

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

AGENCY NAME: Town of Amherst  
 AGENCY ADDRESS: Town Hall, 4 Boltwood Ave., Amherst, MA 01002  
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 2012 CDBG REQUEST: \$60,000

1. Project Name: *Update to the Town's ADA Self-evaluation Surveys and Transition Plan*
2. Project Description (1-2 sentences): *The Town proposes to hire a professional consultant to complete an update to the Town's ADA Transition Plan, including the local public schools. This involves self-evaluations by Town Departments to determine areas that need to make accessibility improvements, and a plan with a timeline and funding opportunities to implement the necessary upgrades.*
3. Project Location: *Town of Amherst*
4. Budget Request: *\$60,000*
5. Type of Activity (check one):
  - Rehabilitation
  - Acquisition
  - Demolition/clearance
  - Infrastructure
  - Public Facility
  - Architectural Barrier Removal
  - Other – please explain *Planning Activity to help identify areas and priorities for barrier removal.*
6. Demonstrate Consistency with Community Development Strategy: *The Community Development Strategy emphasizes the Town's commitment to increase the accessibility of public facilities, including parks and sidewalks, and its increased effort to coordinate barrier removal with other Town activities. The strategy also specifically mentions the importance of having an updated Transition Plan.*
7. Demonstrate Consistency with Sustainable Development Principles: *Hiring a consultant to complete an update to the Town's 2006 ADA Transition Plan would help satisfy the following Sustainable Development Principles.*
  2. *Advance Equity: Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice.*
  7. *Provide Transportation Choice: Maintain and expand transportation options that maximize mobility, reduce congestion, conserve fuel and improve air quality.*

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

Project Name: *Update to the Town's ADA Self-evaluation Surveys and Transition Plan*

Project Location: *Town of Amherst*

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 proposes to hire a professional consultant to complete an update to the Town's ADA Transition Plan, including the public schools. This involves self-evaluations by Town Departments and the local public schools to determine areas that need to make accessibility improvements, and a plan with a timeline and funding opportunities to implement the necessary upgrades.*

*Through the plan's identification of necessary accessible improvements, the Town will be able to prioritize and coordinate barrier removal projects throughout Amherst—to the benefit of the disabled, elderly, young parents with strollers, school-aged children, and those who use the schools and public facilities.*

**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?

*Although the Town completed an update to the Transition Plan in 2006, it did not include an assessment of the local public schools, and the plan has not been fully integrated into the financial and capital planning process, which would help direct funding toward the barrier removal projects. The project is particularly important as Amherst moves forward with its efforts to implement its Master Plan and Complete Streets Policy and as the population ages—more and more people will be need to be able to use the facilities (sidewalks, parks, bike lines) and services (libraries, Town Hall, LSSE) offered by Town.*

*The Town has made accessibility improvements to many sidewalks and street crossings, to programs and services; however, a fully accessible community is a benefit to all individuals as it allows for a more inclusive, participatory society. Furthermore, the local public schools have not completed a Transition Plan.*

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.

*Town staff has considerable experience working with consultants to develop plans and assessment reports.*

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

*The budget consists only of the consultant costs, \$60,000, to complete the update to the ADA Transition Plan.*

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.

*The Town will follow the procurement regulations and sign a contract after successful bidding and consultant selection. The terms of the contract will include a scope of work that details project deliverables, and a timeline stating that the project will be completed prior to the 18 month deadline. It is expected that the update to the Transition Plan will take 12-15 months to complete.*

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

*Town staff from the Office of Conservation & Development, including conservation and planning, will be responsible for implementing 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.

*Completing the update to the Transition Plan will provide the Town invaluable guidance as it moves forward implementing the Master Plan, as the schools make improvements to their facilities, and as DPW continues with street and sidewalk repaving. With an updated, thorough plan, the Town will have accurate descriptions and estimates of the need and type of accessibility barriers—critical information when rehabilitating existing parks and buildings, when determining which sidewalks to resurface, when trying to make Amherst a livable, vibrant community.*