



# *Town of Brookline*

## *Massachusetts*

**Department of Planning and  
Community Development**

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**Kara Brewton  
Director**

TO: Brookline Select Board

FROM: CDBG Advisory Committee  
Community Planning Staff

DATE: April 12, 2022

SUBJECT: **CDBG Advisory Committee Recommendations  
FY 2023 (FFY 22) CDBG Annual Action Plan**

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### **Summary**

In keeping with the U.S. Department of Housing and Urban Development's (HUD) Consolidated Planning requirements, the Town must submit its FY 2023 Community Development Block Grant (CDBG) Annual Action Plan (AAP) to HUD on or before May 15, 2022. Prior to submitting the AAP to HUD, planning staff will present the CDBG Advisory Committee's funding recommendations to the Select Board on April 12. The Board will then hold a public hearing on May 10, to be followed by a vote to authorize the submission of the AAP to HUD.

The AAP serves as the Town's application to HUD for CDBG funds for a given program year. Accordingly, the FY 23 (FFY 22) AAP identifies the projects and programs to be funded in the upcoming fiscal year to meet the broad goals of the Town's FYs 21 – 25 Consolidated Plan. The draft AAP can be seen at the Planning Department's web page:

<https://www.brooklinema.gov/DocumentCenter/View/30415/2023-Action-Plan-Web-draft>

To complete this initial recommendation, Staff assumed a FY 2023 CDBG funding amount of \$1,370,677.00, which represents level funding from FY 2022. It is likely that this amount will change when HUD notifies entitlement communities of their actual allocations. As always, CDBG funds may be used to support a wide range projects and programs that address community needs, such as the provision of decent housing, a suitable living environment and the expansion of economic opportunities -- so long as the funding principally benefits low- and moderate-income persons.

### **Public Process**

To inform the creation of the Town's FY 23 AAP, the CDBG Advisory Committee held two public meetings via Zoom on February 28 and March 2, 2022. At these public meetings, the Committee reviewed Request for Proposal (RFP) responses solicited as part of the Town's competitive process for CDBG funds. All prospective recipients were provided a time slot on the Committee's agenda to give an overview of their program or project, during which Committee members asked questions related to each proposer's activity.

After hearing presentations, the Committee used the latter part of the March 2nd meeting to deliberate on a funding recommendation to be considered by the Select Board as part of your approval of the FY 23 CDBG Annual Action Plan and budget. As happens every year, requests from potential grantees were significantly greater than available funding. This year, applicants stated a need of over \$10 million in funds for their activities. After subtracting staffing and administration costs, \$834,504 of the \$1,370,677 FY 23 (FFY 22) funding was available to be programmed.

### **Budget Recommendation**

The Committee considered how projects and programs met overall community needs and how CDBG funding would be used to benefit low- and moderate-income persons. To guide the Committee's recommendations, staff used the figure of \$834,504 as the available program budget – including \$628,902 in funding for categories B, C, and D and \$205,602 for category E, public services. At the conclusion of budget deliberations, the Committee recommended the following allocations for items B through E below (see attached budget):

#### **A. Staffing Costs**

The staffing cost items included in the overall amount are:

- A1. CD Grant Administration, Comprehensive Planning, Housing Division - \$ 536,173.00**

#### **B. Housing**

The Committee sought to balance the needs of new affordable housing development and preservation with the significant capital needs of the Brookline Housing Authority. The Committee recommended the following allocations:

- B1. Affordable Housing Program - \$ 66,252.00:**  
The Committee wished to support eligible project costs for two projects that are in the Town's affordable housing development pipeline (Hebrew Senior Life – 108 Centre Street).
- B2. Brookline Housing Authority - Resident Health and Safety Projects - \$325,000.00:**  
The Committee acknowledged the BHA's significant need for funding to undertake capital improvements that would help to provide safe, decent and affordable housing to its residents. In support of the BHA's request and in recognition of the leveraging power CDBG funds will provide, the Committee recommended a significant allocation to the BHA's top priority project at the High Street Veterans development.
- B3. Brookline Improvement Coalition - \$ 27,650.00:**  
The Committee wished to fund BIC's capital project that would provide hardwired smoke alarms and carbon monoxide detectors at its 154-156 Boylston Street property. BIC's Capital Needs Assessment identified this project as a need.
- B4. Caritas Communities - \$ 30,000.00:**  
The Committee wished to fund Caritas' high priority task of roof and parapet work at 1876 Beacon Street. Caritas will bring its own resources to bear along with CDBG funding to address this needed work.
- B5. Specialized Housing, Inc. - \$ 40,000.00:** The Committee wished to provide seed money for Specialized Housing Inc.'s quest to create an additional apartment for a live-in staff person at a residential building that houses adults with developmental disabilities and intellectual impairment who need additional staff support as they age in place.

#### **C. Community/Public Facilities:**

- C1. Department of Public Works - \$120,000.00:**  
The Department of Public Works requested funds to be used toward a \$460,000 multi-year program to replace Accessible Pedestrian Signals (APS) at a number of locations, including

pedestrian pushbuttons and count down timers to aid vision impaired pedestrians, allowing them to safely navigate signalized intersections. This funding allocation will allow DPW staff to continue its work of installing APS signals at number locations.

**D. Economic Development - \$20,000:**

- D1. The Committee recommended funding the Economic Development/Long Term Planning Division's Business Assistance program to replenish the Small Business Relief Grant Program to aid in the stabilization of small brick-and-mortar Brookline businesses impacted by the pandemic.

**E. Public Services:**

HUD's CDBG program requirements limit the total amount of funds obligated to public services activities to 15 % of the annual grant. Therefore, no more than \$205,602.00 – or 15% of the grant – could be programmed to public services in FY 23 (FFY 22).

The Committee's Public Service recommendations are:

- E1. BCCMH – Peer Services: \$ 35,000.00
- E2. Brookline Housing Authority – Resident Services: \$45,602.00
- E3. COA - TRIPPS program (formerly BETS): \$35,000.00
- E4. Steps to Success - Work Connections for Youth: \$50,000.00
- E5. Brookline Food Pantry: \$40,000.00

**Public Hearing and Select Board Votes:**

As a final step before submitting the FY 23 (FFY22) Annual Action Plan to HUD, staff will present the CDBG Advisory Committee's recommendations to the Select Board at your April 12 meeting. The Board is then scheduled to hold a Public Hearing on May 10 to accept public comment on the use of FY 23 (FFY 22) CDBG funding, as recommended by the CDBG Advisory Committee, or for comments stemming from the 30-day public comment period during which the AAP document was made available for review. Any and all comments received will be noted and addressed as part of the final submission of the AAP to HUD.

Following public comment at the Board's May 10 meeting, staff will request that the Board take the following votes:

- A. Approve the submission of the FY 2023 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development
- B. Authorize the Chair to execute the Application for Federal Assistance (SF-424) and other certifications required for submission of the Annual Action Plan
- C. Authorize the Director of Planning and Community Development to execute Environmental Review or other programmatic documents required for federally funded projects on behalf of the Town

**FY 2023 CDBG Advisory Committee**

Bernard Greene, Chair  
Harry Bohrs  
Suzanne Federspiel  
Rita McNally  
Alex Krieger

## **FY 2023 - CDBG Advisory Committee Meetings**

February 28, 2022

[CDBG Advisory Committee - Meeting 1](#)

March 2, 2022

[CDBG Advisory Committee - Meeting 2](#)

**FY 23 CDBG ADVISORY COMMITTEE RECOMMENDATION**

Anticipated Level Funding    Level Funding    \$    1,370,677.00

	<u>FY2021 Allocation</u>	<u>FY2022 Allocation</u>	<u>FY2023 Request</u>	<b>CDBG Staffing + Advisory Recommendations</b>
<b>A. Staffing</b>				
CD Admin, Housing Division and Comprehensive Planning*	\$ 547,990.00	\$ 556,093.00	\$ 536,173.00	\$ 536,173.00
<b>B. Housing</b>				
1 Affordable Housing Program	\$ 200,000.00	\$ 116,920.00	\$ 350,000.00	\$ 66,252.00
2 BHA - Capital Projects	\$ 343,567.00	\$ 312,063.00	\$ 7,557,288.00	\$ 325,000.00
3 BIC (154-156 Capital Needs, Fire Safety	\$ -	\$ 10,000.00	\$ 808,650.00	\$ 27,650.00
4 Caritas Communities - 1876 Beacon Street, Brookline	-	-	\$ 144,000.00	\$ 30,000.00
5 Specialized Housing -769 Washington Street, Brookline, MA	-	-	\$ 360,000.00	
6 Specialized Housing - 67 Winchester Street, Brookline, MA			\$ 280,000.00	\$ 40,000.00
		\$ -	\$ -	
	\$ 543,567.00	\$ 438,983.00	\$ 9,499,938.00	\$ 488,902.00
<b>C. Community Facilities</b>				
1 DPW - APS Accessible Pedestrian Signals	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 120,000.00
Subtotal:		\$ 150,000.00	\$ 150,000.00	\$ 120,000.00
<b>D. Economic Development</b>				
1 Planning Department - Business Assistance	\$ -	\$ 20,000.00	\$ 50,000.00	\$ 20,000.00
Subtotal:			\$ 50,000.00	\$ 20,000.00
<b>E. Public Services - (15% Cap)</b>				
1 BCCMH Programs	\$ 78,343.00	\$ 60,000.00	\$ 75,000.00	\$ 35,000.00
2 BHA Programs Resident Services - Resiliency	\$ 24,480.00	\$ 37,109.00	\$ 65,000.00	\$ 45,602.00
3 COA - TRIPPS (Formerly BETS)	\$ 34,005.00	\$ 31,492.00	\$ 45,000.00	\$ 35,000.00
4 Work Connections for Youth-Steps to Success	\$ 61,717.00	\$ 63,220.00	\$ 70,000.00	\$ 50,000.00
5 Brookline Food Pantry	\$ -	\$ 13,780.00	\$ 100,000.00	\$ 40,000.00
		\$ 205,601.00	\$ 355,000.00	\$ 205,602.00
			\$ 10,054,938.00	\$ 1,230,677.00

Total FY 2023 Requests wo/staffing	\$ 10,054,938.00
<b>Total CD Advisory Committee Allocation Recommendations:</b>	<b>\$ 1,370,677.00</b>

Anticipated FY 2023 CDBG Entitlement Amount	\$ 1,370,677.00
* Admin, Housing and Planning (Integrated into Town Budget)	\$ 536,173.00
<b>TOTAL TO BE PROGRAMMED</b>	<b>\$ 834,504.00</b>

<b>Available for Public Services 15%</b>	\$ 205,602	
<b>Available for Hsg/Community Facilities/ED</b>	\$ 628,902	
<b>TOTAL</b>	\$ 834,504	\$ -