	Registered on SAM.gov? Yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ■ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☐ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	084653286 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The Jobs Jobs Jobs (JJJ program) provides teenage youth with an opportunity to gain valuable work experience. This program will allow for teenage youth to earn their own spending money, prepare them for the workforce in the future,ease the financial burden that is placed on parents/caregivers,
Participants in the JJJ program will be members of our team of Junior Staff. Adult staff will provide teenage youth with skills to explore a variety of careers with an emphasis on human services, sense of business awareness, job readiness and employability skills.
The JJJ program participants will provide support to staff for a wide range of activities in the following core program areas (Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation). All programs are designed to produce positive outcomes for youth and reinforce necessary life skills.

2. Consolidated Plan Goals and Objectives

To provide our youth an opportunity to gain valuable work experience in safe and positive environment. Participants in the Jobs Jobs Jobs program will receive guidance from professional Club staff that will help develop, in each participant, leadership and employment skills that will lead to positive and well informed decisions regarding future employment opportunities.

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.

The Jobs Jobs Jobs program provides resources and activities to teens ages 14 to 19 that help them develop leadership skills, employment skills, and a sense of community responsibility that will lead them to making sound career decisions in the future.

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

Up to 25% of participants could be non-Arlington residents.

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.

Arlington Boys & Girls Club staff will recruit teens who they feel will benefit from participating in the Jobs program and who meet eligibility criteria set forth by CDBG and HUD. The Assistant Director and Program Coordinators will be responsible for interviewing and hiring youth to work for the Club. The Assistant Director will be responsible for maintaining accurate records for each person employed through the Jobs program.
The target population will be reached via the Arlington Boys & Girls Club, local High School guidance departments, and AYCC.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Jobs Jobs Jobs (JJJ) Program for the Club will yield an average of $625.00 per JJJ participant. Through participating in the JJJ program, participants will learn valuable employment skills that will better prepare them for a career in the workforce.

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

Jobs Jobs Jobs applicants will be required to attend two workshops during July and August. Existing partnerships include Whole Foods, Cambridge Savings Bank, Boston Childrens Hospital, Bunker Hill Community College, Colby College, and area High School guidance counselors.

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

The Club has not secured additional funding sources to cover the Jobs Jobs Jobs program.

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

Annual funds will help ensure that we will be able to employ teenagers from low to moderate income families.

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

No

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET	$5,000		$5,000

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Provides teenage youth an opportunity to gain valuable work experience and teach them employment skills that will aid them in making informed decisions regarding their future.	Prepare youth for the workforce	Program Coordinator Supervisor in each area Resources at the Club	Participants assigned a job duty and will work 4 to 8 weeks during the summer and throughout the school year. Required to attend workshops focusing on job readiness skills.	8 teenagers will participate in the job readiness program. Includes evidence based programs designed by National Boys & Girls Club of America.	Successfully completed assigned tasks. (ST) Better prepared to enter the workforce (MT) Make informed decisions regarding their future. (LT)

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	8
Households Assisted	8	Jobs Created	8

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information Arlington High School Athletic Scholarhips	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington High School	Project Name: Athletic Scholarships
Contact: Melissa Dlugolecki	Title: Director of Athletics
Mailing Address: 869 Massachusetts Avenue, Arlington MA	Project Location: Arlington High School
Email: mdlugolecki@arlington.k12.ma.us	Phone: 781-316-3551
Anticipated Start Dates: August 18th, 2017	Anticipated End Dates: June 5th, 2018
Amount of Request: $10,000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☒ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Determining Eligibility
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☒ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☒ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☒ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Scholarships for our student-athletes allow them to participate in educational-athletic programming. The school district requires a fee is paid for participation to defray the costs that are encumbered by the school and Town. As a result, this can impact the ability for all of our students to participate and access the benefits and opportunities associated with doing so.

2. Consolidated Plan Goals and Objectives

Offer equal opportunities for all of our students to take part in educational athletic programming. Research indicates that student-athletes are less likely to have disciplinary issues, that they have a higher graduation rate, stronger confidence and are more likely to attend college. Furthermore, participation in educational athletics teaches commitment, resiliency, communication, deferral of gratification, teamwork and many other skills that are linked to success in the work world- and would benefit all of our students, regardless of socio-economic status, to develop and strengthen.

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

Any Arlington resident whose family is in financial need, between grades 9-12 would be eligible for a scholarship.

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.

N/A

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.

The district has significant increased the amount of athletic scholarships that are offered to student-athletes as the demand and need for doing so has risen. We strongly believe that access to the benefits of educational athletics should not be restricted to a certain income level. By offering scholarships, all of our students in the community are able to take part in building relationships, maintaining physical fitness, developing life skills and having a role in the community. Our goal is to continue to work to afford all of our students these opportunities, regardless of income level of the family.

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

Yes.

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 Chief Financial Officer and his staff review all scholarship applications and approve them. They notify the families who are approved for a full or partial scholarhip.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Currently we offer scholarships amounting to over $14,000 and in order to sustain doing so, greatly rely on the support of CDBG.

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

Our athletic teams all complete community service projects, work on leadership skills, are under strict chemical-health and academic policies and seek opportunities to support community members.

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

No.

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

The sustainability of it would be compromised without the funds from CDBG.

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

No.

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Athletic Scholarsl	$10,000		
TOTAL PROPOSED BUDGET	$10,000		

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

**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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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**
Providing opportunities for all student athletes to participate in educational athletics. Currently the fee limits participation, or deters it for those in financial need.	To prevent participation to be related to socio-economi c status. To make sure all of our students are able to develop the same skills, strengthen confidence and maintain a healthy lifestyle.	Athletic Scholarships.	All funds are put towards the athletic scholarships.		Student participation, diversification of involvement, equal platform for our students and offering benefits to all that we serve/educate.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	30
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Housing Authority	Project Name: Operation Success Learning Center
Contact: Janet Maguire	Title: Co-Founder
Mailing Address: 45 Fremont Court, Menotomy Manor	Project Location: 45 Fremont Court, Menotomy Manor
Email: jmaguire924@hotmail.com	Phone: 781-710-5309
Anticipated Start Dates: 09/2018	Anticipated End Dates: 06/2019
Amount of Request: 6000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ☐ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☒ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

■ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☒ Other (please specify): middle and highschool students	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Established in 1999 by Janet Maguire and Peggy Regan, Operation Success offers an academic program to student residents of Menotomy Manor that are in middle school and high school. This past year we serviced 20 students. Operation Success offers a safe and educational environment to help students meet daily academic requirements of their school. Students receive individual and small-group tutoring. There are presently 16 volunteers Monday-Thursday nights. There are four study rooms and one computer room.

2. Consolidated Plan Goals and Objectives

Students are active participants in their learning
Students gain the skills that help them become independent learners
Students become active members of the community

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

Menotomy Manor

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.

Arlington Housing Authority

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.

The community need is to provide a safe environment for the student residents of Menotomy Manor to have a place to do their homework and receive the necessary tutoring during the academic school year, Monday through Thursday evenings from 7:00-8:30. 16 volunteers service the project.

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

All clients are residents of Menotomy Manor only.

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.

Operation Success is staffed by 16 community residents of Arlington.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The funding helps supply Operation Success with paper, pens, etc. for the students to have acess to complete their educational requirements.

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

The Arlington Police have supported Operation Success through different workshops for the participants to become active citizens in the community.

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

No

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

No

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

No

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

Operation Success has serviced over hundreds of student residents of Menotomy Manor since 1999 to meet their educational needs.

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies	6000.00		
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET	6,000.00	0.00	6,000.00

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET	0.00	0.00	0.00

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
To supply Operation Success with the necessary supplies to keep it oerational					

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	20
Households Assisted	20	Jobs Created	

Town of Arlington
Community Development Block Grant
Funding Application
Fiscal Year 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Youth Counseling Center	Project Name: Free and reduced-fee mental health services for youth and families
Contact: Colleen Leger	Title: Executive Director
Mailing Address: 670R Massachusetts Avenue, Arlington, MA 02476	Project Location: AYCC (670R Massachusetts Ave)
Email: cleger@town.arlington.ma.us	Phone: 781-316-3259
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: $10,000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☒ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?

- ☒ Abused children
- ☐ Elderly persons (age 62 and older)
- ☒ Battered spouses
- ☒ Homeless persons
- ☐ Severely disabled **adults** (as defined by Bureau of Census*)
- ☐ Illiterate adults
- ☐ Persons living with AIDS
- ☐ Migrant farm workers
- ☐ Other (please specify):

DUNS #:

07-380-2126

(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The Arlington Youth Counseling Center (AYCC) is a community-based and State-licensed mental health counseling center serving Arlington youth (ages 3-21) and their families. AYCC is the leading provider of outpatient and school-based child and adolescent mental health services in Arlington. It is also one of the only providers in the area that accepts youth with public health insurance. AYCC strives to make high quality mental health care accessible and affordable for all youth and families, at a time when child and adolescent mental health resources are scarce, wait times unbearably long, and the cost of treatment unaffordable for many families. Each year, AYCC provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copayments. With support from local grants and other fundraising initiatives, AYCC also provides case management services to residents with basic resource needs (housing, food, fuel assistance, health insurance coverage etc.), and oversees the First Step Group and other support services for survivors of domestic violence. AYCC seeks $10,000 in CDBG funding to offset the cost of providing free or reduced-fee services to low- and moderate-income earning families in Arlington.

2. Consolidated Plan Goals and Objectives

AYCC will address the priority need category of Public Services, with the objective of providing essential public services (mental health counseling, psychiatric evaluation, and medication treatment) to vulnerable youth and families.

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

Town wide- AYCC provides outpatient and school-based mental health services to youth (and their families) who live, or attend school in Arlington.

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.

AYCC is the sole applicant for this grant; however, AYCC collaborates extensively with the Arlington Public Schools, other Town Departments, local health care providers, and other youth serving organizations to provide comprehensive mental health and case management services to youth and families in Arlington.

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.

According to the CDC, an estimated one in five children, ages 3-17, has a diagnosable mental disorder. Yet, due to a number of financial and structural barriers, only 20% of those children receive treatment in any given year. Without access to proper treatment, mental disorders among children and teens can cause significant functional impairments at home, in school, and socially with peers. Left untreated, they may also have lasting, and often debilitating effects. In Arlington, where school enrollment is greater than 5,700, there are an estimated 1,150 school-age children and teens in the community with a diagnosable mental disorder. It is AYCC's mission to support the social and emotional development of all youth in the community, and in keeping with its mission, AYCC is committed to making quality mental health services affordable and accessible to all. AYCC offers flexible hours, with early morning and evening hours available for school-age children and working families. AYCC has also expanded its school-based counseling program, offering counseling to children with school-related issues, and to those who are unable to access services after school or in the evening at AYCC. AYCC is equally committed to eliminating financial barriers for families in need of services. Each year, AYCC provides thousands of dollars of free and reduced-fee care (including CDBG funding) to AYCC clients who are uninsured or underinsured.

Last year, AYCC served roughly 375 youth and adult family members, conducting nearly 6,000 counseling sessions and several therapeutic groups. AYCC acts as a lifeline for many children and teens (and their families) whose underlying mental health conditions contribute to a range of social, behavioral, and school-performance related problems. AYCC clinicians not only provide ongoing outpatient and school-based therapy to children and teens, but also consult regularly with teachers, school social workers, other health care providers, state agencies, and family members to support the individual needs of each client. AYCC's Community Resource Specialist also works with families to ensure that their basic resource needs are met as well.

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

All clients either live, or attend public school in Arlington. The majority of AYCC clients live in Arlington, with fewer than 5% residing elsewhere but attending school in 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.

AYCC has a multidisciplinary team of providers who are responsible for providing mental health counseling, psychiatric evaluation, medication treatment, and case management services to community youth and families. The team includes a child and adolescent psychiatrist, a psychiatric nurse practitioner, a psychologist, licensed independent clinical social workers (LICSWs), licensed mental health clinicians (LMHCs), licensed clinical social workers (LCSWs) and other masters level clinical interns. The Executive Director oversees all agency operations, and is responsible for financial management, including grants and agency contracts. The Administrative Assistant/Billing Agent helps manage client financial assistance applications, and tracks grant funded sessions for CDBG and other funding sources. All of AYCC's staff will be involved, at some capacity, in executing the activities of this project.

Clients are typically referred to AYCC through the Arlington Public Schools, Town Departments, local pediatrician offices and hospitals, insurance companies, and by word of mouth in the community. Client referrals are managed by the AYCC intake coordinator, who collects insurance and other demographic information from families during initial intake, and informs them of financial aid opportunities at AYCC. Clients are encouraged to complete an application when there is an expressed need, or when an outstanding balance is noted on an account. Clients must provide proof of income with their application and must meet certain household income criteria to be eligible for free or reduced-cost care, or they must otherwise demonstrate financial hardship (for example, overwhelming healthcare expenses due to illness or frequent hospitalizations of a family member). The Executive Director reviews applications and allocates grant funding, according to the CDBG guidelines. Minimally, clients are required to reapply for assistance annually, or verify their eligibility status more frequently, if necessary.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

CDBG funding for this project will enable youth and families struggling with mental health issues to access the critical counseling services and medication treatment they need. While the costs per client, per session, may range from a $10 copayment to a $135 uninsured session, the benefits are immeasurable considering the costs of untreated mental illness. The economic and societal costs can be staggering, including healthcare costs (preventable ER visits and hospitalizations); costs to the education system; costs associated with lost productivity; and the overwhelming economic burden on the juvenile and criminal justice system.

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

AYCC has well-established partnerships with many service providers in the community. These include the Arlington Public Schools, the Arlington Police Department, Health and Human Services, local pediatricians' offices, and other youth-serving organizations. All of these organizations serve as referral sources for AYCC. They also collaborate with AYCC clinicians and the Community Resource and Domestic Violence Specialist to help coordinate care, secure community resources and assistance for families, and raise awareness in the community about mental health and other support services. In addition to being one of the primary referral sources for AYCC, the Arlington Public Schools also partner with AYCC to provide school-based individual counseling to students at all grade levels, as well as group therapy and therapeutic classroom support at the Ottoson Middle School and Arlington High School. The individual counseling services that AYCC clinicians provide in the schools are insurance-based, and many families who receive these services also receive free and reduced-fee services through AYCC.

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

AYCC relies on several funding sources to support its general operating costs and various programs, and to offset the cost of providing free and reduced-fee services to eligible clients. Last year, in addition to generating $415,000 in revenue from insurance claims and client copayments, AYCC also received funding from the Town of Arlington, Arlington Public Schools, the Cummings Foundation, and the Department of Mental Health. In addition, AYCC raised $60,000 from private donors, corporate sponsorships, and fundraising events like the Out on the Town Gala and the Cause and Event 5k. AYCC anticipates a similar funding mix next year.

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

Organizationally, AYCC is advancing on a path towards self-sustainability. However, the need for CDBG and other grant funds will persist as long as there are youth and families in the community who are in need of, but cannot afford the cost of outpatient mental health services. CDBG and other grant funding is needed to offset the cost of providing free and reduced-fee care to these clients.

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

This proposal does not offer a new service; AYCC has provided free and reduced-fee mental health services for many years. However, it is a unique service that is not available from any other provider in the community. Unlike most providers in the area, who accept only privately insured or self-pay clients, AYCC serves community youth and families across all income levels, accepting youth and families with public health insurance, as well as those who are uninsured and underinsured. AYCC works with all families to ensure equal access to mental health services through AYCC.

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies		$4,200	$4,200
~~Utilities~~		$30,600 (EHR & Billing System)	$30,600
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)	$10,000 (cost of providing free & reduced-fee care)	$658,203	$668,203
Other:		$5000	$5000
TOTAL PROPOSED BUDGET		$698,003	708,003

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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:		150,000	Pending submission and approval by State Legislature/Governor
Local:		120,000	Pending approval by Town Meeting
Private:			
Other:		420,000	Anticipated revenue from health insurance and client copays
Total:		690,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Low to moderate income earning families face financial barriers to accessing necessary child and adolescent mental health services in the community.	Increase access among low- to moderate-income earning families to mental health services by providing funding support when gaps in coverage, or other financial constraints exist.	Executive Director and Billing Agent to manage financial assistance application process and allocation of CDBG funding to eligible families. AYCC clinicians to provide mental health counseling and medication treatment to AYCC clients. Clinicians will also identify and refer clients for financial assistance. AYCC and Arlington Public Schools will provide therapeutic space for counseling. AYCC community resource specialist will work with clients to facilitate access to assistance programs and other local, regional, and state resources.	The Executive Director and Billing agent will apply grant funding to account balances for eligible families. AYCC clinicians and the psychiatric nurse practitioner will provide mental health counseling, psychiatric evaluation, and medication treatment to youth and families of all income levels, regardless of ability to pay.	Income eligible youth and families who are approved for (CDBG) financial assistance will receive mental health services though AYCC, at no cost to them.	1. (ST) Community youth and families will have timely and equal access to services at AYCC, regardless of ability to pay. 2. (ST) Fewer admissions to the ER and inpatient hospitalizations for children and teens in the community. 3. (ST & LT) Improved social, emotional, and behavioral functioning at home, in school, and in the community, as a result of therapeutic counseling and medication treatment.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	15
Households Assisted	10	Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Council on Aging	Project Name: Adult Day Health
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: Cooperative Elder Services, 37 Broadway, Arlington, MA 02476
Email: scarp@town.arlington.ma.us	Phone: 781-316-3400
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: $8,000	Registered on SAM.gov? Yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ■ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ■ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The Arlington Council on Aging and Cooperative Elder Services collaborate to identify seniors and families that can benefit from the programs. Education is constant and on going. Adult Day Health services provided by Cooperative Elder Services, Inc. provides nursing and health care services, meals and other social programs for individuals with medical or cognitive challenges. Funds requested are providing a small subsidy to our low-income families allowing them the benefit of receiving adult day health services.

2. Consolidated Plan Goals and Objectives

Previous years funding have provided 12-15 Arlington seniors a $300 scholarship toward the daily cost of adult day health services of $79 per day proving approximately 3 1/2 days of care. Currently Cooperative Elder Services, Inc. serves 42 Arlington residents, providing 5,000 units of service. Research has demonstrated the effectiveness of adult day health programs in meeting the specific needs of seniors with chronic medical conditions (approximately 62% of Massachusetts seniors - which is nearly 550,000 people live with four or more chronic conditions). Moreover, these programs allow families to remain intact, living at home longer and postponing the need for long term care.

The Council on Aging continues it's education outreach for this comprehensive program and is requesting consideration for an increase of $4,000 to reflect a total of $8,000 to be directed to adult day health services for seniors and their families.

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

The target participation group is Arlington seniors. Cooperative Elder Services, Inc. reports that 70% of the individuals attending the Arlington program are classified as low-income ($24,000 or less annually). Providing quality of care for loved ones, while keeping them home and in the community has a significant financial impact on these families.

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.

1. Cooperative Elder Services, Inc. is the only provider of Adult Day Health services in Arlington
2. BrightView of Arlington provides the space and funding for a Memory Cafe. Memory Cafe's are specific programming to be inclusive of caregiver, and one who has cognitive decline.
3. Arlington Cable Media, Inc. provides the production of community education material re: Adult Day Health
4. Arlington Council on Aging hosts a monthly Caregiver support group

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.

Nearly 60% of caregivers in Arlington experience the financial impact of providing quality care for a loved one. In some instances, caregivers are forced to leave their jobs, resulting in significant financial loss to care for a family member. We intend to reduce the impact of aging and chronic conditions on individuals and their families by utilizing opportunities to reach more Arlington seniors, provide a scholarship for families, and enhance the relationship between Arlington seniors who benefit from adult day health services with the Council on Aging.

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

All scholarship recipients will be Arlington residents.

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 Executive Director of the Council on Aging meets with Cooperative Elder Services, Inc. once a year to discuss the use of the CDBG funding and reviews each invoice submitted for services of Arlington residents prior to submitting it to the grant administrator. Additionally, the Council on Aging has 2 licensed Social Workers who regularly educate and refer Arlington residents to Cooperative Elder Services.

Cooperative Elder Services is the primary source of subsidy recipient and submits the client beneficiary form with the invoice for payment.

January, 2017 the Council on Aging and Cooperative Elder Services created a cable program regarding services: https://www.youtube.com/watch?v=LIGxW_I47YM

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

No grant funds will be allocated for Council on Aging staff or administrative staff at Cooperative Elder Services, Inc. All funds will go directly for benefit of the Arlington senior to pay for services he/she receives.

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

There are no other adult day health providers in the area. All partners are listed under Collaborate partners.

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

In- Kind support includes the Council on Aging staff.

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

This program will not be self sustainable without the assistance of CDBG funding. Adult Day Health services are cost prohibitive for many. For those who qualify for Mass Health, may receive a specified amount of services. While long term care insurance may cover adult day health it is an expensive option for many to pursue.

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

Cooperative Elder Services, Inc. has been in business for 39 years. This is not a new project and there are no other Adult Day Health Services in Arlington.

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

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Office Supplies	0	0	
Utilities	0	0	
Repairs/Maintenance	0	0	
Travel	0	0	
Salaries (List relevant positions)			
Daily rate is $79/day	8,000	0	8,000
Other:			
TOTAL PROPOSED BUDGET	8,000		8,000

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Nearly all caregivers in Arlington experience the financial impact of providing quality care for a loved one. The Adult Day Health Program reduces the burden of caregivers by providing handicap transportation, nursing services and social programming	Improve access to community-based care to more Arlington residents with chronic diseases, provide respite for family care givers, and give additional day of attendance/week for current clients who benefit from greater attendance in the Adult Day Health Program	CDBG Funds to be used for direct services. COA Staff and Cooperative Elder Services Staff will identify those in need. COA Executive Director will monitor grant and COA Admin will process all bills	The program is available 6 days per week, 7 hours per day. Transportation is available for an extra fee. This program is considered respite care for caregivers while providing a safe and stimulating environment for the clients.	15 Arlington seniors receive a $300 benefit through these funds. This new request will double those who can participate.	1. Increased number of participants in Adult Day Health Program from 15 to 30 2. Increased number of attendance days for clients with acute medical conditions 3. Improved social programming for caregivers 4. Delay the need for long term care

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	28
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information

I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)

Agency/Organization: Arlington Council on Aging	Project Name: Transportation Enterprise Funds
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: 27 Maple Street, Arlington, MA 02476
Email: scarp@town.arlington.ma.us	Phone: 781-316-3400
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: $35,000	Registered on SAM.gov? yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ■ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ■ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The Council on Aging's Transportation program is one of the most important services offered to the seniors in Arlington. Transportation to medical appointments, local stores and to the senior center are critical in helping seniors remain independent and active in the community. Additionally, transportation to the Senior Center programs affords elders regular contact with others, a shared meal, and new learning experiences that not only alleviate isolation but also helps to mitigate depression.

The transportation department has 3 components; a subsidized taxi service Dial a Ride, Two handicap accessible lift-equipped vans, and a volunteer led medical escort program to take seniors to medical appointments.

2. Consolidated Plan Goals and Objectives

The goals include utilizing the transportation department's three aforementioned services to remove barriers, allowing access to health care and maintain a health status. In addition to support social interactions and intellectual growth, transportation is provided to the senior center so elders have to have access to meals, programs and services sponsored by the Council on Aging.

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

COA Van transportation is available to Arlington residents. The Dial a Ride Taxi Program, the subsidized taxi service, only serves the Arlington area. For medical appointments in the Boston Area, the volunteer Medical Escort Program addresses this need.

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.

Our collaborative partner includes:

• Yellow Cab of Belmont (aka Arlmont Taxi) has a contractual agreement with the Town of Arlington for the Dial A Ride Taxi Program

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.

There is a need to provide low cost and accessible transportation services to our low-income seniors. The COA Van operates M-Th and offers rides to the Senior Center for $1.50 each way. In town medical appointments are $7 round trip, and out of town medical appointments are $20 round trip. The Dial A Ride Program offers transportation services six days a week between 9-4 for rides in Arlington at the cost of $5 for a taxi voucher.

Transportation is one of the key services the Council on Aging offers. Keeping seniors on the move is one of our main goals. The organization utilizes paid staff and volunteers to schedule rides, sell tickets to ride the van or taxi vouchers, and data entry activities that support the program.

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 Council on Aging always looks to expand communication and engagement efforts with seniors. The Senior Center serves as the primary activity hub and staff and employees are capable of executing the proposed project and can positively impact the Arlington Community.

The department actively engages in communication through the newsletter, flyers, information sessions, the COA's cable program, "Living Out Loud", and now on Facebook. We encourage our seniors to explore more than one option in transportation to keep them engaged in the community

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

It is difficult if not impossible to operate an enterprise fund for low cost senior transportation without financial assistance through grants or donations. The cost benefit is great; reducing isolation, frailty, and depression are valuable components to a seniors health and difficult to quantify for this presentation. Transportation is an active component to our services as evidence of the need.

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

This request will continue to seek contributions from riders, continue to seek grants, and donations.

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

This program is supported by COA staff who are funded by the municipality and a small amount of funds from the Formula Allocation through the Executive Office of Elder Affairs.

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

This project is dependent on CDBG funds. When CDBG funds were reduced in 2016, it was necessary to eliminate the Friday COA Van service.

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

This is not a new service and there are no other providers in Arlington that provide low cost senior transportation.

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

The purchase of the COA Vans are supported by a Mass Dot grant. The COA was awarded a grant for FY18 to assist in acquiring a new van. We will receive the new van in May/June of 2018.

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies	0	500	500
Utilities			
Repairs/Maintenance		10,000	10,000
Travel		200	200
Salaries (List relevant positions)			
COA Executive Director, COA Admin, Reception, Info & Referral (covering	10,000	42,300	52,300
Donations: 1, Symmes 2. COA Fundraising		19,000	19,000
Other: Dial A Ride	25,000	0	25,000
TOTAL PROPOSED BUDGET	35,000	72,000	107,000

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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:	Municipal	52,300	Pending
Private:	Symmes, COA Fundraising	19,000	Pending
Other:	Executive Office of Elder Affairs	700	Pending
Total:		72,000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Provide low cost transportation to Arlington seniors	Transportation removes obstacles to health care and community. Goal to reduce isolation, frailty, and depressing. Transportation leads to an Age Friendly Community	Existing staff and Transportation Coordinator along with volunteers will aide in service delivery	COA Transportation operates 4 days per week. Van is lift equipped for handicapped riders, taxi operates 6 days a week. There are 2 Transportation seminars per year and 2 programs filmed on cable to educate seniors about transportation options.	There are 265 unique riders with over 8,204 rides per year. Dial a Ride Taxi has 75 participants and over 1,000 rides per year	ST: Maintain the integrity of the transportation program, offering a family of transportation services. LT: Increase low cost transportation options for our seniors. In 2018 we anticipate a pilot program with a ride share company.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	265
Households Assisted		Jobs Created	

Town of Arlington
Community Development Block Grant
Funding Application
Fiscal Year 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Arlington Council on Aging	Project Name: Volunteer/Transportation Coordinator
Contact: Susan Carp, MS	Title: Executive Director
Mailing Address: 27 Maple Street, Arlington, MA 02476	Project Location: 27 Maple Street, Arlington, MA 02476
Email: scarp@town.arlington.ma.us	Phone: 781-316-3400
Anticipated Start Dates: ongoing	Anticipated End Dates: ongoing
Amount of Request: $56,806	Registered on SAM.gov? Yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☒ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☒ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

In 1990, The Board of Selectmen established the Volunteer Coordinator and Transportation Supervisor role, a traditionally grant funded position. This role serves to supervise and coordinate volunteers as well as manage the van and transportation program and is essential to the Council on Aging's mission to engage senior citizens in community participation. The Volunteer/Transportation Coordinator will ultimately be responsible to ensuring smooth service delivery in all areas.

2. Consolidated Plan Goals and Objectives

The Volunteer and Transportation Coordinator's duties include coordinating the Council on Aging Van, the Council on Aging Medical Escort Program, scheduling rides for cancer patients, and Dial a Ride taxi program. In addition, the coordinator seeks to engage seniors and recruit volunteers. Volunteering encourages civic engagement and volunteer hours fill the gap where budgets end and the need for services exist. Through the transportation program, seniors will be able to access the community, attend social programming and participate in civic engagement, which are necessary to healthily age in place.

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

All activities will be located in Arlington, MA

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.

• Retired Men's Club of Arlington
• Arlington Seniors Association
• Minuteman Senior Services – Congregate Meal Site

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.

Arlington has been designated an Age Friendly Community and continues to explore options to engage the older community members. The Volunteering and Transportation Coordinator provides management to two key elements in engagement, keeping the senior active and involved in the community.

The Volunteering component of this role includes promoting the vitality of the older adult and decreases ageism by actively engaging the older adult in the community. In fact, many volunteers are retiree's and have been the thread of the Arlington community. Volunteers assist in implementing programs, performing administrative duties, research special projects, and even help at flu clinincs. The coordinator is vital to maintaining this effective and structured system.

Secondly, Arlington does have access to public transportation; however for the older adult transportation barriers such as getting to the access point and standing, waiting for the bus can be problematic. The Council on Aging's wheelchair equipped van provides a curb-to-curb transportation service, which is necessary to meet the needs of all seniors. Additionally the transportation service helps seniors maintain a healthy lifestyle by increasing access to health care and supporting mental and emotional health by encouraging community and social interactions. Engaging older adults is a mutually benefit relationship for the health and well being of the senior and for the Town of Arlington.

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

Only Arlington residents 60 years and older will be able to utilize the transportation services.

Individuals who choose to volunteer for the Council on Aging are primarily Arlington residents of all ages, however the vast majority are seniors themselves. Approximately 5% of total volunteers are living outside of Arlington but through community collaborations with local businesses choose to give their time back to the community in which they work.

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.

All programs are advertised with flyers, information sessions, newsletters, cable program public service announcements, and local newspapers. Most recently, the Council on Aging has implemented a Facebook page to interact and expand communication efforts with older adults in this media age.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Volunteer and Transportation Coordinator Position is a grant funded role that is vital to fulfilling the organizations mission. The role of the volunteer for programs and services within the COA saves the Town of Arlington over $83,600 per year with the total cumulative hours of service performed.

Volunteers perform a variety of functions and supplement service delivery where municipal budgets fall short. Volunteers support the Council on Aging in administrative duties; companion visits to home bound elders, scheduling transportation requests, drivers to medical appointments, and much more. The volunteers and the volunteer and transportation coordinator are essential to successful senior programming that will allow Arlington Seniors to thrive in the community.

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

By virtue of cultivating volunteers, the role of the Volunteer Coordinator is to develop and maintain partnerships throughout the community in every possible way. The level of programming, many of which are unique, provides an excellent platform to accomplish the development of long term partners. Some examples of these partnerships include utilizing Police, Retired Men's Club, and School for service delivery and program assistance.

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

Historically this project has been complimented by staff within the Council on Aging and this will not change. The Intake and Referral specialist, COA Social Worker, COA Administrative Assistant and the Executive Director all support the 7 hours/week this funding does not cover. This request is to fund a 28 hour a week program for a 35 hour week program. Volunteers also fill the service

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

The Council On Aging will continue to need CDBG funding for the Volunteer/Transportation Coordinator role.

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

The Volunteer/Transportation Coordinator role will continue to expand the presence in the organization and community. There are no other dedicated providers in the community; the role of the coordinator is to seek and maintain community partners to assist the Arlington Council on Aging in achieving the organization's goals and mission.

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies		500	500
Utilities			
Repairs/Maintenance			
Travel		100	100
Salaries (List relevant positions)			
Volunteer/Transportation Coordinator	56,806	0	56,806
Other:			
TOTAL PROPOSED BUDGET	56,806	600	57,406

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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:	Executive Office of Elder Affairs	$600	Pending
Local:			
Private:			
Other:			
Total:		$600	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Seniors will be able to access the community and it services at a reasonable cost, allowing non drivers an opportunity to age in place. Volunteering encourages civic engagement, reduces isolation, frailty and depression. Volunteers fill the gaps between budget and service need.	Continue to provide low cost transportation to seniors who no longer drive. Engage individuals in civic engagement.	CDBG funded position to supervise senior transportation and volunteers. COA has 2 Wheelchair accessible Vans and 4 part time drivers. There are about 230 volunteers that participate in every aspect of the Council on Aging.	Transportation is available M-Th. Services include Medical Appointments, Errands, and trips to the Senior Center Volunteers provide clerical support for transportation services and support to the 85+ programs	Transportation serves 187 unique riders and over 230 volunteer at the 85+ programs. Volunteering keeps seniors engaged in the community, reduces isolation, frailty and depression. Increases access to low cost meals and food through Food Link. Volunteers participate in over 85 programs reaching over 2,000 seniors per year.	Transportation ST: Provide a low cost, efficient and safe senior transportation program. LT: Continue to seek low cost options for senior transportation Volunteers: ST: Maintain the integrity of the program LT: Increase the number of volunteers for special projects.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	495
Households Assisted		Jobs Created	

Town of Arlington
Community Development Block Grant
Funding Application
Fiscal Year 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Fidelity House	Project Name: Jobs, Jobs, Jobs
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford St, Arlington, MA 02474	Project Location: Fidelity House, Fidelity House Day Camp
Email: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
Anticipated Start Dates: July, 2018	Anticipated End Dates: June, 2019
Amount of Request: $5000	Registered on SAM.gov? yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

■ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Determining Eligibility
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ■ Other (please specify):	159486745 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Fidelity House offers child care job training and employment for teens from low to moderate family income levels.

2. Consolidated Plan Goals and Objectives

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.

The Arlington Boys & Girls Club participate in the Jobs, Jobs, Jobs program, but each agency submits individual requests to use all the funding for teen employment.

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.

Insuring opportunities for teens from all economic backgrounds that will benefit the teen, their family and the community they serve.

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

75% Arlington, 25% stays with Arlington relative

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.

Application to apply for a job are given to all local high schools, available at Fidelity House and alerted through newsletter distributions. All the resources are used to subsidize the low-moderate income youth's childcare employment and training.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The program costs address the economic needs of the teens but develops the skill set of the teen for future job opportunities. The long term benefits of this investment in the youth is to develop good job and life skills as adults.

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

The Jobs, Jobs, Jobs program offers youth the chance to work locally at Fidelity House & the Arlington Boys & Girls club.

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

N/A

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

Fidelity House is a non-profit youth center and would need to consider volunteer opportunities only as an option.

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

Fidelity House & the Arlington Boys & Girls Club collaborate with this program.

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)	$5000		$5000
Other:			
TOTAL PROPOSED BUDGET	$5000		$5000

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Provide economic opportunities and childcare job training for teens from low to moderate family income levels.	Insure there are positions available for youth program employment for teens from low to moderate income families.	Training, child care job available at Fidelity House, Fidelity House Day Camp.	Train the teen to work with children, provide weekly job and supervision, provide on the job feedback to enhance performance.	3 - 5 youth will be able to work an entire season and benefit from the training and experience of college age and professional staff.	ST 1 - Low to moderate income youth will receive economic gain

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	4
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Fidelity House	Project Name: Menotomy Manor Outreach Program
Contact: Lisa Urben	Title: Youth Program Director
Mailing Address: 25 Medford Street, Arlington, MA 02474	Project Location: Fidelity House, Fidelity house Day Camp & Menotomy Manor
Email: fidelityhouseordir@hotmail.com	Phone: 781-648-2005
Anticipated Start Dates: July, 2018	Anticipated End Dates: June, 2019
Amount of Request: $16,000	Registered on SAM.gov? yes (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- [x] 501(c)3
- [ ] For-profit authorized under 570.201(o)
- [ ] Faith-based Organization
- [ ] Unit of Government
- [ ] Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

■ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:
356300 Block 1

□ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

□ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?

- [x] Abused children
- [ ] Elderly persons (age 62 and older)
- [ ] Battered spouses
- [ ] Homeless persons
- [ ] Severely disabled **adults** (as defined by Bureau of Census*)
- [ ] Illiterate adults
- [ ] Persons living with AIDS
- [ ] Migrant farm workers
- [x] Other (please specify):

DUNS #: 159486745

(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Our Menotomy Manor Outreach Program originated to directly address the developmental needs of Arlington's Low income youth (and their families) who reside at Menotomy manor. It is designed to offer opportunities, reduce the barriers that prevent participation (including financial and location barriers) and help assimilate the youth into community wide programs. The program includes: summer camperships and free transportation to/from Fidelity House to attend our Summer Day Camp, free memberships, transportation to and from Fidelity House, participation in and scholarships for our youth programs during the school year and on-site programming during the school year. It is a unique program that is able to offer stability, long term benefits and has served children for a sustained period of time since its inception.

2. Consolidated Plan Goals and Objectives

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

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.

Fidelity House's mission is the promotion of good citizenship, increasing self-reliance and furthering the social, physical and emotional growth of the individual and we are a non-profit agency that provides public service programs for youth and low-income households. This program insures that more youth and their families in our community have the same opportunities for growth, without regard to financial considerations. Fidelity House has been in operation since 1955 and have been working with the Menotomy Manor community since the 1970's.

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

All Arlington residents.

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 Youth Program Director is responsible for overseeing the administrative, personnel, supplies and transportation needs of the program. An adult Outreach Coordinator is responsible for handling the on site daily requirements for the program in addition to adjunct adult/college/high school staff employed in our Summer Day Camp and school year programming. Residents are contacted through mailings, on site meetings, program visibility, local school and housing liaisons, current clientele and brochure listings.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

Our program costs address the current financial & transportation needs to get families and children active and participating. The expenses go towards: scholarships to summer day camp, youth memberships and special interest program, bus transportation fees and staffing on site personnel. The long term benefits of this investment in the youth is to develop good citizenship and self-reliance as adults.

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

We have worked well with the Arlington Housing Authority to provide the youth/family tenants programming.

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

Additional funding is provided through United Way and current fundraising endeavors.

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

The CDBG funding insures we can offer the current programming. In this fundraising era, there is limited growth potential and no revenue is generated from the program participants.

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

This is a unique program that incorporates transportation, youth/family needs and location.

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

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		$700	$700 mailings
Utilities			
Repairs/Maintenance			
Travel	$2,000	$2000	$4000
Salaries (List relevant positions)	$1,500	$10,500	$12,000
ıer Day Camp Campe	$9,000	$6000	$15,000
ɅIembership & activity scholarship	$3,500	$3,000	$6500
Other:		$3438	$3438
TOTAL PROPOSED BUDGET	$16,000	$25,638	$41,638

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			
TOTAL PROPOSED BUDGET			

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:	United Way	$8000	
Other:	our yearly fundraising	$17,638	
Total:		$25,638	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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**
The need for youth to increase developmental skills and further the social, physical and emotional growth of the individual year round, especially during the summer months, is universal and regardless of financial	Increase both the opportunities and participation of youth that reside at Menotomy Manor, provide prevention/ intervention programming, decrease barriers to participation by providing transportation, be a consistent presence in the youths' developmental years and offer financial assistance year round.	Staffing: Youth Program Director, ourtreach Coordinator plus adjunct transport/ college/ high school personnel, bus & vans for transport. Facilities- Day Camp location, Fidelity House and onsite apartment. Scholarships year round	School year- children receive free memberships, scholarships to programs and transport to & from Fidelity House. Onsite program offered one time a	64 benefitted from 2+ weeks of Summer Day Camp, 47 low income members participated in school year programming.	ST 1- Increase the number of Menotomy Manor participants that attend day camp and school year

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	100
Households Assisted		Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Town of Arlington - Recreation Department	Project Name: Program Scholarships
Contact: Jon Marshall/Erin Campbell	Title: Director of Recreation/Recreation Supervisor
Mailing Address: 422 Summer Street	Project Location: Arlington
Email: jrmarshall@town.arlington.ma.us	Phone: 781 316-3880
Anticipated Start Dates: September 2018	Anticipated End Dates: April 2019
Amount of Request: $13,000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☒ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	073802126 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Scholarships Arlington Recreation Programs. There is a annual need in town for assistance with program fees. The requests for scholarships have been growing over the last several years. Last year the department received requests for over $50,000 in program assistance. The department works to accommodate these requests, however it is becoming increasingly more challenging as families seek multiple programs throughout the year.

2. Consolidated Plan Goals and Objectives

This requests meets the public services objective by providing recreational opportunities to youth in the community. It is critical for youth to be able to socialize with their peers enabling them to develop life long skills in communication, problem solving and team building. It is a goal of our programs that youth are able to build the skills necessary for problem solving and creative thinking.

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

All residents have the ability to access our programs. We look to offer our programs at different locations throughout the community so that those who have difficulty with transportation can still have an opportunity to participate in a recreational program. We will strategically locate our programs with higher demand. This year we are running our after school program at Thompson School and next year we will be at the new Gibbs.

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.

Although this program is run through the recreation department, we receive support through the school department in accessing locations for us to run our indoor programming and after school activities.

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.

There is a continued need to support families that can not afford to send their children to programs. These programs provide a high level of child care during off school hours. Our programs are a great resource to single parents and those families that require both parents to work.

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

Yes. Even though our programs are open to individuals in surrounding communities only Arlington residents will qualify for scholarships.

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 Recreation Department Administrative Staff will manage the project. The staff has worked with a number of families over the years. We work with many groups within the community to promote our programs. Scholarship applicants will be reviewed by the department staff to confirm eligibility.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

> This project provides opportunities for youth in families with low - moderate income to participate in programs.

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

> The Recreation Department will continue to partner with other service providers in the community to address the recreational needs of its residents.

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

> The Recreation Department seeks donations from other program participants and local businesses.

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

> There is an annual need to try and provide scholarships to families.

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

> The Recreation Department continues to explore new programs and services for residents. We gather input from participants and continually adapt and modify programs to meet the needs of Arlington's Residents.

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

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:	13,000		13,000
TOTAL PROPOSED BUDGET			13,000

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction			
Acquisition			
Appraisals			
Design			
TOTAL PROPOSED BUDGET			

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Address the continued need to provide support to families that can not afford to send their children to programs.	Assist families so that they can have their children participate in recreational programs. Assist families by offering these programs during out of school times to address the need for childcare.	Department Staff will be utilized to review applications, monitor and report on participants served.	The department offers a wide variety of programs to serve the needs of participants of all ages and abilities.	To date in the 2017-18 we have served 57 individuals in 43 households.	1. Increased opportunities to socialize with peers (ST/LT). 2. Increased problem solving (LT). 3. Improved social skills. (LT)

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	60+
Households Assisted	45+	Jobs Created	

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Town of Arlington Planning/Conservation Commission/Recreation	Project Name: Spy Pond ADA-Compliant Trails and Access Project
Contact: Lela Shepherd	Title: Environmental Planner/Conservation Agent
Mailing Address: 730 Massachusetts Ave, Arlington MA 02476	Project Location: Spy Pond Park (Between Pond Lane and Linwood Street)
Email: lshepherd@town.arlington.ma.us	Phone: 781-316-3012
Anticipated Start Dates: Late March/Early April June 2019	Anticipated End Dates: June 2019
Amount of Request: $67,000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☒ Unit of Government ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☒ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	073802126 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

A large effort is underway to make improvements at Spy Pond Park. This part of the project will focus solely on accessibility improvements that will meet ADA compliance. The park does not currently provide sufficient accessible programming features for those with disabilities. There is a significant need to upgrade the trail system within the park and to connect that trail to both water features and parking lot sidewalks between Pond Lane and Linwood Street. The Arlington ADA Self-Evaluation Report (December 15, 2014) for Spy Pond recommends above-all, the provision of accessible connection to facility elements. This project will accomplish this goal. Other recommendations that this project will carry out include: accessibility improvements at North Beach, handicapped access to the Spy Pond shoreline path and South Beach from Linwood Street, accessible sidewalk ramps, addition of informational signage mounted at the correct height, and widening of shoreline path viewing areas. The project proposes specifically to use a natural-looking permeable pavement to create an ADA-compliant path from a new accessible sidewalk ramp from Pond Lane all the way to a new accessible sidewalk ramp at Linwood Street. Along this route, this material will be used to connect a newly accessible North Beach, South Beach, and water access area at the end of Linwood Street.

2. Consolidated Plan Goals and Objectives

This request meets the objectives of Public Facilities, Public Infrastructure, and Parks and Open Space by providing ADA-compliant accessible features within a public park visited by the youth, elderly, disabled, and all residents of Arlington. Spy Pond is one of Arlington's major outdoor attractions. Visitors come to be surrounded by nature in what is otherwise a dense urban environment, but at this moment its amenities do not reflective inclusive human-centered design. The goal of this project is to act on the recommendations of the ADA Self-Evaluation Report to remedy this problem.

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

These improvements will be accessible to all residents. The project is located in southeastern Arlington between Pond Lane and Linwood Street, just off of Massachusetts Avenue and adjacent to the Minuteman Bikeway.

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.

The project is supported by the Department of Planning and Community Development, the Arlington Conservation Commission, The Friends of Spy Pond Park, The Department of Park and Recreation, and the Park and Recreation Commission.

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.

Spy Pond Park is a public park at the edge of a Great Pond (Spy Pond), visited by a wide variety of Arlington and neighboring community residents. Arlington comprises only 5.5 square miles and serves over 45,000 residents, making the park an extremely valuable asset and one of Arlington's major outdoor attractions for recreation. Visitors come to be surrounded by nature in what is otherwise a dense urban environment, but at this moment its amenities do not reflect an inclusive human-centered design. This project will provide much needed infrastructure improvements to an open space and recreational park, which will finally allow people with disabilities to have the same access to all of the park amenities as people who do not have impairments.

This project is part of a larger effort by the Town of Arlington to undertake edge and erosion control measures along the Spy Pond shoreline. ADA access was not within the scope of the original project, however, after further study and consideration (through a lengthy public process), it was determined that the existing stabilized aggregate path was not only contributing to the erosion and shoreline stabilization issues, but it was a deterrent for most users of the park.

The larger project scope will provide accessible water access areas, however, without additional funding there will not be accessible connections to access these new park features. The current park path is neither ADA-compliant nor accessible. Because of heavy rain fall and washout, the path is flooded much of the year, and rendered useless during this time. The path is maintained by the Friends of Spy Pond Park who feel strongly about this project and have contributed matching funds.

Working with the Institute for Human Centered Design, the Town conducted an ADA study in 2014 focused on surveying the Park and Recreation sites with the goal of evaluating park facilities for accessibility and recommending improvements. These recommendations were also included in our Open Space and Recreation Master Plan 2015-2022. The goal of this project is to act on the recommendations of the ADA Self-Evaluation Report. By restoring the existing path and creating new paths to water access areas with a permeable pavement material we can provide an ADA-compliant trail system that allows for all-inclusive user experience.

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

The ADA path renovations are intended to benefit all residents of Arlington. However, as this site is located directly off of Massachusetts Avenue and the Minuteman Bikeway, which connects Arlington to Bedford, Lexington, and Cambridge, we anticipate ancillary benefits to residents of these communities as well.

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.

Lela Shepherd, Environmental Planner/Conservation Agent is the Project Manager for this project. Ms. Shepherd has been responsible for developing the schedule and budget for this project, coordinating public outreach efforts, keeping various Town Committees/Commissions informed on project development, and overseeing the consultants hired on the the larger Spy Pond Erosion Control Project. Ms. Shepherd will assist Hatch Chester in the construction and permitting processes. The construction bidding process will involve Ms. Shepherd, Hatch Chester, and the Spy Pond Working Group. This project has been carefully evaluated by the Spy Pond Working Group which includes members from the Department of Planning and Community Development, the Park and Recreation Department, the Park and Recreation Commission, the Friends of Spy Pond Park, the Department of Public Works, and the Conservation Commission. All of these stakeholders are in support of this trails and access project as it supports a community need for accessiblity infrastructure identified in our Open Space and Recreation Master Plan and the ADA Self-Evaluation Report.
As part of the public outreach effort on this project, we have already conducted 3 public meetings, which occurred in 2017, and provided an opportunity for public forum at both the Park and Recreation Commission and Conservation Commission hearings in the Fall of 2017. We will have one last public meeting in May of 2018 which will be on-site, to allow the public to visualize and experience the existing trail and provide additional feedback on their concerns. During the permitting processes with the Town of Arlington and the Conservation Commission, there will be 2 additional public meetings to hear public comments and concerns. All of these past public meetings were noticed in the Arlington Advocate (via press release), through the Town email blast, on the Town webpage, through the Friends of Spy Pond Park newsletter, through Town social media, and via Commission agendas. Future meetings will follow these same outreach methods.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

This project provides recreational opportunities, which do not currently exist at Spy Pond Park, for severly disabled (as defined by the Bureau of Census) persons, in a Low/Moderate Limited Clientele community.

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

This project represents a partnership between the Department of Planning and Community Development, the Park and Recreation Department, the Park and Recreation Commission, the Friends of Spy Pond Park, the Department of Public Works, and the Conservation Commission.

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

The project has successfully secured $40,040 from the Land and Water Conservation Fund for accessible trail improvements, which requires a 50% match that will be obtained using CPA funds already approved. Ms. Shepherd has also submitted a Recreational Trails Program grant through DCR, requesting $80,102 (expecting $50k), which requires a 20% overall project cost match. A portion of this 20% match will be provided by a $2,000 commitment from the Conservation Commission's Conservation Lands fund, and by a $5,000 gift from the Friends of Spy Pond Park. CDBG funds are required to obtain the remaining match requirements.

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

The project is self-sufficient and will not require additional CDBG funding after construction.

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

This project offers access to ADA-compliant recreational opportunities within Spy Pond Park. These opportunities do not currently exist at Spy Pond, nor are there similar ADA-compliant features and amenities provided anywhere else in Arlington.

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

The path will be constructed using permeable pavement which will provide a solution to the washout, runoff, and stormwater drainage problems that exist on the current path. All of which contribute to it not meeting ADA standards and which contribute to larger environmental concerns at Spy Pond. This project will address both environmental/natural resource and accessibility concerns with one solution. Informational signage posted at the appropiate height has been included in the budget of the larger Spy Pond Project.

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

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 CDBG Funds Requested	B Other Funding*	A+B Total Proposed Budget
Construction	$67,000	$87,102	$154,102
Acquisition	0	0	0
Appraisals	0	0	0
Design	0	$13,630	$13,630
Project Administration		$3,948	$3,948
TOTAL PROPOSED BUDGET			$171,680

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:	Land and Water Conservation Fund	$40,040	Committed
State:	DCR-RTP Grant	$50,000	Pending
Local:	Conservation Commission	$2,000	Committed
Private:	Friends of Spy Pond Park	$5,000	Committed
Other:			
Total:		$97,040	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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**
Addresses the need for ADA-compliant infrastructure at open space and parks and the need for recreational improvements that are human-centered with inclusive design.	Create a permeable pavement path through Spy Pond Park (from Pond Lane to Linwood Street) with connector trails to new ADA-compliant water access areas at North Beach, South Beach, and Linwood Street, and new ADA-compliant curb ramps at Linwood Street and Pond Lane.	Department Staff (Lela Shepherd), consultant (Hatch Chester), and Spy Pond Working Group are committed to ensuring project goals are met.	Inputs will be utilized in the permitting, public outreach, RFP bidding, and construction management processes.	The project will fulfill the accessibility-related recommendations of the Open Space and Recreation Master Plan and the 2014 ADA Self-Evaluation Report by providing the public infrastrucuture improvements listed under " GOAL".	Increased recreational opportunities for all residents and particularly for persons with severe disabilities. (ST/LT) Accessible water access at Spy Pond (ST/LT) Natural resource protection from stormwater drainage managed by new path material (ST/LT).

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	45,000+
Households Assisted		Jobs Created	

LAND ESCAPES

Town of Arlington
Planning & Community Development
730 Mass. Ave
Arlington, MA 02476
Lela Shepherd

Proposal Date: February 8, 2018

Job Description: Spy Pond Porous Pave Walkway Site Prep appx. 10000 sq ft

Item	Description	Unit Price	Quantity	Extended Cost	Location on Property	Plan I.D.
				-		
Porous Pave System Brown	Includes: Rubber Chip Stone Chip Binder	45,034.00	1	$ 45,034.00		
				-		
Misc. Hardware		200.00	1	200.00		
				-		
				-		
				-		
				-		
				-		
				-		
				-		
		Taxable Materials		$ 45,234.00		
		Soil Amendments		n/a		
		Disposal Fees		500.00		
		Delivery		1,700.00		
		Equipment		5,500.00		
		Labor		29,500.00		
		MA Sales Tax		Exempt		
				$ 82,434.00		

Land Escapes Design Inc.
11 Harvard Street
Arlington, MA 02476
(617) 308-7063
www.everydaygetaway.com

LAND ESCAPES

Town of Arlington
Planning & Community Development
730 Mass. Ave
Arlington, MA 02476
Lela Shepherd

Proposal Date: February 8, 2018

Job Description: Spy Pond Porous Pave Walkway Site Prep appx. 10000 sq ft

Item		Description	Unit Price	Quantity	Extended Cost	Location on Property	Plan I.D.
Site Prep	3/4" Gravel	yrd	38.00	476	$ 18,088.00		
12" Waddle	For Erosion Control		7,480.00	1	7,480.00		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
			Taxable Materials		$ 25,568.00		
			Soil Amendments		n/a		
			Disposal Fees		19,000.00		
			Delivery		2,500.00		
			Equipment		10,000.00		
			Labor		14,600.00		
			MA Sales Tax		Exempt		
					$ 71,668.00		

Land Escapes Design Inc.
11 Harvard Street
Arlington, MA 02476
(617) 308-7063
www.everydaygetaway.com

TOWN OF ARLINGTON COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING
APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information

I. Contact Information (if application is completed by a Collaborative, provide the contact information for the lead entity only)

Agency/Organization: Arlington Commission on Disability	Project Name: Curb Cut Ramp Project
Contact: Jack Jones	Title: ADA Coordinator
Mailing Address: 20 Academy St., Ste.#202	Project Location: Town Wide
Email: jjones@town.arlington.ma.us	Phone: 781-316-3431
Anticipated Start Dates: July 1, 2018	Anticipated End Dates: June 30, 2019
Amount of Request: $150,000.00	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

☐ 501(c)3 ☐ For-profit authorized under 570.201(o) ☐ Faith-based Organization ☐ Unit of Government ☐ Institution of Higher Education

Determining Eligibility
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☒ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following? ☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled adults (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	DUNS #: 07-380-2126 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

This project will improve pedestrian safety by eliminating a physical barrier that is encountered by elderly, disabled, parents pushing carriages, and other individuals.

2. Consolidated Plan Goals and Objectives

The goals for this contract period are to eliminate physical barriers that exist because of non- existing curb cut ramps and existing curb cut ramps that do not comply with ADA code requirements. Eliminating these physical barriers will improve accessibility and safety along Arlington sidewalks.

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.

This project is also funded by the Town's Public Works Department.

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.

This proposal will improve pedestrian safety and allow individual with mobility impairments the ability to travel Safely along Arlington sidewalks.

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

The majority of individuals who will benefit form this proposal will be town residents.

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 Arlington Engineering Department along with the Commission with Disability Office will insure that all curb cut ramps constructed or reconstructed will meet ADA requirements.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The Financial cost per curb cut ramp will be approximately $3000.

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

This project involves a partnership with the Public Works Department.

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

The Public Works Department when resurfacing streets and repairing sidewalks will be adding curb cut ramps if needed.

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

This project will need to be funded until all curb cut ramps have been installed.

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

This project has been reducing the number of nonexistent and noncompliant curb cut ramps for many years,

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

This project will not only benefit individuals with mobility and visual impairments also individuals pushing carriages.

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** CDBG Funds Requested	**B** Other Funding*	**A+B** Total Proposed Budget
Office Supplies	-	-	-
Utilities	-	-	-
¤ **Repairs/Maintenance**	-	-	-
Travel	-	-	-
Salaries (List relevant positions)	-	-	-
	-	-	-
	-	-	-
Other: Health Insurance	-	-	-
TOTAL PROPOSED BUDGET	-	-	-

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** CDBG Funds Requested	**B** Other Funding*	**A+B** Total Proposed Budget
Construction	$150,000	From FY 2017 – 2018 $139,000	$289,000
Acquisition			
Appraisals			
Design			
.			
TOTAL PROPOSED BUDGET	$150,000	$139,000	$289,000

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:	CDBG (FY 2017-2018)	$139,000	$139,000
State:			
Local:			
Private:			
Other:			
Total:			-

MEASURING ACCOMPLISHMENTS TABLE

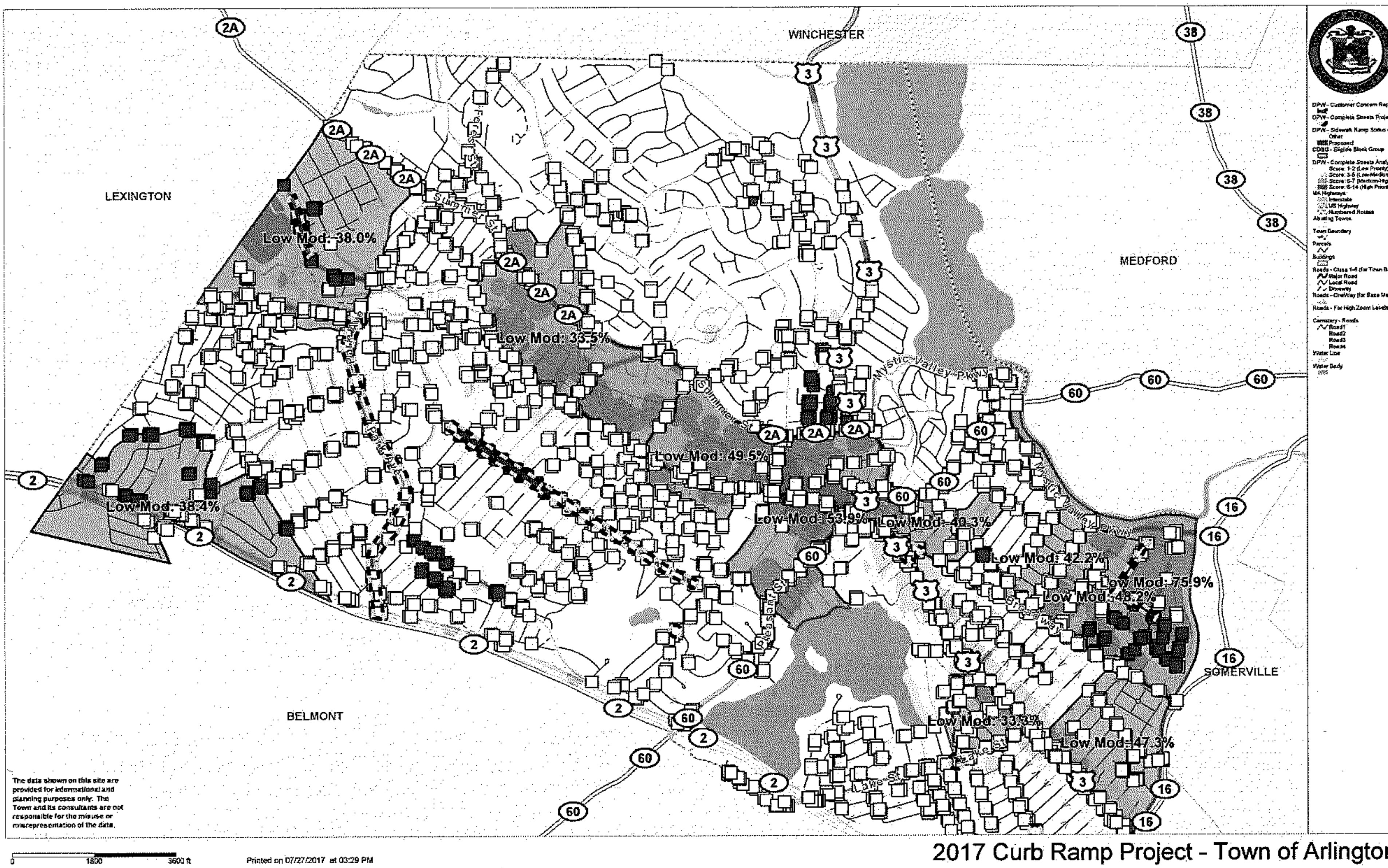
PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Assist mobility and visual impaired when traveling on Arlington sidewalks	To eventually installed curb cut ramps where ever no ramp exist or are noncompliant	Engineering will design the curb cut ramps the Commission on Disability will select the appropriate locations	Will continue to survey the town to locate locations that require a curb cut ramps,	Install approximately 50 curb cut ramps	To install the highest priority ramps short term and to eventually bring the town into full compliance

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted	Possible	Persons	Those who Travel along
Households Assisted		Jobs	



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2017 Curb Ramp Project - Town of Arlington

DEPARTMENT OF PUBLIC WORKS

51 Grove Street
Arlington, Massachusetts 02476
Fax (781) 316-3109

Town of Arlington

January 31, 2018

Julie Wayman
CDBG Administrator
Department of Planning and Community Development
730 Mass Avenue
Arlington, MA 02476

Dear Ms. Wayman,

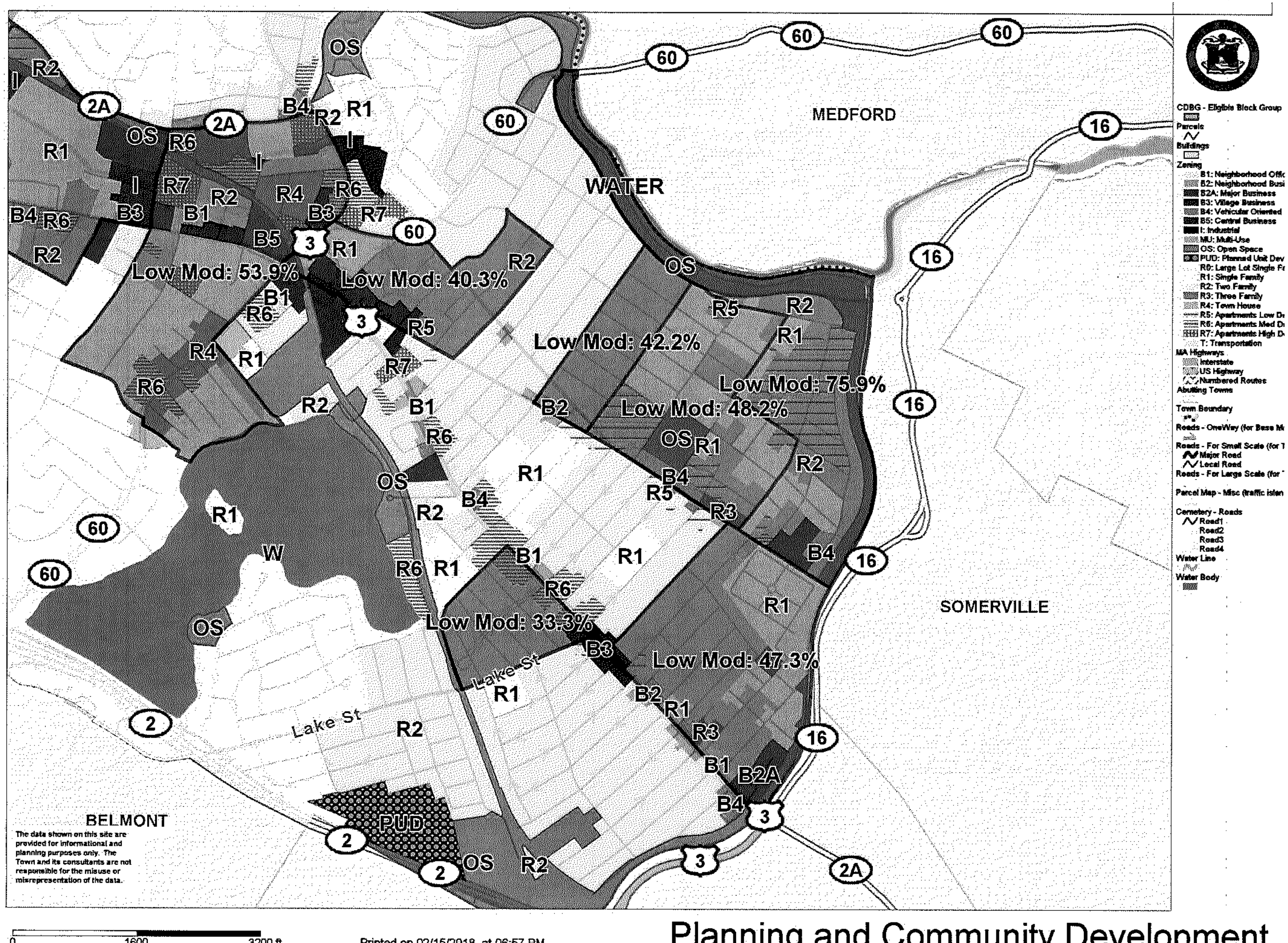
As an addendum to the CDBG application submitted by the Disability Commission, the Department of Public Works would like to submit the following proposal for ADA-compliant sidewalk ramps and sidewalks. This work will address a significant portion of the non-compliant handicap ramps and sections of sidewalk designated in "poor condition" as indicated on the attached sidewalk inventory map. If awarded, the DPW plans to release an Invitation for Bid for this project.

Street Name	From	To	Length	# Ramps Required	Total Cost
Everett	Yale	Wellesley	177	3	$12,279
Warren	River	Rawson	547	1	$40,790
Rawson	Ramps	Only	0	17	$42,500
River	Ramps	Only	0	16	$40,000
Tufts	Broadway	Warren	228	4	$31,660
Sunnyside	Michael	Broadway	495	3	$54,525
Sunnyside	Michael	End	1550	0	$147,250
Marrigan	Sunnyside	Silk	700	4	$76,500
Silk	Marrigan	Fremont	130	4	$22,350
Fremont	Silk	Gardner	200	2	$24,000
Norcross	Granton Pk.	No. Union	325	4	$40,875
				Total	**$532,729**

https://www.mapsonline.net/arlingtonma/sidewalkinventory.html

Apps · iGoogle · Lenovo Recommend · HUD · Guide to National C · eCFR — Code of Fed · Lowell General Email · Consultation · Understanding the · Helpdesk · Environmental Revie · Relocation assistanc · Google Calendar · Community Planning

SimpliCITY by PeopleGIS



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Planning and Community Development

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Food Link, Inc.	Project Name: Acquisition of Operations Location
Contact: DeAnne Dupont	Title: President
Mailing Address: 32 Oldham Rd	Project Location: Arlington, MA
Email: ddupont@foodlinkma.org	Phone: 781-439-5736 or 781-819-4225
Anticipated Start Dates: 7/1/18	Anticipated End Dates: 6/30/20
Amount of Request: $300,000	Registered on SAM.gov? 7C6M7 (YES) (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ■ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☐ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility
This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

■ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
■ Abused children ■ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ■ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☐ Other (please specify):	07-975-8062 (Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

Purchase of property in Arlington, MA, on which to construct a Food Link operations facility. This is phase I. Phase II will be to build the operations facility.
The operations facility will have ample sorting space, cold storage and dry storage to meet the growing demands of Food Link operations. This will assist Food Link in the daily recovery of food from food retailers and farms throughout the region, such as Whole Foods, Trader Joe's and Lexington Community Farm. A right-sized facility will make it possible to store food until needed by the recipient agencies. This additional storage will make it possible for Food Link to better serve the growing needs of the Arlington Food Pantry, Arlington Housing Authority Facilities, Arlington EATS, Arlington Council on Aging, Arlington Boys & Girls Club and other Arlington programs and agencies.
Food Link currently operates out of the building located at 117 Broadway which is scheduled to be demolished. The limited shared space severely limits Food Link's current operations of which cold storage is the major limiting factor. This inhibits Food Link's ability to grow and meet the increasing needs of Arlington's most vulnerable residents, including the elderly (senior citizens), low and moderate income residents, the homeless, and those with disabilities.

2. Consolidated Plan Goals and Objectives

Primary: Public Facilities; Arlington residents assisted: 2,000; An operations facility to provide new and improved services to youth, the elderly, and at-risk, vulnerable households. By having an operations facility more food can be received, stored and distributed to and through Arlington programs and agencies such as the Arlington Food Pantry, Arlington Housing Authority facilities, Arlington EATS, Arlington Council on Aging and others.
Secondary: improve commercial property, provide job training
Tertiary: make nutritious food available through several programs and resources in Arlington which will assist in the stabilization of individuals and families at risk of homelessness. Collaborate with the Somerville Homeless Coalition, an agency participant in the Somerville Continuum of Care of which the Town of Arlington is a member.
NOTE: Food Link anticipates its operations facility to be a Food Hub for Arlington programs and agencies. It will be open 7 days per week with at least one staff person on-duty during the day. Thereby ensuring food resources are available when needed.

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.

Not Applicable

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.

Excerpt from DRAFT Arlington HHS Community Health Needs Assessment 2017:
"The USDA defines "food insecurity" as "a household-level economic and social condition of limited or uncertain access to adequate food." As of 2017, the Greater Boston Food Bank estimates that there are 3,550 food insecure individuals in Arlington. In other words, approximately 8% of the Arlington population struggles with inadequate access to food. "

A large percentage of the 3,550 food insecure individuals in Arlington are senior citizens. Senior citizens are the largest social population that Food Link serves.

By Food Link acquiring land and constructing an operations facility, with ample cold storage, a larger quantity of fresh nutritious food will be available to serve this population through food deliveries to the Arlington Housing Authority facilities, Arlington Council on Aging and Arlington Food Pantry. Additionally we will be able to add deliveries to Winslow Tower and Millbrook Square (both affordable housing for the elderly and disabled). By delivering directly to where the seniors live (housing facilities) or where they socialize (Arlington Council on Aging / Arlington Senior Center), Food Link removes the accessibility barrier to fresh nutritious food.

Food Link will be more able to meet the community need for food by having adequate cold storage. The reason is that Food Link often receives large quantities of frozen food or fresh produce that can be stored for long periods if refrigerated. Because of the lack of cold storage Food Link requires close to immediate distribution of most food received. With adequate cold storage Food Link will meet more demands for nutritious food and help to reduce the number of food insecure individuals in Arlington.

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

All agencies and programs served by Food Link are not located in Arlington. However approximately 60% to 65% of the fresh nutritious food received by Food Link is delivered to agencies, programs and residents in Arlington while 35% to 40% is delivered to nearby towns. Note that only 45% of fresh food donations received by Food Link are sourced from retailers in Arlington while 55% is sourced from surrounding towns.

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.

Phase I (purchase of land): Food Link Board of Directors and key volunteers have much of the knowledge and experience to execute the purchase of an appropriate site (land) for the Food Link operations facility. However, where there is a knowledge or capacity gap, the Food Link board seeks professional expertise, such as in capital acquisition, site analysis, and real estate development, for which Food Link will utilize some of its capital reserves to obtain the necessary expertise.

Board members and key volunteers have the following credentials or have expertise noted:
Attorney, Certified Public Accountant, Fundraising / Grantwriter (including capital campaigns), Negotiation, Industrial Engineer, Project Management, Community Development Funder. (Note: the industrial engineer has extensive experience in working with architects and construction in the food industry).

Food Link will launch a 2-year, $2 million capital campaign retaining and hiring experts in this field from the Arlington community. Food Link will reach out to its 600+ individual donors and tap into grant opportunities from both within and outside of the Arlington Community. Supporters in the past included: Watertown Savings Bank, Leader Bank, Eastern Bank, Cambridge Savings Bank East Cambridge Savings Bank, Cambridge Trust, Belmont Savings Bank, TJX Foundation, Lenny Zakim Fund, Cummings Foundation $100k for 100, Foundation for MetroWest, Project Bread, George A. Ramlose Foundation, Patagonia and others.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The outcome of this project is first to purchase land and then to build an operations facility on the property. During the fiscal year 7/1/18 - 6/30/19, Food Link anticipates distributing over 300,000 pounds (250,000 meals) of fresh nutritious food to Arlington residents through programs serving individuals who are 62 & older, severely disabled OR who are low or moderate income individuals. It is anticipated that this will increase to at least 330,000 pounds (275,000 meals) the following fiscal year. The amount requested in this grant is $1 per pound of fresh food distributed in 12 months to the Arlington population identified. The 300,000 pounds represent 60% of the 500,000 pounds of total food estimated to be collected and distributed in 2018.

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

Food Link will continue to partner with the Arlington Food Pantry, Arlington EATS, Arlington Housing Authority, Arlington Council on Aging, Arlington Boys & Girls Club, Young Adult Vocational Program (Arlington), Wayside STEPS program (Arlington), Germaine Lawrence (Arlington) and Fidelity House. With the ability to receive and store more food we anticipate reaching out to Winslow Tower (Arlington Housing Authority) and Millbrook Square. Note that Food Link delivers food directly to facilities and programs removing the accessibility barrier for those who are unable to get to the Arlington Food Pantry.

Food Link will be able to expand its partnership with Arlington schools beyond working with the Green Teams of several elementary schools.

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

Food Link has received approximately $75,000 in donations restricted for the capital expenditure for an operations facility and will utilize $10,000 from its reserves. Additionally there is a $25,000 invitation-only grant of which Food Link anticipates receiving. There is a $100,000 grant request outstanding for capital expenditures. Food Link plans to launch a capital campaign late spring or early summer. Food Link has secured one source of financing and is exploring other sources. Food Link anticipates that with the resources received through a 2-year, $2 million capital campaign and CDBG funding, that Phase I and Phase II of the project will be fully funded.

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

The purchase of land is phase I. Phase II is the renovation or construction of a building which is anticipated to be completed by 6/30/2020. Consequently one additional year of funding is anticipated to assist with the building project.

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

The project will increase and enhance the services currently provided. Food Link will be able to operate as a local Food Hub or Food Bank whereby more food requiring cold storage will be able to be stored at the Food Link facility until the programs it serves, such as the Arlington Food Pantry, is able to distribute it. Additionally, Food Link will be able to increase the amount of nutritious food distributed within Arlington as it will be able to receive and store more fresh food and consequently deliver more food. This will enable Food Link to expand food distribution to other low-income housing located in Arlington. No other providers in the community have the sources of donated nutritious food, the capacity to work 7 days per week and the network of dedicated volunteers to be able to collect, sort, store and distribute the donated food.

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

Food Link will obtain confirmation letters from the programs and organizations it serves to demonstrate that its operations serves more than 51% Low/Moderate Limited Clientele.

Currently Food Link operates out of the building located at 117 Broadway in Arlington, which is scheduled to be demolished once the Housing Corporation of Arlington secures funding to build affordable housing on the site. Food Link is being proactive in seeking a new location for its operations. There are severe challenges and limitations as Food Link expands the amount of food collected, sorted and distributed. Because of lack of adequate and appropriately-sized cold storage, frozen food often falls out of the current freezers and must be discarded. Recently, when Food Link received over 1,000 pounds of frozen meat from Wegmans, on a Sunday, Food Link volunteers quickly made phone calls to agencies open on Sundays willing to accept delivery of most of this meat, as the freezers at 117 Broadway could handle only about 300 pounds of the meat. With appropriate cold storage this meat could have been saved for Arlington programs and agencies.

Food Link utilizes over 150 volunteers in scheduling over 80 volunteers shifts each week. By using volunteers, costs are kept low. Additionally the volunteers better understand the needs of the vulnerable population of the Arlington community. In 2015 Food Link was collecting and distributing a total of 300,000 pounds of fresh, nutritious food and providing 60 to 70% of it to Arlington agencies and programs. In three years that amount has increased by over 60% to 500,000 pounds of food of which 60% (300,000 pounds) remains in Arlington.

Through Food Link, volunteers and others (through programs Food Link provides to the Green Teams at several Arlington elementary schools and to scouting programs) learn how to avoid wasted food and about food waste diversion. Food Link ensures food deemed not suitable for human consumption is depackaged and composted which aligns with Arlington's goal of reducing food waste previously discarded with regular trash.

Food Link plans to collaborate with the Arlington schools to expands its education work it does with students once it has its own operations facility.

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET			

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** **CDBG Funds Requested**	**B** **Other Funding***	**A+B** **Total Proposed Budget**
Construction			
Acquisition	300000	550000	850000
Appraisals			
Design			
TOTAL PROPOSED BUDGET	300000	550000	850000

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:	Grants & private donations	110000	$85,000 (C); 25,000 (P)
Other:	Loan	440000	Pending
Total:		550000	

MEASURING ACCOMPLISHMENTS TABLE

PLEASE AVOID ABBREVIATIONS

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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
Estimated 8% of the Arlington population is food insecure. Food Link needs an operations facility to receive and deliver more fresh food to Arlington programs and agencies to serve this vulnerable population more fully.	Have a location so that Food Link can renovate or construct an operations facility with ample cold storage in order to provide more fresh nutritious food to the most vulnerable population of Arlington.	Cash-on-hand from restricted donations specifically for this purpose; anticipated grants and financing; CDBG funding. Expertise of the board of directors and key Food Link volunteers plus hire professionals in the areas where board and key volunteers do not have the expertise.	Locate and purchase a site to renovate or construct an operations facility for Food Link to expand public services by making more nutritious food available to Arlington programs and agencies serving Arlington's vulnerable population.	Operations facility with ample cold storage to store fresh food donations and better match the fresh food distribution with the need in Arlington.	ST: Ensuring the continuance of the public service provided by Food Link after the building at 117 Broadway is demolished. LT: The availability of more fresh nutritious food being delivered to the facilities and programs serving the most vulnerable population of Arlington.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	2000
Households Assisted	800	Jobs Created	1

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 31, 2018

SUBJECT: CDBG Program Year 44 – 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, 2018 through June 30, 2019.

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, local and comprehensive planning and zoning, affordable housing studies and implementation.

Planning Studies – This is a request for **$30,000** to 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.

Administration
CDBG Administrator – This is a request for **$75,000** 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: $172,335.00

Infrastructure

Spy Pond ADA-Compliant Trails and Access Project – This is a request for **$50,000** to fund an ADA-compliant and permeable trail along the existing pathway at Spy Pond Park. The new permeable path would also make connections to a new ADA-compliant curb ramp at both Pond Lane and Linwood Street, and would connect to newly accessible water features throughout the park, including North and South Beach and Scannell Field. This funding would cover labor for site excavation to remove existing stabilized aggregate, lay new drainage and new paths, and would cover the materials needed for this work, including the permeable pavement.

Total Request for Infrastructure: $50,000.00

TOWN OF ARLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FISCAL YEAR 2018-2019

Agency & Project Summary Information	
I. Contact Information (If application is completed by a Collaborative, provide the contact information for the lead entity only)	
Agency/Organization: Viison 2020	Project Name: Annual Town Survey 2019
Contact: Juli Brazile	Title: Chair, Vision 2020 Standing Committee
Mailing Address: Town of Arlington, Dept of Planning and Community Development	Project Location: Town of Arlington
Email: juli@brazile.net	Phone: 781-641-3433
Anticipated Start Dates: Septermber 2018	Anticipated End Dates: May of 2019
Amount of Request: $2000	Registered on SAM.gov? (all applicants must be registered here to receive federal funding)

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ☐ 501(c)3
- ☐ For-profit authorized under 570.201(o)
- ☐ Faith-based Organization
- ☒ Unit of Government
- ☐ Institution of Higher Education

Determining Eligibility

This project/activity must meet ONE of the HUD National Objectives listed below. Please check ONE box below.

☐ **Low/Moderate Income Area Benefit (LMA):** the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons. Please refer to the PROJECT/ACTIVITY SERVICE AREA map on page 6 in part 1, to determine if your activity is located within an eligible area.

Census Tract and Block:

☐ **Low/Moderate Limited Clientele (LMC):** the activity benefits a group of persons (rather than residents in a particular area) 51% of whom are low or moderate income persons. The following groups are presumed to be Low/Moderate: 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.

☐ **Low/Moderate Housing (LMH):** The project will provide or improve permanent residential structures which, upon completion, will be occupied by low and moderate income households. 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.

Does your program benefit any of the following?	DUNS #:
☐ Abused children ☐ Elderly persons (age 62 and older) ☐ Battered spouses ☐ Homeless persons ☐ Severely disabled **adults** (as defined by Bureau of Census*) ☐ Illiterate adults ☐ Persons living with AIDS ☐ Migrant farm workers ☒ Other (please specify):	(Note: All entities receiving federal assistance are required to have a DUNS #)

II. General Description

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

The 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.
Vision 2020 prepares an annual insert to the Town Census mailing sent to every household, 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 town leaders contributes to civic engagement. The survey has been seen as an annual "event" in which town departments and organizations hope to participate and the data from such a broad cross-section of residents is an aid to decision-making for the departments and committees.

2. Consolidated Plan Goals and Objectives

Survey results help identify important issues and guide the Board of Selectmen, Town Manager, Town and School departments as well as other departments and committees in developing policy. Early planning for the 2019 project has begun and possible topics have been proposed. The funding will enable the annual mailings to continue.

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. Advances Town Meeting approved goals for the community as voted in 1992-93.
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 entirely by volunteers led by the Vision 2020 Standing Committee. Every year volunteers donate approximately 500 hours of time covering survey development through the final report. Based on Independent Sector's estimated 2016 average national volunteer time hourly rate of $24.14, the $12,070 "matching funds" value of Vision 2020 volunteer support exceeds the amount of funding requested. Requested funds will cover the cost of printing a survey mailer, a small number of paper surveys, a Survey Monkey account, and the final report. Data from the survey are analyzed and an electronic report is posted on the Town Website. Presentations are made to Town Meeting and other Town groups.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

The costs are modest: professional printing and a Survey Monkey license. The Annual Town Survey 2017 had 6,439 responses or 33% of households, which provides significant data on community opinions and community needs.

4. 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 process. Vision 2020 volunteers work with the Town departments, committees or community groups proposing questions to draft questions and analyze the results.

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

Volunteer hours enable the project.

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 cost of professional printing for approximately 20,000 surveys or information sheets will always need to be provided to support a town wide project of this magnitude. To save costs and volunteer labor, the survey in 2018 is being conducted primarily online.

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.

Shifting the survey to Survey Monkey saves money on printing surveys to scan and on software to interpret the digital scans. It is important to note that there are minimum costs for printing announcements about the online survey to each household, a small number of paper copies for those without computers and a license with Survey Monkey. If funding drops below our actual costs, the survey would have to be cancelled. It's not possible to serve only some households with a program like ours and it would be inappropriate to create a situation where only households with computers were allowed to participate.

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
TOTAL PROPOSED BUDGET	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			
TOTAL PROPOSED BUDGET			

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

NEED STATEMENT	GOAL	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
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**
The Vision 2020 goal is to monitor community hopes and concerns, to focus on the selected key issues which arise, and encourage broad resident participation in developing strategies to respond to the issues identified.	The Annual Survey is a tool that allows broad participation and information sharing between Town leaders and residents. This resource is provided at no cost to participating groups.	The project relies on mailing information about the survey to each household to ensure broad access. Printing is the largest cost. Volunteer hours are used for design, some data entry and analysis. Printed reports are provided to Town Meeting and electronic reports posted on the website.	We provide information on the opinions and needs of residents to Town departments and committees. This allows all residents who choose to participate to have their opinion heard so the needs of the community are known and can be included in planning and decision-making	A report that summarizes both the answers to survey questions, but also included additional written comments. The comments are a mix of thoughts related to the questions and suggestions in other areas of Town life.	ST benefit is that Town departments and committees have information to inform their planning. LT benefit is an increase in civic engagement. We have seen participation rates rise over the past few years: 24% in 2013, 34% in 2014, 32% in 2015, 38% in 2016 and 33% in 2017.

Nationally Reportable Outputs

Please indicate the number of outputs expected

Businesses Assisted		Persons Served	
Households Assisted	6439	Jobs Created	