



Town of Brookline

Massachusetts

**Department of Planning and
Community Development**

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PROPOSED SUBSTANTIAL AMENDMENT
FY 20 CDBG ANNUAL ACTION PLAN
March 18, 2021

In order to program the Town's second allocation of CDBG - CV funds for the uses proposed in this memorandum, the Brookline Select Board must vote to approve a substantial amendment to the Town's FY 2020 CDBG Annual Action Plan (AAP).

Amending the AAP requires a public notice and comment process. To that end, the Town published a legal notice in the Brookline TAB with a run date of 3/18/2021 to inform the public of the proposed AAP amendment. The notice provides information about an abbreviated comment period, as allowed under the March 27, 2020 CARES Act, and provides a description of the proposed action plan amendment. The notice also invites public comment for a five day period, which concludes on 3/23/2021. The Board's virtual public hearing, scheduled for March 23, 2021 at approximately 6:00 PM, provides an opportunity for public input.

At the conclusion of the virtual public hearing, planning staff will request that the Board take separate votes to approve the substantial amendment for the activities specified in this memorandum and to authorize the Chair to execute forms and certifications that will serve as an application to U.S. Department of Housing and Urban Development for CDBG-CV funding. After the Board votes, staff will submit the materials to HUD and await approval of the proposed amendment.

FUNDING RECOMMENDATIONS

Based on a number of conversations with community partners about ongoing needs related to COVID-19, and after consultations with the U.S. Department of Housing and Urban Development about allowable uses for supplemental CDBG-CV funds, the Planning and Community Development Department offers the following funding recommendations to the Brookline Select Board for consideration and approval. Contract amendments and extensions for these programs will be sought by staff at a later date after the budget is approved.

Required Votes:

- Vote to approve a Substantial Amendment to the Town’s FY 2020 (FFY19) Annual Action Plan for the use of CDBG – CV funds, as follows:

A. PUBLIC SERVICES		
Brookline Safety Net Program	\$ 71,034.00	Funding for emergency housing and subsistence needs
Brookline Food Pantry	\$ 240,000.00	Funding for food inventory and delivery
SUBTOTAL	\$ 311,034.00	
B. ECONOMIC DEVELOPMENT		
EDLTP Business Assistance	\$ 100,000.00	Funding for working capital grants to businesses
C. PUBLIC HOUSING		
BHA – coronavirus response	\$ 120,000.00	Funding for PPE and sanitization
TOTAL	\$ 531,034.00	

- Vote to authorize the Chair or his designee to execute standard forms SF- 424 and 424D - which serve as an application for federal discretionary programs - and other required certifications

SUMMARY OF PROPOSED USES

A. PUBLIC SERVICES

CDBG-CV funds will be allocated to Public Service agencies to provide much-needed COVID-19 relief for vulnerable and at-risk residents. As economic disruption continues, these programs will help to stave off pandemic-related food and housing crises.

Safety Net (\$71,034.00): While private fundraising by the Brookline Community Foundation and an infusion of Town-controlled funds have helped to provide a solid foundation, staff recommends an additional allocation to the Brookline Center for Community Mental Health’s (BCCMH) Safety Net Program. BCCMH staff will continue to target funds to clients needing assistance with housing stability, utilities and other basic subsistence needs.

Food Security (\$240,000): The Brookline Food Pantry (BFP) has continued to address an elevated need for this vital community program to ensure that all residents have regular access to food and do not go hungry. Nearly all of the \$235,000 in CDBG-CV/CDBG funds allocated to the program in calendar year 2020 have been spent. The BFP still has an ongoing need for its services, and additional funding will ensure food security for many of the BFP’s clients.

B. ECONOMIC DEVELOPMENT

Business Assistance (\$100,000): After utilizing \$200,000 in CARES Act funding to assist 15 small businesses in 2020, Brookline’s Economic Development and Long Term Planning Division will utilize a second round of CDBG-CV funds to assist an additional 6-8 small- to medium-sized businesses through grants ranging from \$10,000 - \$15,000. Like the previous program, funding will be targeted to small businesses owned by low/moderate (L/M) income people or for other businesses with at least 51% L/M employees that need financial assistance to retain or create jobs. As in the previous program, funding could be used as working capital for business-related expenses,

such as assisting with rent and utility bills, reimbursing owners for perishable stock and inventory, or assisting businesses with a transition from storefront to a delivery or e-commerce model.

C. PUBLIC HOUSING

PPE and Sanitization Costs (\$120,000): The Brookline Housing Authority has not received assistance to address ongoing sanitization costs for its state public housing portfolio. There is a substantial cost for this ongoing task and the need to perform the work will continue for some time. CDBG - CV funds will be used to reimburse the BHA for previous work and to pay for continued sanitization costs for its state public housing developments.