

**Cover Sheet – Non-Social Service Activity**

AGENCY NAME: Town of Amherst  
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2012 CDBG REQUEST: \$30,000

Project Name: *Income Surveys and Slum/Blight Identification*

1. Project Description (1-2 sentences)  
*Funds will be used to hire a consultant to identify areas that meet the low- and moderate-income criteria, and identify areas of slum and blight.*
  
2. Project Location  
*Because there are areas of Town that do not meet the income eligibility guidelines, the consultant would be examining areas that may be often overlooked, such as the area surrounding East Hadley Road and North Amherst.*
  
3. Budget Request *\$30,000*
  
4. Type of Activity (check one):
  - Rehabilitation
  - Acquisition
  - Demolition/clearance
  - Infrastructure
  - Public Facility
  - Architectural Barrier Removal
  - Other – please explain - *Planning*
  
5. Demonstrate Consistency with Community Development Strategy  
  
*Like the Master Plan, the strategy states that Amherst strives to accommodate the needs of all its residents—a challenging task but one that the Town has been working toward. The surveys would help identify areas that are possibly overlooked or could benefit from improvement projects and CDBG funds.*
  
6. Demonstrate Consistency with Sustainable Development Principles  
  
*Planning Activities are not required to comply with Sustainable Development Principles, however, identification of these areas would help guide efforts for affordable housing, would increase equity, and make use of limited resources.*

7. Demonstrate Consistency with Target Area requirements

*As a planning activity, it can be town-wide and not specific to a target area. The study may actually determine future target areas.*

8. National Objective

*All planning activities will be in anticipation of eligible activities that meet a national objective.*

**Please submit responses to the following questions:**

Project Name: *Income Surveys and Slum/Blight Identification*

Project Location: *Town-wide, with emphasis on areas that are not apparently eligible for CDBG funds because of the proportion of low- and moderate-income residents.*

Census Block Group: *N/A*

**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 Town is seeking funds to hire a consultant to identify areas of Town that may be eligible for the use of CDBG funds though they are not included in income-eligible census block groups. The Town has never engaged in a comprehensive Town-wide assessment of eligible CDBG activities. Though there are several income eligible census block groups, there are many possible activities in non-income eligible block groups that may comply with the requirements of eligible activities and also meet a national objective. In order, however, to identify these eligible activities and also document that they will in fact be in compliance with the National Objective requirements (income requirements), it will be necessary to conduct a survey, using the HUD recommended procedure to make this determination. In addition the Town will identify areas of slum and blight with the intent of using future CDBG funds for redevelopment in these areas.*

**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?

*Amherst has many areas, though not in identified low/mod income census block groups, in which substantial numbers of low- and moderate-income households are living. For example several of the low-income rental housing developments are not within low/mod census block groups and they are in need of sidewalks to connect to village centers, playgrounds, etc. In addition, many of Amherst sub-standard houses are also not within low/mod census block groups though they may in effect be part of an area that could be considered one of slum and blight or possible defined as spot blight.*

**C. Community Involvement:**

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

*The Town has been interested in using CDBG funds to redevelop several Village Centers, and though it feels that these Village Centers would be consistent with National Objective requirements, they are not in an income eligible census block group. For example, residents of an affordable rental development near the Pomeroy Village Center are in need of sidewalks from their property to the Village Center but for the reason explained above the Town cannot use CDBG funds for this purpose. It is presumed that a survey of this area would document that a majority of residents of this area are in fact low- and or moderate income.*

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

*As the Town proceeds with surveys etc. it will stay in communication with residents of these areas to identify eligible activities.*

**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 purpose of this activity is to work with the community through the survey process in collecting information from residents concerning income eligible activities.*

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

*No other funds are available for this activity*

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

*Town staff will be responsible for this activity.*

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 has been managing and successfully completed many CDBG projects since 2005.*

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

\$30,000

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.

*As soon as the Town is awarded funds it will begin the bidding process for an architect.*

*Month 1 – 30B procurement to hire a consultant*

*Month 3 – award contract and begin work*

*Month 4 – 10 complete work*

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

*Nate Malloy, Associate Planner will be directly responsible for this activity.*

#### **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.

*The Town will gather evidence in a comprehensive way to indentify Community Development needs of the Town. This will include the need for infrastructure improvement, improvement in access issues, and addressing sub-standard housing issues.*

#### **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?

*The Town will work closely with the consultant to ensure that work is done as required. The long-term goal is develop a comprehensive community development plan to specifically address the needs of income- eligible households.*

#### **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, who will be working closely with the property owner and other interested parties to purchase the property, 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*