



Town of Brookline

Massachusetts

**Department of Planning and
Community Development**

Town Hall, 3rd Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2130 Fax (617) 730-2442
kbrewton@brooklinema.gov

**Kara Brewton
Director**

TO: Brookline Select Board

FROM: CDBG Advisory Committee
Community Planning Staff

DATE: May 3, 2023

SUBJECT: **CDBG Advisory Committee Recommendations
FY 2024 (FFY 23) CDBG Annual Action Plan**

SUMMARY

In keeping with the U.S. Department of Housing and Urban Development's (HUD) Consolidated Planning requirements, the Town must submit its FY 2024 Community Development Block Grant (CDBG) Annual Action Plan (AAP) to HUD on or before May 15, 2023. Prior to submitting the AAP to HUD, planning staff presented the CDBG Advisory Committee's funding recommendations to the Select Board on April 11. For the final step in this process, the Board will hold a public hearing on May 9, to be followed by the Board's vote to authorize the submission of the Town's AAP to HUD.

In February HUD notified the Town that its FY 24 CDBG Entitlement will be \$1,305,960.00, a slight increase in funding from FY 2023. The funds may be used to support a wide range projects and programs to 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.

The Town's AAP serves as an application to HUD for CDBG funding for a given program year and it is a prerequisite to receiving funds. Accordingly, the FY 24 (FFY 23) AAP identifies the projects and programs to be funded in the upcoming fiscal year that 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/40553/FY-24-AAP-Draft-for-Web-33123>

COMMITTEE PROCESS

The CDBG Advisory Committee held a remote public meeting via Zoom on March 13, 2023. On that evening, the Committee discussed all funding applications received through a competitive Request for Proposals (RFP) process. Prospective recipients were allocated time on the Committee's agenda to give an overview of their program or project. Committee members had the opportunity to ask questions of each applicant to inform the budget recommendations that are included in the Town's FY 24 Draft AAP.

Following presentations, the Committee used the latter part of the March 13th meeting to deliberate on funding recommendations. The recommendations are summarized in this memorandum. Like the previous fiscal years, requests from potential grantees were significantly greater than available funding. This year, applicants requested over \$2.3 million in funds for their activities. After subtracting staffing and administration costs, \$780,622 in funding was available for projects and programs.

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 \$780,622 as the available program budget – including \$584,728 in funding for category B (Housing) and \$195,894 for category C (Public Services). At the conclusion of budget deliberations, the Committee recommended the following allocations for items B and C (see attached budget):

A. Staffing Costs

The staffing cost items included in the overall amount are:

- A1. CD Grant Administration, Comprehensive Planning, Housing Division - \$ 525,338.00**

B. Housing

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

- B1. Affordable Housing Program - \$ 68,728.00:**
The Committee wished to support eligible costs for a number of affordable housing projects that could be advanced in the upcoming fiscal year.
- B2. Brookline Housing Authority - Resident Health and Safety Projects - \$446,000.00:**
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 Community Development Corporation (formerly BIC) - \$ 70,000.00:**
The Committee wished to fund capital projects at BCDC's 154-156 Boylston Street property that will address essential repairs to the exterior, building and envelope (especially its siding, insulation, windows, doors, exterior wood elements) and for broadband. These projects are all identified in BCDC's Capital Needs Assessment.
- B5. Specialized Housing, Inc. –** After consideration of the applicant's stated needs and use of funds, the Committee recommended no funding for this project.

C. 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 \$195,894.00 – or 15% of the grant – can be allocated to public services in FY 24. The Committee's Public Service recommendations are:

- | | | |
|------------|--|--------------------|
| C2. | Brookline Housing Authority – Resident Services: | \$55,000.00 |
| C3. | COA - TRIPPS program (formerly BETS): | \$40,000.00 |
| C4. | Steps to Success - Work Connections for Youth: | \$50,894.00 |
| C5. | Brookline Food Pantry: | \$50,000.00 |

PUBLIC HEARING AND VOTES

The Select Board is scheduled to hold a Public Hearing on May 9. The purpose of the May 9 meeting is to accept public comment on the use of FY 24 (FFY 23) CDBG funding, as recommended by the CDBG Advisory Committee, and to hear comments on the draft AAP document that is available for review for 30 days prior to the public hearing. Any and all comments received will be acknowledged and addressed as part of the final submission of the AAP to HUD.

Following public comment at the May 9 meeting, staff requests that the Board take the following votes:

1. Approve the submission of the FY 2024 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development

2. Authorize the Chair to execute the Application for Federal Assistance (SF-424) and other certifications required for submission of the Annual Action Plan

3. Authorize the Director of Planning and Community Development to execute the Environmental Review Record and other program-related documents required for CDBG-funded projects on behalf of the Town

FY 2024 CDBG Advisory Committee

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

FY 2024 - CDBG Advisory Committee - Remote Meeting

See the March 13, 2023 CDBG Advisory Committee Zoom Meeting at the below link:

<https://www.brooklinema.gov/2364/CDBG-Community-Grants>

FY 24 CDBG ADVISORY COMMITTEE RECOMMENDATION

		Funding			CDBG Staffing + Advisory Recommendations
		FY2022 Allocation	FY2023 Allocation	FY2024 Request	
		\$1,305,960			
A. Staffing					
	CD Admin, Housing Division and Comprehensive Planning*	\$ 556,093.00	\$ 533,260.00	\$ 525,338.00	\$ 525,338.00
B. Housing					
1	Affordable Housing Program	\$ 116,920.00	\$ 25,000.00	\$ 250,000.00	\$ 68,728.00
2	BHA - Capital Projects	\$ 312,063.00	\$ 298,203.00	\$ 1,406,522.00	\$ 446,000.00
3	BCDC (154-156 Capital Needs, Fire Safety	\$ 10,000.00	\$ 27,650.00	\$ 100,000.00	\$ 70,000.00
4	Caritas Communities - 1876 Beacon Street, Brookline	-	\$ 30,000.00	\$ -	
5	Specialized Housing -769 Washington Street, Brookline, MA	-	\$ -	\$ 300,000.00	\$ -
6	Specialized Housing - 67 Winchester Street, Brookline, MA		\$ 30,000.00	\$ -	
			\$ -	\$ -	
		\$ 438,983.00	\$ 410,853.00	\$ 2,056,522.00	\$ 584,728.00
C. Community Facilities					
1	DPW - APS Accessible Pedestrian Signals	\$ 150,000.00	\$ 110,000.00	\$ -	
	Subtotal:	\$ 150,000.00	\$ 110,000.00	\$ -	\$ -
D. Economic Development					
1	Planning Department - Business Assistance	\$ -	\$ 20,000.00	\$ -	
	Subtotal:		\$ -	\$ -	\$ -
E. Public Services - (15% Cap)					
1	BCCMH Programs	\$ 60,000.00	\$ 32,100.00	\$ -	\$ -
2	BHA Programs Resident Services - Resiliency	\$ 37,109.00	\$ 41,800.00	\$ 60,000.00	\$ 55,000.00
3	COA - TRIPPS (Formerly BETS)	\$ 31,492.00	\$ 32,767.00	\$ 45,000.00	\$ 40,000.00
4	Work Connections for Youth-Steps to Success	\$ 63,220.00	\$ 46,000.00	\$ 69,220.00	\$ 50,894.00
5	Brookline Food Pantry	\$ 13,780.00	\$ 36,000.00	\$ 100,000.00	\$ 50,000.00
			\$ 205,601.00	\$ 274,220.00	\$ 195,894.00
	Total Available for Public Services				
	Total Request			\$ 2,856,080.00	\$ -
					\$ 195,894.00
			Total FY 2024 Requests wo/staffing	\$ 2,330,742.00	
	Total CD Advisory Committee Allocation Recommendations:				\$ 1,305,960.00
	Anticipated FY 2024 CDBG Entitlement Amount				\$ 1,305,960.00
	* Admin, Housing and Planning (Integrated into Town Budget)				\$ 525,338.00
	TOTAL TO BE PROGRAMMED				\$ 780,622.00
	Available for Public Services 15%				\$ 195,894
	Available for Hsg/Community Facilities/ED				\$ 584,728
	TOTAL				\$ 780,622