

Cover Sheet – Non-Social Service Activity

AGENCY NAME: Town of Amherst
AGENCY ADDRESS: 4 Boltwood Ave., Amherst, MA 01002
AGENCY PHONE NO: 413-362-1855 CONTACT PERSON: Ron Bohonowicz
CONTACT PERSON EMAIL: BohonowiczR@arps.org
2013 CDBG REQUEST: \$65,000.00

1. Project Name: *Flooring at North Amherst School*
2. Project Description (1-2 sentences): *Replace vinyl floor and refinish oak floors at the North Amherst School*
3. Project Location: *North Amherst School, 1200 North Pleasant Street, Amherst, MA 01002*
4. Budget Request: *\$65,000*
5. Type of Activity (check one):
 - Rehabilitation
 - Acquisition
 - Demolition/clearance
 - Infrastructure
 - Public Facility
 - Architectural Barrier Removal
 - Other – please explain
6. Demonstrate Consistency with Community Development Strategy: *The flooring project is consistent with the strategy because it is a rehabilitation of a public facility and improves the space for non-profit agencies that serves low- and moderate-income clients.*
7. Demonstrate Consistency with Sustainable Development Principles: *The project adapts the current, historic space so that it is suitable for future uses and it expands equity by providing a clean space that complies with building codes, health and educational standards.*
8. Demonstrate Consistency with Target Area requirements: *The project is in the North Amherst Target Area*
9. National Objective

Benefit to low- and moderate-income persons

The head start program serves up to 40 low- and moderate-income individuals.

Please submit responses to the following questions:

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Project Location: *North Amherst School, 1200 North Pleasant Street, Amherst, MA 01002*

Census Block Group:

Community	Census Tract	Block Group	Num_LMI	LMIUniverse	Per_LMI
Amherst town	820300	1	616	1600	38.5

A. Please describe in full the project for which the funding is requested:

Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

The project involves new flooring and resurfaced flooring in the North Amherst school building. Vinyl tile floor will be installed and the oak floor will be refinished. The space is used by the Head Start Program that serves a population of up to approximately 40 low- and moderate-income clients.

B. What is the community's need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the severity of the need or problem. Who are the affected population and why is this population presently underserved or not served?

For many years Amherst has been very concerned about the provision of social service for low- and moderate-income households. In fact the Town used CDBG funds to build the Amherst Community Childcare Center, to renovate the first floor of the North Amherst School to be used as a Head Start facility and to rehabilitate the building in 2009 with CDBG funding. The North Amherst School continues to house the Head Start program, which was cited by the State that the floors need to be improved and maintained for the program to remain certified. Although the floors have been fixed temporarily, a more permanent flooring solution is required.

Without this facility, a significant number of households would lose their childcare; ability to maintain a full-time job, and the students would lose the educational opportunity to help them achieve standards available to other families. The success of the Head Start program to prepare children for school is clearly documented.

C. Community Involvement:

What process was used to select this particular project? How was the process responsive to expressed community need?

Define the process that will be used to maintain involvement of the project beneficiaries in the implementation of the project.

This project became a priority when the Head Start program was notified that the flooring needed improvements to maintain their certification. The Town has invested substantial local and CDBG funds to maintain the structure. Now that these projects are complete, the Town can move forward with additional improvements to the building, including the flooring.

The CDBG Advisory Committee will be apprised of the work and its impact on the Head Start program.

D. Project Feasibility

The project impact will be evaluated upon the extent to which the response meets the following criteria:

1. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of demand for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.

The Head Start program uses this facility daily and will continue to use the space. It is the Town's intention to maintain the space for non-profit use.

2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project.

Additional funding will come from a Town local match through the capital budget.

3. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.

- *John Musante, Town Manager*
- *Ron Bohonowicz, Director of Facilities*
- *David Ziomek, Director of Conservation and Development*
- *Holly Bowser, Assistant Comptroller*

4. Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner.

The Town, in particular Mr. Bohonowicz, has completed large-scale rehabilitation and modernization of public facilities, including:

- *North Amherst School: CDBG-funded rehabilitation of roof, windows, entrance and exterior*

- *Amherst Childcare Center: CDBG-funded rehabilitation of roof, exterior, floors and HVAC system*
- *Elementary Schools: Federal ARRA Stimulus projects to upgrade and replace boiler and heating/cooling system*

5. Please submit a program budget that includes all sources of revenue and all expenses.

The budget of \$65,000 does not include design or architectural fees; it is for material and labor to install the flooring and resurface the oak floors.

6. Please submit a time line with milestones, including a start and end date that demonstrates that this project is feasible (will be complete) within 18 months.

- *Procurement and Contracting: 6-8 Weeks*
- *Construction: 4-6 Weeks*

7. Please identify the staff that will be directly responsible for implementing this activity.

See Answer to Question 3

E. Impact

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved.

Reference has been made throughout this application concerning the importance of this public facility for the services it provides for Amherst's low-income population. Finding available space in Amherst for social services programs is a major problem and the Town has been able to provide several programs with accessible space, significantly increasing services for low- and moderate-income Amherst households.

Prior to the renovation of this facility in 1993, there was no Head Start program in Amherst; low-income families in need of these services were not able to access programs in Northampton, Greenfield or Ware. These children then were at a disadvantage when beginning public school. Evaluations continue to show that Head Start does in fact provide children with a head start.

This funding, allowing for the preservation and rehabilitation of this vital and historic property will enable significant numbers of low- and moderate-income households (up to 40 children enrolled at one time) to access important and critical services for their families.

F. Evaluation

Goals & Assessments: Please explain your short-term goals and long-term goals. Describe the changes in the target population that indicate the program's success. How will these changes be measured? Will anticipated changes affect the municipality's responsibility to this target population? How will the impact of this service on individual clients be tracked over time? Will there be additional beneficiaries? Will this service enable clients to become self-sufficient? How is this service linked to other human/social service programs in the community?

Community Action of Franklin, Hampshire and North Quabbin Regions administers the Head Start program through its Parent-Child Development Center. As part of a larger organization, families can be easily connected to additional resources and programs. The families and children are therefore equipped to continue schooling, remain employed and provide an opportunity for growth and development. The Head Start program helps children and families transition to elementary school ensuring that they are prepared to succeed and continue growing.

G. Agency Information

Please provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

The Town offers high level government services, quality education, support for open space and agriculture, promotion of economic development, and respect for its history. Town government has been in existence for decades, with numerous departments and citizen boards and committees all working toward common goals that benefit its citizens and the community. Currently, Amherst has professional staff in all of its departments, in particular its Accounting, Conservation, Planning, and Public Works Departments who commonly work with consultants and property owners to manage and develop such projects as land acquisition, feasibility studies and assessments, development of engineering specifications, and construction projects ranging from public infrastructure to affordable housing. Town staff is competent with procurement regulations, balancing budgets, and efficiently managing contracts so that deliverables are received on time. The Office of Conservation and Development is the same staff who

- *managed and coordinated the Master Planning Process, which involved a two-year, multiphase contract for over \$200,000;*
- *worked with various boards and committees to initiate the development of Olympia Drive, a 40-unit, multi-million dollar affordable housing project;*
- *worked with consultants to conduct a build out analysis for the community in 2002; and commonly work with appraisers and consultants to develop feasibility studies, architectural plans and cost estimates for various projects.*