

**YEAR 36 CDBG ACTION PLAN**(revised 4/1/10)  
**CITY OF FITCHBURG**

**AMENDMENT #1 – September 2, 2010**  
**AMENDMENT #2 – July 5, 2011**

**PUBLIC FACILITIES AND IMPROVEMENTS**

**Crocker Field Grandstand Roof Gutters**

**\$ 26,000**

Summary: Project funds will be used to provide new gutters and downspouts on the grandstand roof at Crocker Field. Approximately 200 lf of gutters and 6 downspouts will be installed. Other funds have been secured to replace the grandstand roof. Crocker Field is on the National Register of Historic Places.

*Performance Measurement: SL-3. The goal of this project is the preservation of the historic Crocker Field, including the grandstand roof, by installing 200 lf of new gutters and 6 downspouts. The benefit of this project is the preservation of a National Register structure and improved public safety. It is estimated that approximately 5,108 people will be served by this project.*

**Park and Playground Improvements**

**\$135,000**

Summary: Project funds will be used for improvements to Howarth Park, including a basketball court, or improvements to Crocker Park, including the installation of a small spray park and fencing. \$15,000 will be set aside for preliminary design costs at several CDBG eligible parks and playgrounds. Designs will be done by an architectural firm that is under contract with the city. Improvements will comply with ADA standards.

*Performance Measurement: SL-3. The goal of this project is improved recreational opportunities for individuals using city parks. The benefit to users is the provision of safe and secure recreational facilities. It is estimated that over 10,000 residents will benefit from this project.*

**Elm Street Neighborhood Sidewalk and Street Repair**

**\$ 100,000**

Summary: Project funds will be used to replace deteriorated sidewalks, granite curbing, driveway aprons and curb cuts on the east side of Elm Street and on Johnson Street, and repave Elm and Johnson Streets. It is estimated that 550 lf of new sidewalks and 750 lf of new roadway will be constructed. Improvements will comply with ADA standards.

*Performance Measurement: SL-3. The goal of this project is an improved sidewalk and roadway system in the Elm Street/Lowe Passway neighborhood. The benefit to users is a safe and accessible path of travel along this route and prevention of storm water damage due to inadequate curb reveal. Approximately 500 lf of sidewalk and 750 lf of roadway will be replaced. It is estimated that 2,028 residents from the neighborhood will benefit from this project.*

**Gateway Beautification Phase I**

**\$ 40,000**

Summary: Project funds will be used to make streetscape improvements, including the installation of decorative black metal fencing, sidewalk improvements and plantings along Water Street, from Wanoosnoc Road to First Street, and along River Street in the newly zoned Smart Growth District. Approximately 250 lf of sidewalk will be replaced and approximately 250 lf of ornamental fencing will be installed.

*Performance Measurement: SL-3. The goal of this project is to improve the entry ways into the City, by installing 250 lf of fencing and plantings, and replacing 250 lf of deteriorated sidewalks in the Water Street area and in the newly zoned Smart Growth District along River and Broad Streets. The benefit will be improved appearance into the city and accessible, safe sidewalks. It is estimated that 39,000 people will benefit from this project.*

**TOTAL PUBLIC FACILITIES AND IMPROVEMENTS**

**\$301,000.00**

**PUBLIC SERVICES**

**Drug Enforcement and Strategic Foot Patrol**

**\$ 80,000**

Summary: Project funds will be used to provide for police overtime expenses related to drug investigations in CDBG eligible areas, and provide supplemental foot patrols in neighborhoods identified as hot spots for narcotics dealing and other illegal activity.

*Performance Measurement: SL-3. The goal of the Drug Enforcement Project is to reduce drug distribution in CDBG neighborhoods. The benefit of this project will result in safer neighborhoods. It is estimated that 23,871 people will benefit from this project.*

**Family Services Unit**

**\$ 25,000**

Summary: Project funds will be used to pay for a Civilian Advocate position within the Fitchburg Police Department. Staff will follow up with residents who are involved in domestic violence complaints, screen for high risk cases, provide assistance in the court system and make referrals to social service agencies. It is estimated that 378 individuals (duplicated count) will be served. CDBG funds will be used as a match to the Dept. of Justice Violence Against Women Grant.

*Performance Measurement: SL-1. The goal of the Family Services Advocate Program is to provide for the safety of victims of domestic violence. The benefit of this project will result in fewer cases of domestic violence and increased education on this issue. It is estimated that 378 (duplicated count) Fitchburg residents will benefit from this project.*

**MIHN Shelter Project**

**\$ 12,000**

Summary: Project funds will be used for the salaries of the part-time Administrative Assistant and the part-time Shelter Worker, and related administrative costs at an emergency shelter for homeless families in North Worcester County. Approximately 18-20 homeless families (unduplicated count) will be provided shelter, meals and case management services during the program year. Follow-up services are provided once a family leaves the shelter. It is estimated that 65% of the families will come from Fitchburg. Over 400 volunteers from 12 local churches assist in the operation of the shelter by providing meals and overnight staffing. The shelter and day program are located at 196 Mechanic Street in Leominster.

*Performance Measurement: SL-1. The goal of this project is the provision of shelter services to people who are without permanent housing. The benefit is the provision of a safe environment which offers families the time and assistance needed to secure permanent housing and provide case management services in the areas of employment, day care, health, budgeting, education and parenting skills. It is estimated that 18-20 homeless families will benefit from this project.*

**Project Learn, After-School Program and Teen Center**

**\$ 20,000**

Summary: Project funds will be used to pay for partial salaries of the Teen Program Director and Program Instructor, and administrative costs associated with the after-school program for Fitchburg youth ages 8-18. It is estimated that 100 Fitchburg youth (unduplicated count) will be served. The core components of the program are: helping students with homework, learning and leisure activities; promoting parent/adult involvement; collaborating with schools and other youth organizations, and program incentives. The agency is located at 365 Lindell Street in Leominster.

*Performance Measurement: SL-1. The goal of this project is to provide a safe place for students to gather after school. The benefit to program participants is the development of life skills that can be incorporated into daily life. Approximately 100 Fitchburg youth will benefit from this project.*

**Building Leadership and Inspiring Self-Sufficiency Project**

**\$ 68,000**

Summary: Project funds will be used to support seven staff positions and administrative costs. Agency services include after-school youth program, information and referral, food pantry, bi-lingual services to Latino residents, GED, ESOL and computer classes, Elm Street Congregational Church Youth Outreach Program, and a Summer Youth Program to assist with graffiti removal and neighborhood beautification. It is estimated that 9,000 people (duplicated count) will be served. The Center is located at the 2-18 Fairmount Street in Fitchburg.

*Performance Measurement: SL-1. The goal of this project is the provision of a one-stop social service program to residents in the Cleghorn neighborhood, citywide Latino information and referral services, outreach services to the Elm Street neighborhood and a Summer Youth Program to assist with neighborhood beautification. The benefit of this project is individual skill-building in English proficiency, academics, social connections, family support groups, neighborhood needs assessment, access to resources and employment. It is estimated that approximately 9,000 people (duplicated count) will benefit from this project.*

**TOTAL PUBLIC SERVICES**

**\$205,000.00**

**ECONOMIC DEVELOPMENT**

**CDBG Revolving Business Loan Pool**

**\$ 50,000**

Summary: Project funds will be used to supplement the existing Business Revolving Loan Fund, which provides low interest revolving loans to businesses seeking to locate, expand or remain in business in Fitchburg. It is estimated that 2-3 businesses will be assisted and 3 full-time equivalent jobs will be created. The Industrial Development Finance Authority will provide loan review and underwriting assistance and the Community Development Office will provide project oversight.

*Performance Measurement: EO-3. The goal of this project is to help grow the local economy, create new job opportunities and retain existing jobs. The benefit will be an improved appearance in the city's downtown and an increase in private investment and property values.*

**Micro-Enterprise/Business Assistance**

**\$ 20,000**

Summary: Project will fund staff salaries for outreach activities and technical assistance to small businesses and help leverage micro-loan program (up to \$50,000) for low-moderate income individuals. The Twin Cities CDC is located at 470 Main Street.

*Performance Measurement: EO-3. The goal of this program is to assist entrepreneurs in the start-up of small businesses in Fitchburg and assist existing businesses in the creation and retention of jobs. The benefit of this project is an increase in economic development. An estimated 72 Fitchburg residents (unduplicated count) will be served. In addition to residents served, 26 jobs will be created, 20 businesses will be counseled, 5 businesses will expand, 3 loans with a value of \$80,000 will be made and 16 business plans will be developed.*

**TOTAL ECONOMIC DEVELOPMENT**

**\$70,000.00**

**CLEARANCE ACTIVITIES**

**Demolition**

**\$110,357**

Summary: Project funds will be used to remove abandoned structures in the CDBG Strategy Area, which pose an imminent threat to public safety and which contribute to slums and blight. It is estimated that 3-4 properties will be demolished.

*Performance Measurement: SL-3. The goal of this project is the reduction of slums and blight and the revitalization of neighborhoods. The benefit of this project is the improved appearance of neighborhoods, increased public safety and the removal of dangerous structures. It is estimated that 3-4 properties will be demolished.*

## **REHABILITATION AND PRESERVATION**

### **Elder Home Repair Program**

**\$ 65,000**

Summary: Project funds will be used to pay for a portion of the salaries of the Program Assistant, Construction Manager, and Home Repair Technician. Program services include home repairs and modifications to low-income elderly households in Fitchburg. Improvements include installation of handrails/grab bars, screen/window/door/floor repairs, minor roof repairs, and hot water tank replacement. It is estimated that 15 Fitchburg households will be served. This program is located at 66 Day Street.

*Performance Measurement: DH-1. The goal of this project is to help elders remain in their own home for as long as possible by providing affordable home repairs. The benefit of this project to elders is improved safety, accessibility and better living conditions. It is estimated that 15 Fitchburg homes will benefit from this project.*

### **Fire Dept. Code Enforcement**

**\$ 18,000**

Summary: Project funds will be used to pay for personnel overtime expenses (approx. 10hrs. a week) related to fire code inspections in the CDBG strategy area. The project will allow for additional inspections of residential, commercial and industrial buildings as required by state law. It is estimated that 300-400 units will be inspected.

*Performance Measurement: DH-1. The goal of this project is to enforce code violations and clean up blighted areas of the city. The benefit of this project is a clean, safe and healthy environment for City residents. It is estimated that 300-400 units will be inspected.*

### **Board of Health Code Enforcement**

**\$ 115,000**

Summary: Project funds will be used to pay for one full-time existing Inspector position, a portion of the part-time Clerk position, and two additional part-time Inspector positions. Through the enforcement of the State's Sanitary Code, Fitchburg's housing stock will be greatly improved. It is estimated that 3,000 housing units will be inspected.

*Performance Measurement: DH-1. The goal of this project is to inspect housing units in the CDBG Strategy area and ensure compliance with State Sanitary Code. The benefit of this project is the continued availability and accessibility of quality housing stock. It is estimated that 3,000 housing units will be inspected.*

**Housing Rehab and HOOP Program** (not appropriated) **\$ 80,000**

Summary: Project will be used to supplement existing funds from the City's various housing programs for homeownership and rental units. The anticipated accomplishments will be in keeping with the housing goals identified in the City's Consolidated Plan. This program is administered by the Community Development Office.

*Performance Measurement: DH-2. The goal of this project is to provide safe and affordable housing to Fitchburg's residents. The benefit is an improved and affordable housing stock. It is estimated that 2 rental units and 1 homeownership will be assisted with CDBG funds.*

**Sign and Façade Improvement Program** **\$ 50,000**

Summary: Project funds will be used to provide matching grants and loans to owners of commercial properties interested in façade and/or signage/awning projects. Activities must be located within Fitchburg's designated Slums and Blight area. Architectural costs are included. This program is administered by the Community Development Office. It is estimated that 9 businesses will be assisted.

*Performance Measurement: EO-3. The goal of this project is the revitalization of Fitchburg's business district and restoration of its historic character. The benefit of this project is the elimination of blight conditions. It is estimated that one façade project with signage, and 8 additional signage projects in the designated Slums and Blight Area will be assisted.*

**TOTAL REHABILITATION AND PRESERVATION** **\$328,000**

## PLANNING AND ADMINISTRATION

### CDBG Administration and Planning

**\$265,000**

Summary: Project funds will provide for necessary administration of CDBG programs and sub-recipient contracts in accordance with federal guidelines, including staffing, technical services and planning activities. This also includes grant writing and administration of grant projects.

*Performance Measurement: N/A. The goal of this project is to administer the CDBG Program in accordance with regulatory and statutory requirements. The benefit of this project is a more viable urban community with an improved quality of life for all residents, particularly those of low-to-moderate income.*

### TOTAL PLANNING AND ADMINISTRATION

**\$265,000.00**

### TOTAL RECOMMENDED YEAR 36 CDBG PROGRAM

**\$ 1,279,357.00**

### TOTAL ANTICIPATED FUNDING

**\$ 1,279,357.00**

Anticipated Year 36 Entitlement

\$ 1,200,000.00

Anticipated CDBG Program Income as of 6/30/10

\$ 4,945.39

Reprogrammed Amount (from unused funds in previous years)

\$ 74,411.61

**Revised** Additional Funding (proposed use to be announced)  
(based on \$1,236,882 Entitlement Amount as of 4/1/10)

\$ 36,882.00

### OTHER PROGRAM INCOME

\*Potential CDBG Program Income from 7/1/10 to 6/30/2011

\$ 3,871.13

\*Anticipated CDBG Housing Revolving Loan Fund Balance as of 6/30/10

\$ 86,000.00

\*Potential CDBG Housing Revolving Loan Fund Income from 7/1/10 to 6/30/2011

\$ 200,000.00

\*Anticipated CDBG Business Revolving Loan Fund Balance as of 6/30/10

\$ 120,000.00

\*Potential CDBG Business Revolving Loan Fund Income from 7/1/10 to 6/30/2011

\$ 30,000.00

### **AMENDMENT #2, July 5, 2011**

1. Year 36 Entitlement Funds not yet designated - \$11,882: Funds not previously appropriated by Council. Unused funds transferred to revised Year 35 Main and Water Streets Parking and Streetscape Design Project. Funds will be used for design and streetscape improvements along the city's Gateway corridors.

**AMENDMENT #1, September 2, 2010**

1. Housing Rehab and Hoop Program - \$80,000: Funds not appropriated by Council. Unused funds transferred to Year 36 Sheldon Gateway Park Project as a match to the state Gateway Cities Grant Program for construction costs.

2. Year 36 Entitlement Funds not yet designated - \$25,000: Funds not appropriated by Council. Unused funds transferred to Year 36 Sheldon Gateway Park Project as a match to the state Gateway Cities Grant Program for construction costs.

**FITCHBURG-LEOMINSTER CONSORTIUM HOME PROPOSED ACTION PLAN**

**Anticipated Year 36 HOME Formula Grant**

Anticipated HOME Consortium funding for Year 36 Program	\$ 675,825.00
Estimated HOME Program Match (State 25%)	\$ 152,060.63

**Use of Funds**

**Performance Measurement**

HOME Program Administration (10%)	(N/A)	\$ 67,582.50
CHDO Set Aside (15%)	(DH-2)	\$ 101,373.75
Homeowner Assistance (75%)	(DH-2)	\$ 506,868.75

**HOME Program Income**

*Anticipated HOME Program Income as of 6/30/10	\$ 150,000.00
*Potential HOME Program Income from 7/1/10 to 6/30/2011	\$ 180,000.00

The complete Consolidated Plan, compiled for a five year period beginning Year 36 through Year 40 and the proposed Year 36 Action Plan for CDBG and HOME may be reviewed in the Community Development Office, 718 Main Street, Fitchburg, MA. 01420, Monday through Friday between the hours of 8:30a.m. and 4:30p.m.

Public comments on the proposed Year 36 Action Plan will be accepted for thirty days from the date of this notice, or up through April 27, 2010, whichever is later. Send written comments to the Community Development Office, 718 Main Street, Fitchburg, MA. 01420. A public hearing on the proposed Action Plan will be held on Tuesday, April 27, 2010 at 5:00p.m. in the Veterans Room, First Floor City Hall, 718 Main Street, Fitchburg, MA. 01420. For further information please contact Mary McCaffrey at the Community Development Office at (978) 345-1018. TTY (for hearing impaired) (978) 345-9567.