

**NEWTON COMMUNITY DEVELOPMENT BLOCK GRANT  
Newton Housing and Community Development Program  
Planning and Development Department  
APPLICATION FOR FY11-FY15 CDBG ACCESS FUNDING**

Application must be completed electronically and submitted with original signature by 12 p.m. Friday December 18<sup>th</sup>, 2009

Kathleen Cahill, Senior Planner  
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Before completing this application please read the document entitled "Important Information on CDBG Access funding."

**SECTION 1. PROJECT CONTACTS**

**Name(s):** Michael Cronin, Chief of Operations  
Carol Chafetz, Dir. Of Operations & Environmental Affairs

**Organization/City Department:** Newton Public Schools, Operations Dept.

**Mailing address:** 100 Walnut St., Newton, MA 02460

**Phone:** 617-559-9000

**Email:** carol\_chafetz@newton.k12.ma.us

**SECTION 2. PROJECT OVERVIEW**

**Project title:** Accessible Building Directory Signs for Education Center

**Project location** (*full street address with zip code*):

Newton Education Center  
100 Walnut St, Newton MA 02460

**Year CDBG Funds requested:** FY11

**CDBG Access funds requested:** \$4,500

**Other funds to be used:** \$ 0

**Total project cost:** \$4,500

**Project Summary (*the project summary should: describe how the project addresses the removal of barriers to access, specify the company, contractor, non-profit, or City department that will complete design work, construction, installation and/or provide materials and explain who will be responsible for maintaining the project*). Note: bids in the amount of \$5,000 and over must go through a public bidding process. Projects over \$2,000 are subject to Davis-Bacon Act federally prevailing wages.**

In the past three years the Newton Public Schools has made improvements to remove access barriers at the Education Center. The Education Center houses the administrative offices for the school district, public meeting space, a special education pre-school program, and two alternative high school programs.

Accessibility projects at the Education Center, funded by the Newton Schools budget, have included:

- 1) Site reconfiguration at front entrance to allow vehicular access and handicapped access parking at the front door, which is also closest to the building's elevator.
- 2) Room signs throughout the building with raised lettering and in Braille.

This request is for three (3) building directory signs to be located in the front entrance lobby, a landing going to the second floor, and at the rear parking lot entrance lobby. The sign will be in a frame with lettering that can be changed as needed in the future.

The design work and sign fabrication will be completed by a professional sign vendor. Installation may be done by the Newton Public School carpentry shop staff. The School Department will be responsible for maintenance of the way-finder sign and any future changes, if necessary, to the sign.

### **SECTION 3. PROJECT TIMELINE**

Use the table below to provide a project timeline (including proposed start, completion dates, and any other steps):

<b>Date/Season</b>		<b>Description of Step</b>
Start		
Procurement	July 2010	Obtain 3 written quotes or place the project out to bid as determined by Purchasing Department.
Installation	Fall 2010	School Shop will install the sign.
Completion	Fall 2010	

**If the fiscal year CDBG assistance awarded is different than the year requested, will the department/organization still be able to implement the project?**

Yes.

### **SECTION 4. PROJECT ACCOMPLISHMENTS**

**What is the total estimated number of persons to be served by this project?**

Estimate: 2,000 per year

All persons visiting the Education Center for business, trainings, appointments, public meetings will benefit from this sign. With three floors of offices and meeting rooms at the Education Center, the building directories will be very helpful, in particular to elderly persons or those with disabilities.

**Of that total, what is the total estimated number of elderly persons or adults with severe disabilities that will be served by this project?**

Estimate: 30 per year.

It is difficult to predict how many elderly or adults with severe disabilities currently visit the building or will in the future.

**SECTION 5. PROJECT BUDGET**

<b>Item</b>	<b>CDBG</b>	<b>Other Funds</b>	<b>Source of Other Funds</b>	<b>Total</b>
<i>Education Center Building Directory Sign</i>	\$4,500			\$4,500
Total CDBG Request	\$4,500			\$4,500
Total Other Funds				
Grand Total	\$4,500			\$4,500

**If any of the “other funds” listed in the above budget have not yet been obligated to the project explain what needs to take place for this to happen?** N/A

**Has the applicant explored other (internal and/or external) funding sources for this project? If yes, please indicate why CDBG funds would be a better source of funding?**

Yes, internal funding has been explored, but there are many competing priorities in the Charter Maintenance funding account. Because of the accessibility component, we are hopeful that this project will be funded by CDBG.

**SECTION 6. PLANS AND PHOTOGRAPHS**

**Applications for construction projects must be accompanied by an architect's or engineer's plan – contact staff for more detailed information. The submission of photographs is also encouraged.**

Photographs are attached.

**SECTION 7. PROJECT MANAGER**

Name: Carol Chafetz

Title: Director of Operations and Environmental Affairs

Telephone: 617-559-9000

Email: carol\_chafetz@newton.k12.ma.us

I certify that all information submitted in this application is complete, true, correct, and represents the true intended usage of the funds for which the application is being submitted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

