

TOWN OF ARLINGTON



Report to Annual Town Meeting 2017 Article 29 Endorsement of CDBG Application

We are pleased to submit the Community Development Block Grant (CDBG) application for program year 43 (July 1, 2017 through June 30, 2018). Applications were due on January 30, 2017 and reviewed on February 6, 2017 at the Board of Selectmen's public hearing. The CDBG subcommittee met on February 28, 2017 and March 3, 2017 to review the applications and develop the following budget for the use of CDBG funds. This memorandum describes each of the requests and the recommended budget allocations.

The Town of Arlington expects to receive **\$1,022,830** in new grant funds from the U.S. Department of Housing and Urban Development for the period July 1, 2017 through June 30, 2018. This is a reduction of **\$10,332** from the current year's allocation. The potential reduction is based upon the percentage reduction in allocations the town received in CDBG funds from the past five years. Requests for funds totaled **\$1,754,224** which necessitated reductions in allocations. Many of the programs and activities are a continuation of ongoing programs and activities.

There is early indication that the CDBG budget may be significantly reduced or eliminated for FY18. The subcommittee factored this into consideration when allocating funds and the Department of Planning and Community Development is considering various scenarios given the possibility of moderate to more dramatic funding reductions. Therefore, should the town receive less than the expected funding, the CDBG subcommittee determined that up to \$100,000 will be reduced from both the Senior Center Accessibility project and the Housing Corporation of Arlington requests. If the reduction in funding exceeds \$100,000, then the amount beyond will be divided up among the subrecipients through an even percentage reduction to all. Exempt CDBG activities which impact staffing and future planning will not receive the same level of reductions contingent upon final budgetary allocations from the federal government. Should CDBG funding be eliminated, the town will consider a plan to address service and programming impacts.

The Town also estimates that it will receive an additional **\$75,000** in program income generated by the Arlington Home Improvement Loan Program. HUD regulations allow 15% of program income to be allocated to the public services category and the Town will utilize this income to offset the loss in CDBG funding.

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

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

Low/Moderate Income Area Benefit (LMA): the project/activity meets the needs of persons residing in an area where at least 33.33% of the residents are low or moderate income persons.

Low/Moderate Income 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, and adults meeting the **U.S. Bureau of Census' Current Population Reports** definition of "severely disabled," homeless persons, illiterate adults and persons living with AIDS.

Low/Moderate Housing (LMH): The project will provide or improve permanent residential structures which, upon completion, will be occupied by 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.

Board of Selectmen
Town Manager

**Community Development Block Grant
Annual Action Plan
July 1, 2017- June 30, 2018**

REHABILITATION/HOUSING

Downing Square Broadway Initiative & Portfolio Capital Improvements: This request for \$650,000 will allow the Housing Corporation of Arlington (HCA) to continue creating and rehabilitating affordable housing. Funds will be used to cover pre-development costs for the construction of 117 Broadway and for capital improvements to existing affordable rental housing owned by HCA. This project is expected to benefit 75 individuals and complies with national objective LMH. Funding is recommended at \$410,000.

Arlington Home Improvement Loan Program: The Arlington Home Rehabilitation and Weatherization Office submitted a \$375,000 request to continue a loan program that assists property owners of one- to four-family homes with the renovation of their properties. The Arlington Home Improvement Loan Program (AHILP) offers financial assistance to low- and moderate-income residents by providing low-interest (1.75 %) and deferred-payment loans with CDBG funds. The loans enable the owners to make repairs, bring properties into compliance with building, health and safety code standards, and abate lead-based paint. The Arlington Home Rehabilitation Office also provides technical and contractor procurement services. This project is expected to benefit 15 households and complies with national objective LMC. Due to an ongoing and significant reduction in qualifying loan applications, funding is recommended at \$75,000.

Affordable Housing Program Delivery: This request for \$27,121 submitted by the Department of Planning and Community Development is for the Housing Director to promote and work with builders and owners of affordable housing in Arlington. This request includes offsetting the costs of legal fees to outside counsel for assistance with processing affordable housing closing and mortgage paperwork. This activity is exempt from meeting a national objective. Funding for this activity is recommended at \$27,121.

PUBLIC SERVICES

Summer Scholarships, Arlington Boys & Girls Club: The Arlington Boys & Girls Club requested \$20,000 to continue awarding scholarships to income-eligible households who participate in Boys & Girls Club activities. The program provides financial assistance to households with limited resources for such activities as after school care, summer camp, instructional classes and preschool. Each recipient is also required to share in the cost of the program, based on their ability to pay. This project is expected to benefit 50 individuals and complies with national objective LMC. Funding is recommended at \$14,500.

Jobs, Jobs, Jobs Program, Arlington Boys & Girls Club: This request for \$5,000 will fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding will pay for

the teens to be employed as recreation assistants at the club and will provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit eight individuals and complies with national objective LMC. Funding is recommended at \$5,000.

Athletic Fee Scholarships, Arlington High School: This request for \$13,000 by the Arlington High School Athletic Department provides athletic scholarships for Arlington High School students. The funds will be used for income-eligible students who cannot afford to pay the annual activity fee for various athletic programs offered. This project is expected to benefit 46 individuals and complies with national objective LMC. Funding is recommended at \$8,000.

Operation Success Learning Center, Arlington Housing Authority: This request by Operation Success Learning Center for \$6,000 will pay for the operating costs of a homework support program for junior high school students living in Menotomy Manor, an Arlington Housing Authority property. Trained volunteers and active and retired teachers from the community provide homework tutoring. This project is expected to benefit 28 individuals and complies with national objective LMA. Funding is recommended at \$6,000.

Mental Health Services for Youth and Families, Arlington Youth Counseling Center: The Arlington Youth Counseling Center (AYCC) requested \$10,000 to subsidize the costs of counseling services to income eligible households. AYCC clinicians provide individual and/or group counseling services in each of the elementary schools, Ottoson Middle School, and Arlington High School. The CDBG allocation defrays the cost of out-of-pocket expenses that are not covered by a client's insurance or is used for children and families that are without support or cannot afford the fee scale. This project is expected to benefit 15 individuals/households and complies with national objective LMC. Funding is recommended at \$5,000.

Adult Day Health Services/Scholarships, Council on Aging: The Council on Aging requested \$8,000 to continue the Adult Day Health Services Scholarship Program, which is operated by Cooperative Elder Services, Inc. The program provides a safe and therapeutic adult day care service, meals and other social programs at a very low cost for those who, due to physical and/or psychological limitations, cannot be left alone at home. Clients are brought to a safe and supportive environment at a day care facility in the Multipurpose Senior Center. This project is expected to benefit 13 individuals/households and complies with national objective LMC. Funding is recommended at \$4,000.

Transportation Enterprise Fund, Council on Aging: The Council on Aging requested \$94,880 to fund the transportation services that are offered to Arlington seniors. The transportation program brings seniors to medical appointments and local stores, helping seniors remain independent and active in the community. This project is expected to benefit 187 households and complies with national objective LMC. Funding is recommended at \$36,500.

Volunteer Coordinator, Council on Aging: The Council on Aging requested \$56,252 to fund the position of Volunteer Coordinator. The coordinator supervises and coordinates volunteers and manages the van and transportation program and is essential to the Council on Aging's mission to

engage senior citizens in community participation. The funds received will be used for the base salary of the staff person plus all fringe benefits. This project is expected to benefit 187 individuals and complies with national objective LMC. Funding is recommended at \$53,000.

Jobs, Jobs, Jobs Program, Fidelity House: This request for \$5,000 will fund a summer employment program for income-eligible youth in grades nine, ten, and eleven. Funding will pay for the teens to be employed as recreation assistants at Fidelity House and will provide service to other income-qualified youth. The program provides teens the opportunity to learn job skills, including skills in childcare, and recreation leadership skills. This project is expected to benefit four individuals and complies with national objective LMC. Funding is recommended at \$5,000.

Menotomy Manor Outreach Program, Fidelity House: This request from the Fidelity House seeks \$16,000 to help defray the cost of programs that the Fidelity House manages for the low-income families of Menotomy Manor. The Menotomy Manor Outreach Program was created to directly address the developmental needs of Arlington's low-income youth and help assimilate them into the community. The program includes transportation to and from Fidelity House, memberships, participation in all youth programs, on-site programming, and camp memberships for Summer Day Camp. The program's goal is to continue to provide a quality program for 6- to 18-year-olds. This project is expected to benefit 100 individuals and complies with national objective LMA. Funding is recommended at \$14,000.

Healthy Food Delivery to Arlington Housing Authority Locations, Food Link Inc.: Food Link requested \$10,000 in funding to provide healthy food to elders, low-income families with children and people with disabilities. Food Link provides fresh fruit, vegetables, dairy, and bread one to four times a week to residents at four Arlington Housing Authority Properties: Chestnut Manor, Cusack Terrace, Drake Village, and Menotomy Manor. This project is expected to benefit 1,011 individuals/562 households and complies with national objective LMC. Funding is recommended at \$2,250.

Program Scholarships, Recreation Department: The Arlington Recreation Department requested \$17,000 to continue a scholarship program for activities offered by the Recreation Department. The program provides income-eligible households an opportunity to participate in recreation programs by providing financial assistance to offset the cost of program fees. This project is expected to benefit over 60 individuals and complies with national objective LMC. Funding is recommended at \$13,000.

PUBLIC FACILITIES AND IMPROVEMENTS

Senior Center Accessibility: This request for \$100,000 will allow the town to address architectural barriers at the Central School building on Maple Street and Academy Street where the Senior Center is located. The driveway and walkways are currently in poor condition, making accessing the Center challenging for all patrons, particularly those with mobility challenges. This activity complies with national objective LMC. Funding is recommended at \$100,000.

ADA Compliance Program-Curb Cuts, Arlington Commission on Disability: The Arlington Commission on Disability requested \$150,000 to construct and reconstruct curb cut ramps in compliance with the Americans with Disability Act for the purpose of improving access and pedestrian safety for the elderly and disabled. 41 curb cuts will be installed utilizing these funds. This activity complies with national objective LMA. Funding is recommended at \$125,000.

PLANNING

Planners, Department of Planning and Community Development: This request for \$56,971 to partially fund the position of Director of Housing and partially fund a Senior Planner. Both positions serve under the Director of Planning and Community Development. The Director of Housing is responsible for developing affordable housing and implementing the town's locally-adopted, state-approved, Housing Production Plan. The Senior Planner performs a multitude of CDBG-related planning tasks, including work on historical matters, land and open space issues. Funding includes salary plus fringe benefits, which are reimbursed to the Town. This activity is exempt from meeting a national objective. Funding for these positions is recommended at \$56,971.

Planning Studies, Department of Planning and Community Development: This request for \$30,000 will allow the town to implement the HUD Rule on Affirmatively Furthering Fair Housing, including preparing an analysis of local impediments to fair housing and identifying actions the town will take to address these impediments by the deadline of September 2018. This activity is exempt from meeting a national objective. Funding is recommended at \$33,000.

Annual Town Survey 2018, Vision 2020: This request for \$3,000 to continue the annual town Census Insert Survey. Data collected from this survey inform policy-setting for the town and other planning activities. This activity is exempt from meeting a national objective. Funding is recommended at \$2,000.

ADMINISTRATION

Community Development Block Grant Administrator, Department of Planning and Community Development: This request for \$87,000 funds the position of Community Development Block Grant Administrator who serves under the Director of Planning and Community Development. The Administrator works in the Department of Planning and Community Development and is responsible for the daily financial and programmatic administration of the CDBG program and overall coordination and management of grant activities. Related costs include salary and reimbursement to the Town for fringe benefits. This activity is exempt from meeting a national objective. Funding for this position is recommended at \$87,000.

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

**WARRANT ARTICLE 29 - ANNUAL TOWN MEETING, APRIL 2017
COMMUNITY DEVELOPMENT BLOCK GRANT - PROGRAM YEAR 42 (7/1/17-6/30/18)**

		Amount Requested	Compliance with Nat'l Objectives Section 570.200(a)(2)*	Town Manager Board of Selectmen Preliminary Budget	
REHABILITATION/HOUSING					
1.	Downing Square Broadway Initiative & Portfolio Capital Improvements	Housing Corporation of Arlington	\$ 650,000	LMH	\$ 410,000
2.	Arlington Home Improvement Loan Program	Weatherization and Housing Rehabilitation Program	\$ 375,000	LMC	\$ 75,000
3.	Affordable Housing Program Delivery	Planning and Community Development Department	\$ 27,121	Exempt Activity	\$ 27,121
	Total		<u>\$ 1,052,121</u>		<u>\$ 512,121</u>
PUBLIC SERVICES					
1.	Summer Scholarships	Arlington Boys and Girls Club	\$ 20,000	LMC	\$ 14,500
2.	Jobs, Jobs, Jobs Program	Arlington Boys and Girls Club	\$ 5,000	LMC	\$ 5,000
3.	Athletic Fee Scholarships	Arlington High School	\$ 12,000	LMC	\$ 8,000
4.	Operation Success Learning Center	Arlington Housing Authority	\$ 6,000	LMA	\$ 6,000
5.	Mental Health Services for Youth and Families	Arlington Youth Counseling Center	\$ 10,000	LMC	\$ 5,000
6.	Adult Day Health Services/Scholarships	Council on Aging	\$ 8,000	LMC	\$ 4,000
7.	Transportation Enterprise Fund	Council on Aging	\$ 94,880	LMC	\$ 36,500
8.	Volunteer Coordinator	Council on Aging	\$ 56,252	LMC	\$ 53,000
9.	Jobs, Jobs, Jobs Program	Fidelity House	\$ 5,000	LMC	\$ 5,000
10.	Menotomy Manor Outreach Program	Fidelity House	\$ 16,000	LMA	\$ 14,000
11.	Healthy Food Delivery to Arlington Housing Authority Locations	Food Link, Inc.	\$ 10,000	LMC	\$ 2,250
12.	Program Scholarships	Recreation Department	\$ 17,000	LMC	\$ 13,000
	Total		<u>\$ 260,132</u>		<u>\$ 166,250</u>
PUBLIC FACILITIES AND IMPROVEMENTS					
1.	Senior Center Accessibility	Planning and Community Development Department	\$ 100,000	LMC	\$ 100,000
2.	ADA Compliance Program-Curb Cuts	Arlington Commission on Disability	\$ 150,000	LMC	\$ 125,000
	Total		<u>\$ 250,000</u>		<u>\$ 225,000</u>
PLANNING					
1.	Planners	Planning and Community Development Department	\$ 56,971	Exempt Activity	\$ 56,971
2.	Planning Studies	Planning and Community Development Department	\$ 30,000	Exempt Activity	\$ 33,000
3.	Annual Town Survey 2018	Vision 2020	\$ 3,000	Exempt Activity	\$ 2,000
	Total		<u>\$ 89,971</u>		<u>\$ 91,971</u>
ADMINISTRATION					
1.	Grants Administrator (Salary + Benefits)	Planning and Community Development Department	\$ 87,000	Exempt Activity	\$ 87,000
2.	General Administration	Planning and Community Development Department	\$ 15,000	Exempt Activity	\$ 15,000
	Total		<u>\$ 102,000</u>		<u>\$ 102,000</u>
TOTAL ALL REQUESTS			\$ 1,754,224		\$ 1,097,342

2017/2018 Estimated Allocation	\$ 1,022,830
Estimated Program Income	\$ 75,000
Total Estimated Funds Available	\$ 1,097,830

*HUD National Objectives are defined on pages 1 and 2