

**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

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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): Jayne Colino

Organization/City Department: Newton Department of Senior Services

Mailing address: 345 Walnut St. Newtonville, MA 02460

Phone: 617-796-1671

Email: [jcolino@newtonma.gov](mailto:jcolino@newtonma.gov)

**SECTION 2. PROJECT OVERVIEW**

Project title: Newton Senior Center Vestibule Project

Project location (*full street address with zip code*): 345 Walnut St, Newtonville, MA 02460

Year CDBG Funds requested: **FY11** **FY12** **FY13** **FY14** **FY15**

CDBG Access funds requested: \$85,000

Other funds to be used: in-kind project management from the Public Buildings Department

Total project cost: \$85,000

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.

**The Senior Center Vestibule Project**, if funded, would allow the removal of a temporary vestibule and the construction/installation of a permanent one.

The original design of the senior center's main entrance in the rear of the building leaves participants, staff, and volunteers too exposed to cold weather. The main entrance is adjacent to the parking lot and where the elevator is located. The main entrance door opens directly to the reception area where participants wait for transportation and volunteers staff the reception desk, and much of the day to day customer interactions occur.

Over the last several years a temporary vestibule has been erected, by the Public Buildings Department, during cold weather months. It is not fully accessible. There is no automatic door opener, there is one accessible once you enter the vestibule and when the temporary vestibule is removed. Although participants see the necessity of the temporary vestibule many have expressed the challenge that is added by it. Participants who utilize assistive mobility equipment (walkers, wheel chairs, and motorized carts) have expressed the difficulty the temporary vestibule poses. As a result, some have opted to not access the center during cold weather months.

This project would need to go through a public bid process. It is being proposed that the Department of Public Buildings will be responsible for creating specifications for design and construction, and project management. The Department of Senior Services and the Public Buildings Department will work collaboratively on the bidding process.

In 2005, a conceptual design of the vestibule, created by CSS Architects Inc., was presented to and approved by the Newton Historical Commission. ( see enclosed).

The Department of Senior Services will have the primary responsibility of maintaining the vestibule subsequent to installation. When needed the Public Buildings Department provide repair services.

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

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

Date/Season		Description of Step
Start		
Create Specifications for bid process for design	7/11	Work with Public Buildings Department to create specifications for design services.
Announce Public Bid for Design	8/11	Work with Purchasing Department to advertise bid process.
Award Bid/Execute contract for design	10/11	Work with Purchasing and Law Department to execute contract for design.
Create Specifications for bid process for construction/installation	2/12	Work with Public Buildings Department to create specs based on approved design documents.
Announce Public Bid for Construction/Installation	3/12	Work with Purchasing Department to advertise bid process.
Award Bid/Execute contract for construction/installation	6/12	Work with Purchasing and Law Department to execute contract for construction/installation.
Begin construction	7/12	Manage/oversee construction/installation in conjunction with Public Buildings Department
Completion	9/12	

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, the Department of Senior Services will still be able to implement the project. It was unclear exactly how to request these funds. It is a sizable request. If approved, it may make sense to allocate design funds in one year and construction funds in a subsequent year(s).**

**SECTION 4. PROJECT ACCOMPLISHMENTS**

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

Over 4000 people are served each year at the Newton Senior Center. **Although the installation of a new vestibule would ease access for all those entering the center, we estimate that 25% of the population served here has a disability.**

Of that total, what is the total estimated number of elderly persons or adults with severe disabilities that will be served by this project? The majority of the people served at the center are elderly. **It is estimated that 1000 people have severe disabilities would benefit from this addition.**

**SECTION 5. PROJECT BUDGET**

Item	CDBG	Other Funds	Source of Other Funds	Total
Design Fees	\$10,000			\$10,000
Construction/Installation Fees	\$75,000			\$75,000
Project Management		Approximately-\$2000	In-Kind	\$2000
Total CDBG Request	\$85,000			
Total Other Funds	\$2000			
Grand Total	\$87,000			

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?

**The new Commissioner of Public Buildings will have to agree that this is a service they will provide to the Department of Senior Services. The request was made to current Commissioner.**

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?

**Although request for funding this project has been submitted the City's Capital Improvement Plan for several years, it is not a capital improvement priority for the city.**

**Given the purpose of this funding is for: "...removal of architectural barriers and the improvement of access for people with disabilities...." And that the eligible projects need to: "...assist in the removal of material or architectural barriers that limit the accessibility of elderly persons or adults with severe disabilities, there is a strong argument that this is a better funding source.**

## **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. **Pictures included with hard copy.**

## **SECTION 7. PROJECT MANAGER**

Name: Jayne Colino

Title: Director, Department of Senior Services

Telephone: 617-796-1671

Email: jcolino@newtonma.gov

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:



12/17/09

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Signature

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Date