

CDBG-CV Implementation: Program Design & Lessons Learned in Arlington, MA



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Town of Arlington, MA

Department of Planning & Community Development





CDBG-CV in Arlington, MA

ARLINGTON COVID-19 ASSISTANCE PROGRAMS



Emergency Tenant Assistance Program



Small Business Relief Program



Public Service Agency Support

About Arlington

CDBG-CV Allocations & Programming Process

Program Design, Implementation, and Takeaways

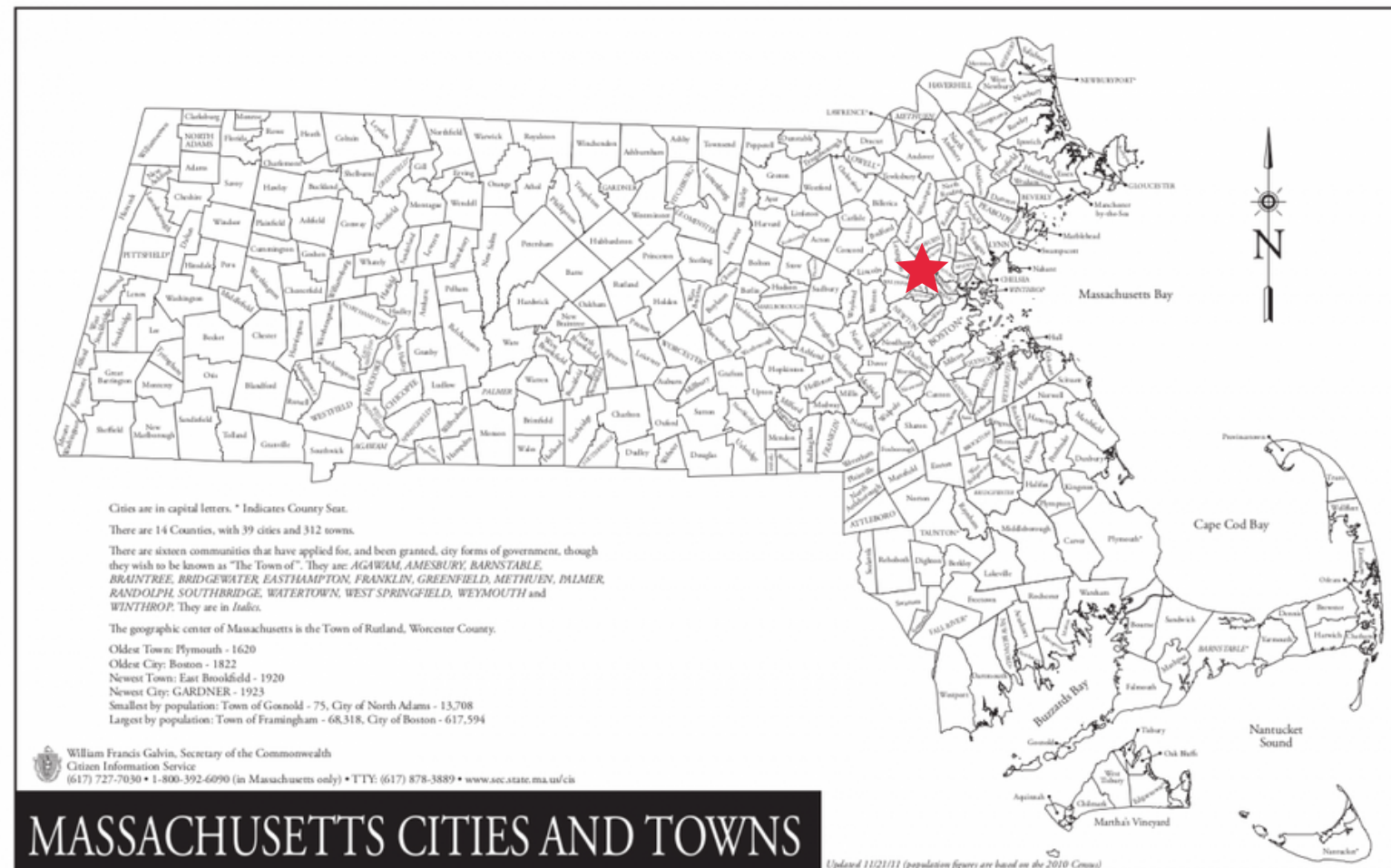
- Tenant Assistance
 - Microenterprise
 - Small Business Programs
-

Lessons Learned

Questions



About Arlington



**Population:
45,000**

**Entitlement
Community:
since 1975**

**Annual
Allocation:
\$1.1m**

Housing

**2020-2024
Con Plan
Priority Needs**



**Economic
Opportunities**



CDBG-CV Allocations & Programming Process

Grant	Timeline	Activities Funded
CDBG-CV 1 \$659,903	May 2020 - Ongoing	<ul style="list-style-type: none">• Tenant Assistance Program: \$400,000• Microenterprise Program: \$200,000• Public Services : \$59,903
CDBG-CV 3 \$320,485	December 2020 - Ongoing	<ul style="list-style-type: none">• Small Business Assistance Program: \$200,000• Public Services: \$120,485

68% of funds have been drawn as of 6/15/21



CDBG-CV Public Services





Tenant Assistance Program

Rental assistance of up to \$2,000 a month for three months



Open to income-eligible renters in Arlington who have been impacted by COVID-19



Must show documented gap in income due to COVID-19



ARLINGTON EMERGENCY TENANT ASSISTANCE PROGRAM **ROUND 3**



Tenant Assistance Program Design



- ✓ Up to 3 months of rental assistance, up to \$2,000 per month
- ✓ Open to Low-Income (50% AMI or less), Renter Households unable to pay rent due to the COVID-19 pandemic and economic crisis (PPR Tieback)
- ✓ Assistance can only be used on future rent
- ✓ CDBG funding supplemented with Community Preservation Act funds
- ✓ Contracted housing administrator



Tenant Assistance Program Implementation



Town of Arlington Staff

- Marketing
- Procurement of Housing Administrator
- Qualification of Applicants
 - Pre-Application Screening (all applicants)
 - Self-Certification (returning applicants)
- Lottery*
- Environmental Review
- Approvals to landlord and tenants & disbursement of funds
- Maintenance of agreements and compliance



Housing Administrator (contracted)

- Qualification of Applicants
 - Full Application (new applicants)
- Maintain agreements and ensure compliance



TOWN OF ARLINGTON

DEPARTMENT OF PLANNING and COMMUNITY DEVELOPMENT

TOWN HALL, 730 MASSACHUSETTS AVENUE
ARLINGTON, MASSACHUSETTS 02476
TELEPHONE 781-316-3090

Arlington Emergency Tenant Assistance Program
Certification for Returning Applicants

The Arlington Department of Planning and Community Development is administering a third round of the Emergency Tenant Assistance Program. Based on the availability of funding, your household may be awarded up to \$2,000 per month for up to an additional 3 months of assistance. Please complete this certification in its entirety to document that your situation has not changed since your household was reviewed and approved by MCO Housing Services and the Town of Arlington. Please return this form to Mallory Sullivan, Community Development Block Grant Administrator at mjsullivan@town.arlington.ma.us.

Please complete the following about you and your household:

Name:
Address:
Phone Number: Email:
Household Size:

Please complete the following about your landlord:

Landlord Name:
Landlord Address:
Landlord Phone Number: Landlord Email:

Please complete the following statements:

I continue to experience financial hardship due to the COVID-19 pandemic and resulting economic crisis leaving me unable to pay rent. My rent is per month.
My household's income has not changed since it was verified by MCO Housing Services during Round 1 and/or 2 of the Arlington Emergency Tenant Assistance Program.
I certify that the information I provided and the statements I made in my initial application remain true.
I certify that I am not receiving or have not received duplicate rental assistance from any Federal funds.
I understand that I may be awarded up to \$2,000 per month for up to an additional 3 months of rental assistance. I understand that this assistance is paid directly to my landlord.

Please indicate whether you have received any other rental or financial assistance:

Table with 3 columns: Funding Source, Amount Granted, Uses. Includes a row for 'I have only received assistance from the Arlington Emergency Tenant Assistance Program.'

Please use this space to provide any additional information relative to your situation:

Large empty box for providing additional information.

Please sign and date:

I, the above named individual, declare under the pains and penalties or perjury that the foregoing statements are true, correct, and accurate to the best of my knowledge and ability. I understand that the Town of Arlington will reply on the accuracy of the certifications made in conjunction with this request for assistance. The undersigned further understand that providing false representation herein constitutes an act of fraud. False, misleading or incomplete information will result in program termination.

Signature:
Date:

Note on Privacy:

The Town of Arlington is committed to your privacy, and will only share your information with our contractors as needed for the administration of this program. If you are selected and approved, your application may be subject to a monitoring by the Town and HUD in order to meet CDBG and CPA program requirements. Your information will not be shared outside of the Town, HUD, or our contractors who are working on this program.



Tenant Assistance Program Takeaways



The process is both time-intensive and time-sensitive



Stay attuned to the world of rental assistance programs



Consider equity implications of program design and implementation

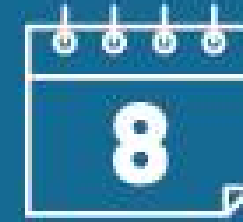


Rental Assistance supports housing stability

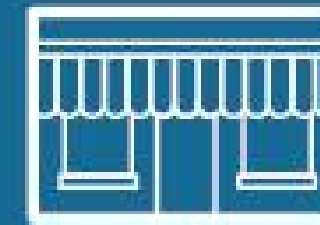


Microenterprise Program

ARLINGTON SMALL BUSINESS RELIEF PROGRAM



Applications accepted beginning June 15; must Be submitted by July 8



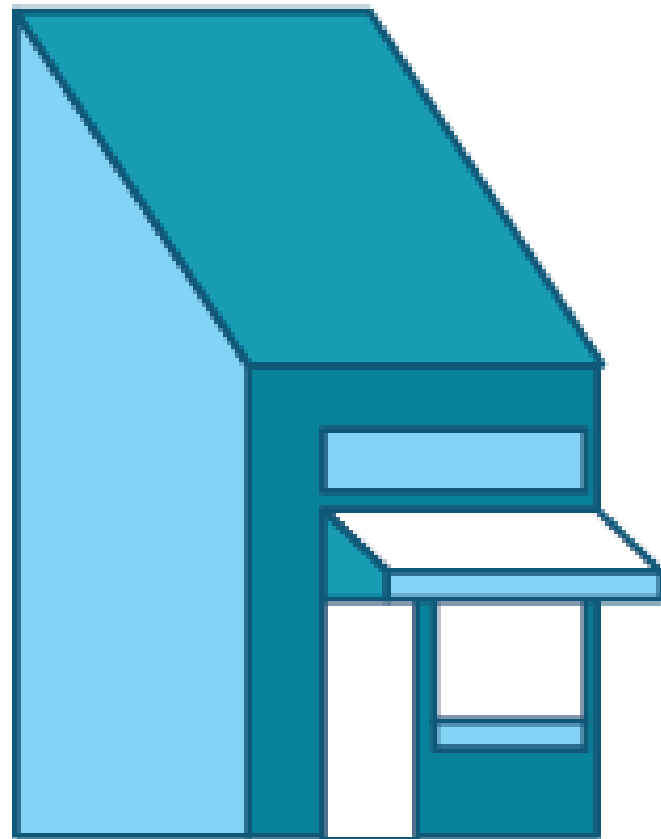
Open to brick and mortar businesses that meet HUD eligibility requirements



Provides grants of up to \$10,000 tied to COVID-19 losses



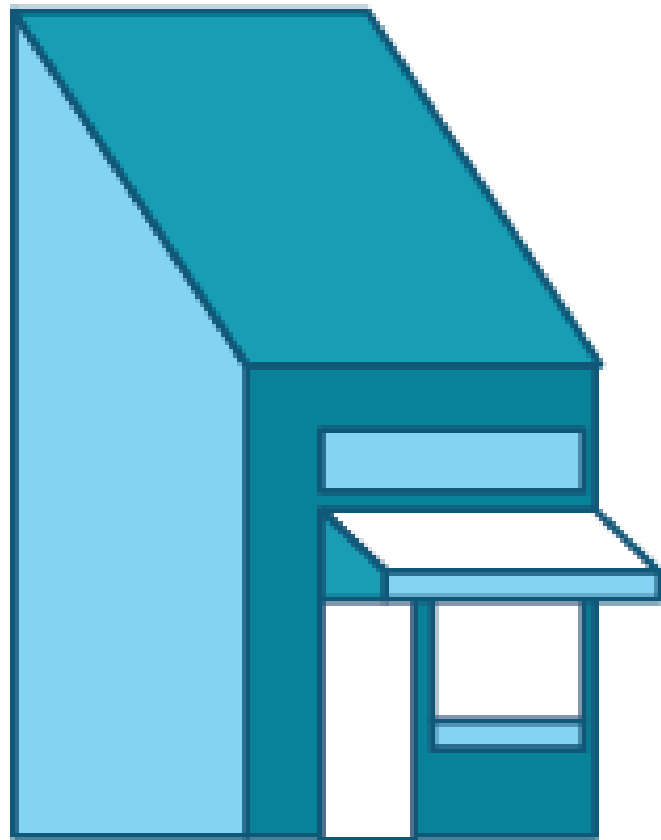
Microenterprise Program Design



- ✓ Working capital grants of up to \$10,000
Payroll, rent, mortgage, utilities, supplies, inventory, other costs considered on a case-by-case basis
- ✓ Open to Microenterprises
5 or fewer employees AND LMI (80% AMI) business owner
- ✓ Must be a for-profit business with a physical brick-and-mortar location in town, open at least 1 year, and has stated capacity to take on grant and responsibilities
- ✓ Must have documented loss of business income caused by Covid-19 since March 1, 2020 (PPR Tieback)
- ✓ Must show a profit for two of the previous three years.
- ✓ No tax liens, unpaid town fines, or unresolved town compliance citations.



Microenterprise Program Implementation



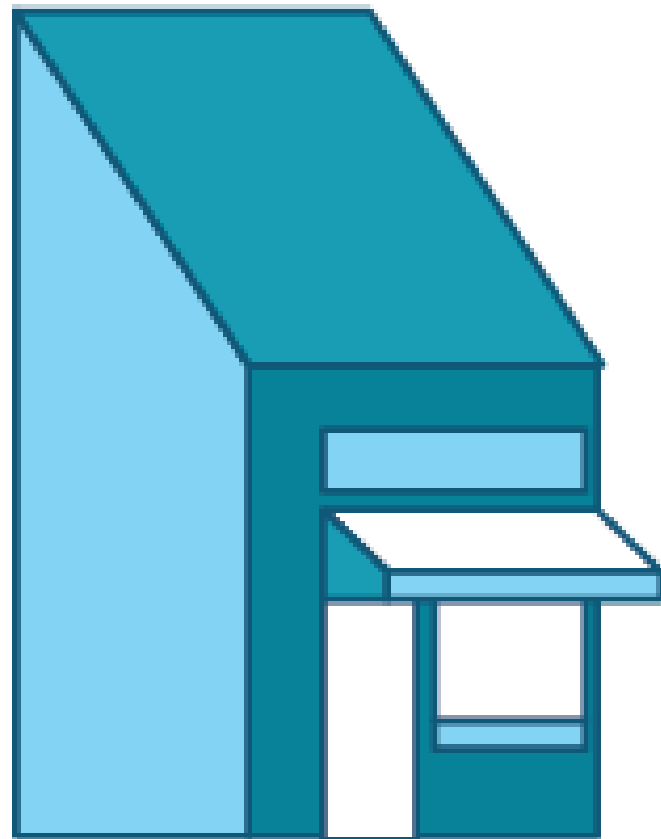
Town of Arlington Staff

- Market program and serve as primary point of contact
- Conduct pre-application & lottery
- Accept, evaluate, and process applications
- Complete Environmental Review
- Send approvals and subrecipient agreements to selected applicants
- Collect and review reimbursement documentation; Administer grant funds
- Maintenance of agreements and compliance with CDBG-CV program guidelines, including duplication of benefits



Microenterprise Program Implementation

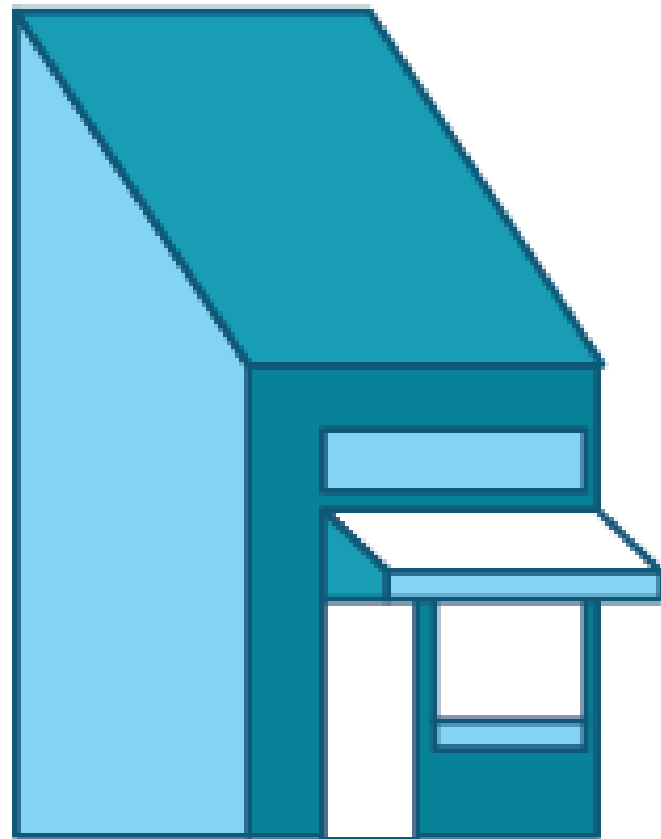
Scoring Rubric (maximum of 25 points + 2 bonus points)



- Location
- Type of Business
- COVID-19 Impacts
- Other Financial Assistance Programs
- Application Completeness
- Underrepresented Groups (Bonus)



Microenterprise Program Takeaways



The implementation process is both time-intensive and time-sensitive



Business Owners may require significant technical support to complete applications



Even relatively small grants can make a significant difference



Small Business Program

ARLINGTON SMALL BUSINESS RESILIENCY PROGRAM



Open to businesses with
20 or fewer employees



Provides working
capital grants...



...or technical
assistance grants



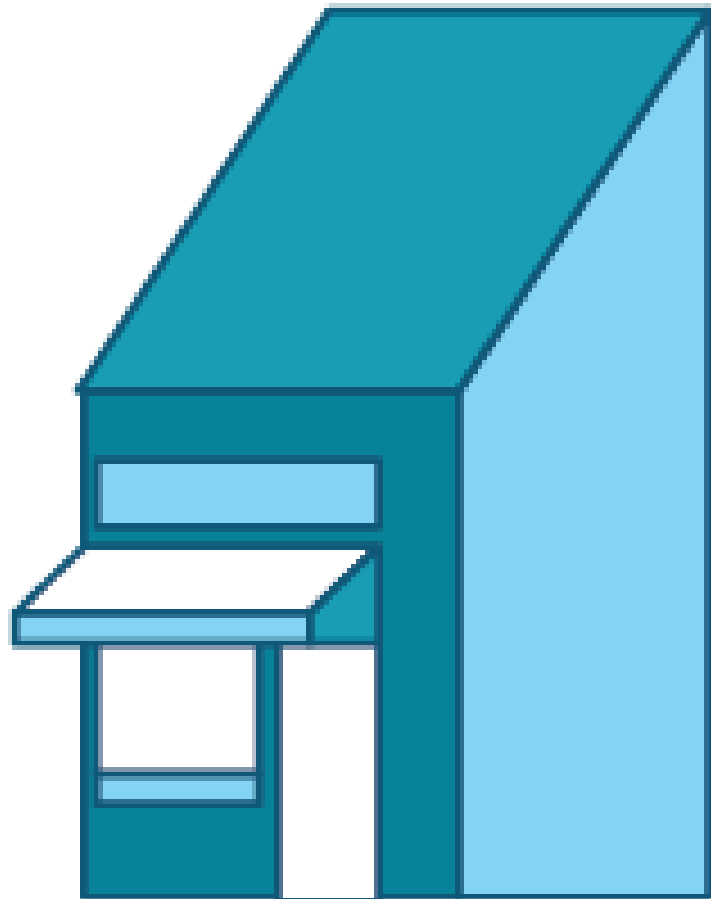
Small Business Program Design



- ✓ Working capital grants of up to \$10,000*
Payroll, rent, mortgage, utilities, supplies, inventory, and other costs considered on a case-by-case basis
- ✓ Technical assistance grants
Focused on creating business resiliency via website development, e-commerce, and more
- ✓ Business has twenty or fewer full-time-equivalent employees, including owner
- ✓ Must be a for-profit business that has a physical brick-and-mortar location in town, has been open for at least 1 year, and has stated capacity to take on grant
- ✓ Must have documented loss of business income caused by Covid-19 since March 1, 2020 (PPR Tieback)
- ✓ Cannot have tax liens, unpaid town fines, or unresolved town compliance citations.
- ✓ Must create or retain at least one FTE job (51% held by LMI-earning individuals)



Small Business Program Implementation



Town of Arlington Staff

- Market program and serve as primary point of contact
- Qualify applicants and conduct full application review (with Committee)
- Complete Environmental Review
- Send approvals and subrecipient agreements to selected applicants
- Conduct procurement process for Technical Assistance consultants
- Review reimbursement documentation and disburse funds
- Maintenance of agreements and compliance with CDBG-CV program guidelines
- Collect job creation/retention documentation



Technical Assistance Providers (contracted)

- Work one-on-one with businesses selected to receive technical assistance
- Present webinars/workshops to all program participants
- Maintain agreements and ensure compliance



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Arlington COVID-19 Business Resiliency Program
Income Verification Form - For Job Creation

Business: _____

Your employer has received assistance through the Town of Arlington to maintain the business and create associated job(s), including your job. We are asking your cooperation in completing this form for record keeping purposes to verify both the job creation and income benefits being provided through the Town of Arlington's COVID-19 Business Resiliency Program. *Please be assured that this information will remain confidential* and will be used only to meet the record keeping requirements of the U.S. Department of Housing and Urban Development, which is providing the CDBG funds to help create your job. As soon as you have completed the information listed below, you may submit it directly to your employer or return it to the Arlington Department of Planning and Community Development, 730 Mass Ave, Arlington, MA 02476, or by email at MJSullivan@town.arlington.ma.us. Thank you for your cooperation.

Full Name (print please):		
Address:		
Telephone		
Job Title:		Circle one: full-time or part-time If part time, how many hours per week do you work on average? _____
Please circle the appropriate race category and Hispanic ethnicity if applicable:		
White	Asian & White	American Indian/Alaskan Native & White
Asian	Black/African American	American Indian/Alaskan Native & White
Native Hawaiian/Other Pacific Islander	American Indian/Alaskan Native	Black/African American & White
American Indian/Alaskan Native & Black/African American	Other Multi Racial	<u>Hispanic ethnicity if appropriate:</u> Hispanic/Not Hispanic

Describe any employer paid benefits you receive as an employee: _____

I hereby certify that as a single person household, my income for all sources equals or is less than \$67,400. Additionally, I hereby certify that the information contained on this form is accurate and complete to the best of my knowledge, under penalty of law and verifiable by federal government representatives.

Signature

Date



Small Business Program Takeaways



Creating an equitable review process while managing risk is challenging



Small Businesses have limited capacity to participate in technical assistance program... but those who do are successful



Program enables job creation and retention and supports the viability of the small business community



Lessons Learned

1. Examine equity implications throughout planning and implementation

2. Consider contracting out

3. Subsistence Payment Programs are impactful and can help maintain timeliness of grant expenditure

New programming is an opportunity to create impact

Designing and implementing new activities will inevitably be challenging, but worthwhile.

Questions?

Thank you!



Mallory Sullivan

Community Development Block Grant Administrator

Town of Arlington, MA

www.arlingtonma.gov/cdbg

mjsullivan@town.arlington.ma.us

