

Sudbury Master Plan Steering Committee

Town Services Workshop

January 31, 2020

The purpose of the Town Services Workshop is to determine policy direction related to town services, facilities, and infrastructure in the Master Plan. Specifically:

- Confirm which services/facilities/infrastructure the Master Plan will highlight
- Of these, the level of commitment the town will make in the next 5, 10 and 20 years
- Draft goals and/or policy statements related to these commitments
- Identify and prioritize actions to meet to these goals and policies and/or give the consultant direction to draft them

Items in this packet:

- Draft formative issue statements
- Key findings from the Baseline Report for Town Services
- Recommendations from *Livable Sudbury*
- Municipal comparisons
- List of town reference reports, studies, and websites

Draft Formative Issue Statements

The Town has generally favored a “light” level of social services, consistent with its image as a sparsely developed, fiscally conservative community. Therefore, it has a long-standing frugal approach to municipal investment and maintenance, taking care of issues as they arise with the resources that are available. As demands and costs increase, there is pressure to change this approach to a maintenance policy that is more aggressive and pro-active in order to save money in the long run.

The increase in an aging population and the steady influx of new residents (who have paid high prices to live in Sudbury) raises the demand and expectations for social services.

The opportunities for significant investment in the next 30 years lie in accessibility, transportation (services and infrastructure), senior services, and maintenance of buildings, grounds, roadways, and walkways.

Below are the draft formative issues and possible actions or policy direction presented to the MPSC in November.

1. The Town needs to plan for services that meets the needs of an increasing number of elderly residents.
 - a. Livable Sudbury will provide a wealth of information for this issue.

2. Continued investments in new technology for all Town departments will provide higher efficiency and better response to residents.
 - a. Online services/permitting.
 - b. Digitizing and archiving documents.
 - c. Communication methods (see below).
3. The Town needs to have more effective communication with residents through diverse methods.
 - a. Are there other apps the Town might use?
 - b. Consider a significant website update.
 - c. Consider residents that do not use the Internet (older residents still use paper).
 - d. Smart 911 – Communication during emergency events, ensuring all are signed up.
 - e. Connecting with potentially hard-to-reach residents such as elderly, low income, and minorities.
 - f. All departments should be sending consistent messages.
 - g. Communication/information/outreach about town projects, services, initiatives, and other efforts.
 - h. Communications should be readily available for hearing and visually impaired.
4. Investments in new infrastructure (wastewater management, Bruce Freeman Rail Trail, etc.) will also require sustainable investments in maintenance and upkeep.
 - a. All capital improvement projects must include a budget for maintenance and anticipated schedule of maintenance expenditures.
 - b. Educate residents on the costs of deferred maintenance.
5. The Town also needs to make adequate capital investments in maintenance and upkeep of existing buildings, facilities, and infrastructure.
 - a. Consider a Comprehensive 20-Year Facilities Plan.
 - b. Investments in the Fairbank Community Center to better accommodate the Senior Center, Sudbury Public School Administration offices, and Park and Recreation Department.
6. Town buildings, facilities, and infrastructure need to be more accessible.
 - a. Development of a transition plan for accessibility. This could be part of a Comprehensive Facilities Plan (see #5 above).
7. The Town uses volunteers heavily to support services.
 - a. Identify ways to recognize and honor the efforts of volunteers.
 - b. Develop outreach materials that can help educate residents about volunteer opportunities, time commitments, and responsibilities.
8. The Town wants to be more proactively involved in the installation and management of utilities.
 - a. Identify liaisons at utility companies and work to establish protocols for communication.
 - b. Consider whether the Town wants to be a provider of some utilities (e.g. energy, cable, Internet, etc.)

Key Findings from Baseline Report

Police Department

- Increasing awareness of mental health issues in the community is the most significant challenge of the Police Department today. The Department anticipates an increase in opioid use, suicide, and domestic violence-related to mental health issues.

Department of Public Works

- The department will have new responsibilities in the near and distant future. It will be responsible for the maintenance of the Bruce Freeman Rail Trail, as well as the development and implementation of the CWMP, among other efforts.

Fire Department

- Station #2 needs upgrades to accommodate staff and modern trucks/equipment. As the population grows, the department will need to evaluate its staffing capacity and equipment. Overall there is a need to upgrade technology for day-to-day operation. For example, better life support equipment is needed to assist people on site before taking them to the hospital.

Health Department

- Services provided by the Town's Social Workers are expected to grow due to the increasing senior population and hidden/arising issues around mental health, domestic violence, homelessness, and hoarding.

Goodnow Library

- The Library recognizes it must adapt to the changing demographics (both an increasingly older population as well as youth and children) in terms of programming, opportunities to volunteer, resources, technology, and accessibility. Space for meetings is in high demand from local community groups.

Facilities

- Future needs focus on municipal facility improvements; however, the challenge is weighing modernization with keeping the historic integrity of the structure. Immediate concerns are the Senior Center and Town Hall.

Sudbury Public School District

- SPS has experienced a slow decline in student enrollment since 2013, but fixed costs continue to increase. Related to issues raised by the Police and Health Departments, future programs/services will need to focus on supporting students with trauma and opioid addiction. Partnerships already exist among these entities.

Senior Center

- Overall there is a need for more space for programming and events. Communication is also important, especially finding a way to reach people and spreading the word about services, particularly for homebound seniors.

Recommendations from Livable Sudbury related to Town Services

Outdoor Spaces and Buildings

- Move forward with plans to resolve inadequacies surrounding the Fairbank Community Center and the Sudbury Senior Center.
- Ensure that growth in the older population is taken into account in planning for public spaces and accessibility.
- Improve access to community amenities by increasing knowledge about where public restrooms are located, and potentially increasing their availability. Ensure restroom access in locations where activities are held during evenings and weekends, including parks and sports fields.
- Pursue opportunities to place benches in strategic locations, including recreation areas and walkable districts.
- Strengthen accessibility of all public spaces and buildings so that they are available to those with participation limitations, including residents who use walkers and wheelchairs.
- Consider options for completing the bike/rail trail.

Community and Health Services

- Improve community knowledge about the services already available in Sudbury. Many respondents provided a neutral or “neither satisfied nor dissatisfied” response, which may reflect lack of information.
- While broadening awareness overall, take special efforts to improve awareness and access to those who could benefit from services, especially those with participation limitations and those with financial insecurity.
- Improve supports for residents needing services at home and their caregivers.
- Consider ways to improve affordable and convenient respite to Sudbury residents and caregivers. Providing transportation support to nearby respite would be valued. Affordable adult day care in Sudbury may be beneficial.
- Promote greater awareness of dementia in the community. Given that the number of Sudbury residents who have dementia is already sizable, and likely to increase in coming years, responding to the needs of this segment of the community is required. Dementia-friendly initiatives such as public education about dementia, support groups for those with dementia and their caregivers, access to adult day programs, and developing a registry of residents with dementia to be used by the police and fire departments may be considered.

Social Participation

- Resolve gaps in access to more formal forms of participation (such as recreation resources); these gaps are especially high among those who are not financially secure and to some extent among those with participation limitations. Consider opportunities to institute a sliding fee scale for some activities to bridge these gaps.
- Recognize that some residents are at risk of isolation and take steps to address this issue.
- Identify mechanisms to expand access and information about available opportunities for social participation.

- Identify neighborhood-based programs or mechanisms to strengthen informal networks in neighborhoods.
- Consider strengthening intergenerational programs in Sudbury. The school-based networks formed when families have children in the schools become fragmented as the children become older and leave home. Building relationships between older and younger adults in Sudbury may serve to strengthen intergenerational connections, strengthen the overall sense of community and offset network shrinkage.

Municipal Comparisons

Peer Communities

Peer communities were selected based Cleargov criteria:

- Population: 9,349 to 28,046 (50% +/-)
- Median Home Value: \$401,100 to \$935,900 (40% +/-)
- Commercial Assessment: N/A to 9% (150% +/-)
- Distance: 30 mile radius of Sudbury

Sudbury

Population: 18,697

Median Home Value: \$668,500

Commercial Assessment: 4%

Wayland

Population: 13,700

Median Home Value: \$661,500

Commercial Assessment: 4%

Distance: 4.3 miles

Concord

Population: 16,481

Median Home Value: \$781,500

Commercial Assessment: 8%

Distance: 5.7 miles

Action

Population: 23,455

Median Home Value: \$559,400

Commercial Assessment: 8%

Distance: 6.4 miles

Aspirational Communities

Aspirational communities are those identified by the Master Plan Steering Committee as case study communities.

Wellesley

Population: 29,004

Median Home Value: \$1,042,300

Commercial Assessment: N/A

Distance: 11 miles

Weston

Population: 12,027

Median Home Value: \$1,198,400

Commercial Assessment: 4%

Distance: 6 miles

See www.cleargov.com.

Comparison of General Revenue and Expenditures

	Sudbury	Acton	Concord*	Wayland	Wellesley	Weston
2018 Revenue						
Fees	-	-	-	0.6%	-	-
Licenses and Permits	-	-	-	1.0%	-	-
Local Receipts	2.0%	2.3%	3.2%	-	3.9%	3.9%
Miscellaneous & Other Local Revenue	-	-	-	0.4%	0.3%	0.3%
Other Financing Sources	0.7%	-	2.5%	2.8%	1.3%	0.9%
Revenues from Other Governments	8.2%	2.7%	4.9%	-	6.0%	5.4%
State Revenue	-	-	-	6.9%	-	-
Taxes	89.1%	95.1%	89.4%	88.3%	88.5%	89.6%
2018 Expenditures						
Benefits and withholding Items	10.3%	-	9.8%	-	15.6%	18.9%
Capital Outlay	1.6%	0.9%	0.8%	-	-	-
Culture & Recreation	1.3%	1.6%	2.3%	2.8%	1.9%	1.6%
Debt Payments	3.6%	2.7%	7.0%	-	10.8%	10.8%
Education	61.0%	64.6%	59.4%	55.8%	47.2%	46.5%
General Government	5.7%	15.8%	5.5%	6.2%	8.7%	5.8%
Human Services	0.7%	1.6%	1.0%	1.9%	0.9%	0.8%
Intergovernmental Charges	0.2%	0.3%	0.5%	-	0.8%	0.4%
Public Safety	8.0%	9.1%	9.8%	8.8%	7.8%	8.6%
Public Works	5.3%	2.7%	4.0%	3.2%	6.2%	6.8%
Retirement Assessments	-	-	-	6.2%	-	-
Transfer Out	2.3%	-	2.1%	2.5%	-	-
Unclassified	-	-	-	12.5%	-	-
Other Financing Uses	-	-	(-2.2%)	-	-	-
Other	0.0%	0.7%	-	-	0.1%	-
Per Capita/Year Spending						
Library	\$61	\$61	\$131	\$73	\$89	\$108
Senior Services/COA	\$14	\$23	\$29	\$19	\$15	\$28
Education	\$3,157	\$2,507	\$3,574	\$2,868	\$2,528	\$3,233
Public Works	\$275	\$104	\$264	\$167	\$334	\$472
Municipal Properties/Public Buildings	\$58	\$61	\$25	\$73	\$299	\$94

* 2018 revenue was not available for Concord. 2017 revenue and expenditure data for Concord is presented in table.

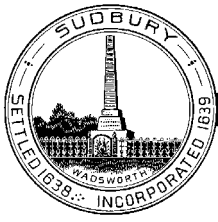
Source: www.cleargov.com

Sudbury Master Plan Update Document List

Plan/Website	Author	Date
A Community Vision for Old Post Road	The Cecil Group	2002 June
Annual Report	Town of Sudbury	2018
BayPath Elder Services Area Agency on Aging FFY 2018-2021 Area Plan	BayPath Elder Services, LLC	2018
Bruce Freeman Rail Trail Environmental & Engineering Assessment	Fay, Spofford & Thorndike	2006 December
Bruce Freeman Rail Trail Phases 1 and 2A		2018 July
Bruce Freeman Rail Trail Planning and Design History	Town of Sudbury	Various
Bylaws Article I-XXXV	Town of Sudbury	2018
Community Preservation Committee Report	Town of Sudbury	2009 October
Comprehensive Annual Report	Town of Sudbury	2017 July
Density by Design: Recommendations for Melone Property	UMASS Amherst	2007
Energy Audit	Russell Friend PE	2009
Engineering and Development Feasibility Study Report: Melone Property	Goldsmith, Prest, & Ringwall Inc	2011 January
Environmental Data Review: Melone Property	GeoInsight	2016 June
Envision Melone Final Report	Town of Sudbury	2017 November
Friends of Bruce Freeman Rail Trail	Various	Ongoing
History of Sudbury	Senior Center	
Land Management Plan for Watersheds of the Sudbury Reservoir 2005-2014	MA DCR	2005 July
Land Value Analysis: Melone Property	Larry Koft & Associates	2012 September
Livable Sudbury: A Community Needs Assessment	Center for Social and Demographic Research on Aging, Gerontology Institute & John W. McCormack Graduate School of Policy & Global Studies, University of Massachusetts Boston	2019 March
Mass Central Rail Trail	Various	Ongoing
Meadow Walk Development	Various	Ongoing
Melone Property Redevelopment process memo	Town of Sudbury	2013 December
Melone Property Subsurface Investigation	GeoInsight	2018 February
NPDES Permit Annual Report	Town of Sudbury	2017
NPDES Permit Annual Report	Town of Sudbury	2018
Open Space and Recreation Plan 2009-2013	Town of Sudbury	2009
Ponds and Waterways Master Plan	Town of Sudbury	2010 March
Route 20 at Landham Road Road Safety Audit	GPI Greenman-Pedersen Inc.	2015 June
Route 20 Corridor Urban Design Studies and Zoning Evaluations	The Cecil Group	2015 March
Route 20 Wastewater Project Evaluation Report	Weston & Sampson	2013 June
Route 20 Zoning Project	MAPC	2012 December
Stormwater Management Bylaw Regulations	Town of Sudbury	2009
Subsidized Housing Inventory 2017	MA DHCD	2016 September
Sudbury Housing Production Plan	Various	2016
Sudbury Master Plan	Town of Sudbury	2001

Sudbury Master Plan Update Document List

Plan/Website	Author	Date
Sudbury Pavement, Sidewalk and Guardrail Management Study	VHB	2017 September
Sudbury Reconnaissance Report	MA Dept of Conservation and Recreation	2006
Town of Sudbury Hazard Mitigation Plan	MAPC	2010, May
Water Quality Report	Sudbury Water District	2017
WestMetro Regional Fair Housing Plan 2015-2020	MAPC, et al.	2015
Zoning Bylaws	Town of Sudbury	2017



Town of Sudbury

Master Plan Steering Committee

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Sudbury, MA 01776
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DRAFT 2019 Annual Report

Newly formed in 2019, the Master Plan Steering Committee is tasked with updating the Town's Master Plan document which reflects and supports the community's priorities and goals. Last completed in 2001, the Master Plan is used as a guide for the Town in the areas of land use, economic development, housing, transportation, community services, and capital/facilities planning, among others. The Master Plan Steering Committee fosters openness and inclusion in the master planning update process through dialogue and communication with the consulting team from the Horsley Witten Group and various stakeholders in the Sudbury community.

The Master Plan Steering Committee is comprised of designated Town board, committee, and commission members, and several at-large community members. The Committee is guided and led by the Planning Board, the Horsley Witten Group, and the Planning and Community Development Department. Membership will be in existence until late into 2020 in order to complete the Master Plan update process.

In 2019, the Master Plan Steering Committee conducted a variety of public outreach activities to gather information about existing aspects of the community and to figure out where the town wanted to be in the future. These forms of outreach included a public forum in May; a community survey during May and June; interviews with Town staff and stakeholders; a series of Community Conversations by topic in October; "Meetings In A Box" with local community groups as well as Town boards, committees, and commissions; and emails received through the Master Plan Steering Committee homepage on the Town website. The Master Plan Steering Committee is developing goals, policy direction, and actions to meet the issues and needs of the community, and is anticipating completing the Master Plan update process by mid-2020.

Respectfully Submitted by the Master Plan Steering Committee:

John Sugrue, Chair

Susan Asbedian-Ciaffi, Vice Chair

Daniel E. Carty

Janie W. Dretler

Nathalie Forssell

Patricia A. Guthy

Jan Hardenbergh

David Henkels

Ellen W. Joachim

Lisa V. Kouchakdjian

Amy E. Lepak

Robert E. May

John Riordan

Lee F. Swanson

Frederick E. Taylor

Richard C. Williamson

Commonwealth of Massachusetts Massachusetts Office On Disability



Understanding the ADA for State and Local Governments

By:

Jeffrey Dougan, Assistant Director for Community Services

Presentation Agenda

- ✓ MOD Overview
- ✓ Demographics
- ✓ ADA Overview and General Non-Discrimination Obligations
- ✓ Definition of Disability
- ✓ Title II - State and Local Governments
- ✓ 5 Administrative Requirements
- ✓ Resources: Part 1

- ✓ Architectural Accessibility
- ✓ Historic Obligations
- ✓ Service Animals
- ✓ Other Title II Considerations
- ✓ Title I – Employment
- ✓ Resources: Part 2
- ✓ **MOD's Municipal ADA Improvement Grant**
 - ✓ CDBG
 - ✓ Q&A



MOD Mission & Duties



“The office, in order to bring about full and equal participation in all aspects of life by all persons with disabilities in the commonwealth ... in a manner which fosters dignity and self-determination.” *M.G.L. Chp. 6; Sec. 187*

Duties & Functions

- ✓ ADA Coordinator for Executive Branch of State Government (EO526)
- ✓ Maintains Client Assistance Program (CAP) within Disability Rights Unit
- ✓ Manages the Municipal ADA Improvement Grant Program
- ✓ Member of Architectural Access Board (MGL Ch. 22, Sec 13A)
- ✓ State Affiliate to New England ADA Center
- ✓ Technical Advisor to Local Commissions on Disability (MGL Ch. 40, Sec. 8J)
- ✓ Consultant to Supplier Diversity Office
- ✓ Member of State 9-1-1 Commission (MGL c. 6A, Section 18B)





Individuals with Disabilities in MA



Table ## - Number and Percent with a Disability For Cities and Towns in Massachusetts												
Geography	All Ages						18 to 64 Years Old					
	Total ¹	MOE ²	With a disability				Total	MOE	With a disability			
			Number	MOE	Percent	MOE			Number	MOE	Percent	MOE
Middlesex County												
Concord	16,873	393	1,328	252	7.9	1.5	9,279	338	367	143	4.0	1.6
Dracut	30,262	150	3,402	510	11.2	1.7	19,372	549	1,779	386	9.2	2.0
Dunstable	3,299	19	210	62	6.4	1.9	2,026	68	87	43	4.3	2.1
Everett	42,575	111	5,029	567	11.8	1.3	28,201	656	2,485	428	8.8	1.5
Framingham	68,497	250	7,151	713	10.4	1.0	44,752	592	3,697	496	8.3	1.1
Groton	10,940	87	705	189	6.4	1.7	6,749	191	240	115	3.6	1.7
Holliston	13,982	26	900	218	6.4	1.6	8,320	173	406	141	4.9	1.7
Hopkinton	15,502	55	881	174	5.7	1.1	9,376	151	440	133	4.7	1.4
Hudson	19,464	30	2,019	286	10.4	1.5	12,058	298	818	179	6.8	1.5
Lexington	31,887	151	2,123	291	6.7	0.9	17,888	376	606	143	3.4	0.8
Lincoln	6,810	90	390	126	5.7	1.9	3,526	166	66	47	1.9	1.3
Littleton	9,012	74	783	156	8.7	1.7	5,750	165	380	125	6.6	2.2
Lowell	107,321	249	13,803	822	12.9	0.8	72,512	929	8,523	657	11.8	0.9
Malden	60,155	123	6,302	614	10.5	1.0	42,185	766	3,308	407	7.8	1.0
Marlborough	38,773	150	3,304	461	8.5	1.2	26,012	550	1,704	349	6.6	1.3
Maynard	10,314	25	1,223	325	11.9	3.2	6,712	228	682	286	10.2	4.2
Medford	56,575	220	4,908	484	8.7	0.9	40,035	622	2,074	318	5.2	0.8
Melrose	27,262	115	2,499	329	9.2	1.2	17,384	335	979	232	5.6	1.3
Natick	33,866	161	2,636	311	7.8	0.9	21,004	385	1,061	236	5.1	1.1
Newton	86,405	173	6,474	544	7.5	0.6	53,834	783	2,160	281	4.0	0.5
North Reading	15,147	114	1,127	284	7.4	1.9	9,617	252	529	241	5.5	2.5
Pepperell	11,782	27	1,248	208	10.6	1.8	7,497	251	665	147	8.9	1.9
Reading	24,976	90	2,092	332	8.4	1.3	15,154	329	743	210	4.9	1.4
Sherborn	4,200	22	195	61	4.6	1.5	2,334	82	65	40	2.8	1.7
Shirley	5,626	893	616	241	10.9	3.8	3,510	602	220	133	6.3	3.6
Somerville	77,419	121	6,159	544	8.0	0.7	59,849	949	3,243	408	5.4	0.7
Stoneham	21,496	72	2,431	337	11.3	1.6	13,789	287	1,068	255	7.7	1.8
Stow	6,830	26	391	131	5.7	1.9	4,008	176	122	76	3.8	2.0
Sudbury	17,966	124	938	173	5.2	1.0	10,118	208	320	99	3.2	1.0
Tewksbury	23,233	256	3,848	444	16.5	4.5	18,662	411	1,363	331	7.3	1.7
Townsend	9,183	30	690	143	7.5	1.6	5,950	166	333	105	5.6	1.8
Tyngsborough	11,867	21	1,233	254	10.4	2.1	7,948	175	690	192	8.7	2.4

For the entire document, visit www.mass.gov/mod/publications and look for "Disability Demographics by Municipality"



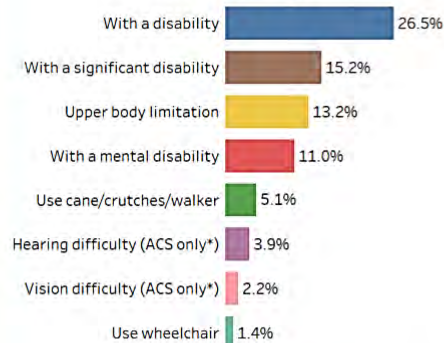
Disability Demographics in Massachusetts



Massachusetts

Data on Disability in Massachusetts

Percentage of Adults 18+ with Disabilities in Massachusetts



[Back to Massachusetts](#)

[Back to New England](#)


*Data visualization of the charts in this PowerPoint is also provided in an accessible table format.

Data Sources: U.S. Census Bureau, 2010-2014 American Community Survey and 2008 Survey of Income and Program Participation, Modeled Estimates

Researcher: Matthew Brault, former US Census Bureau lead analyst on disability. Under contract with IHCD

* Data Source: 2010-2014 American Community Survey only

New England  Center

 A project of the
Institute for Human Centered Design

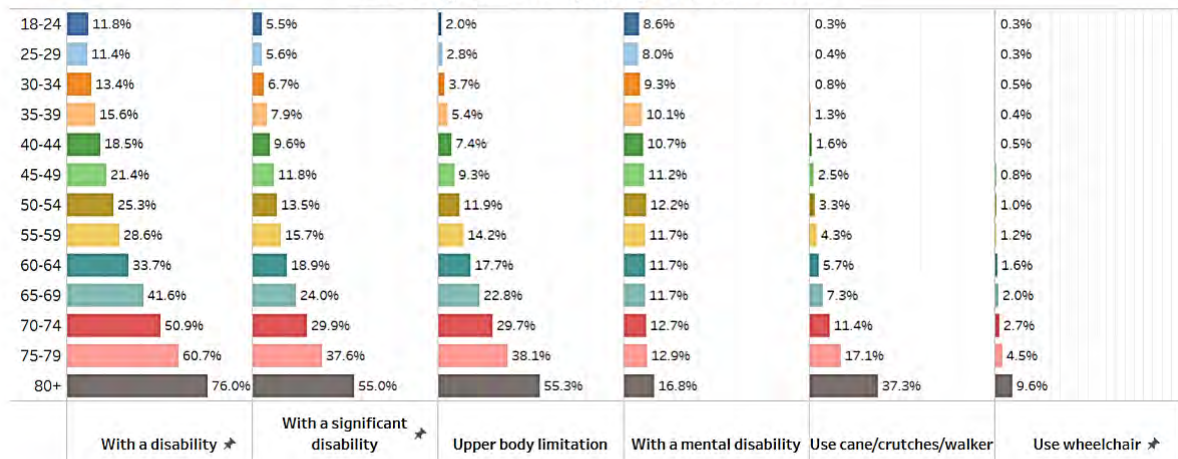


Disability Demographics in Massachusetts



Massachusetts

Percentage of Disability by Age in Massachusetts




[Back to Massachusetts](#)

[Back to New England](#)

Data visualization of the charts in this PowerPoint is also provided in an accessible table format.

Data Sources: U.S. Census Bureau, 2010-2014 American Community Survey and 2008 Survey of Income and Program Participation, Modeled Estimates
Researcher: Matthew Brault, former US Census Bureau lead analyst on disability. Under contract with IHCD

New England  Center

 A project of the
Institute for Human Centered Design



The ADA

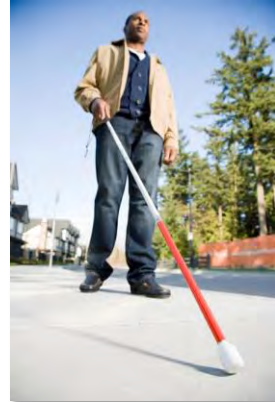


The Americans with Disabilities Act (ADA)

Enacted into law in 1990, the ADA is the primary federal civil rights law designed to provide a clear and comprehensive national mandate for the elimination of discrimination and clear, strong, consistent, enforceable standards addressing discrimination of persons with disabilities.

The ADA has 5 jurisdictional Titles:

- ✓ Title I: Employment
- ✓ Title II: State and Local Governments
- ✓ Title III: Public Accommodations
- ✓ Title IV: Telecommunications
- ✓ Title V: Miscellaneous





ADA's General Non-Discrimination Requirements



✗ Entities May Not:

- ✗ Deny participation
- ✗ Provide unequal benefit
- ✗ Provide separate or different
- ✗ Establish eligibility criteria that screen out



Entities Must:

- ✓ Ensure programmatic access
- ✓ Ensure the most integrated setting
- ✓ Maintain Confidentiality
- ✓ Modify policies or procedures



Example of How the General Non-Discrimination Requirement Applies



- Provide separate or different:





Examples of How the General Non-Discrimination Requirements Applies



- Establish eligibility criteria that screen out





Can *YOU* Tell Which Person *HAS* a Disability?

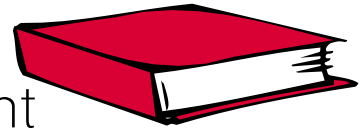




Definition of a Disability



- A Physical or Mental Impairment that Substantially Limits One or More Major Life Activities
- A Record of Such an Impairment
- Being Regarded as Having Such an Impairment



The ADA Amendments Act clarifies the definition; however, the 3 prongs did not change.



Definition of a Disability



Major Life Activities:

- Walking
- Seeing
- Hearing
- Speaking
- Performing Manual Tasks
- Breathing
- Learning
- Working
- Caring for Oneself

ADAAA Expanded the Definition to Include Major Bodily Functions:

- Immune System
- Digestive
- Neurological
- Respiratory
- Normal Cell Growth
- Bladder
- Brain
- Reproduction

12



Definition of Disability Does Not Include



Simple physical characteristics



Common personality traits



Environmental, cultural or economic disadvantages



Those engaged in the illegal use of prescription or other drugs



Certain sexual disorders and sexual orientation



Compulsive gambling, kleptomania and pyromania



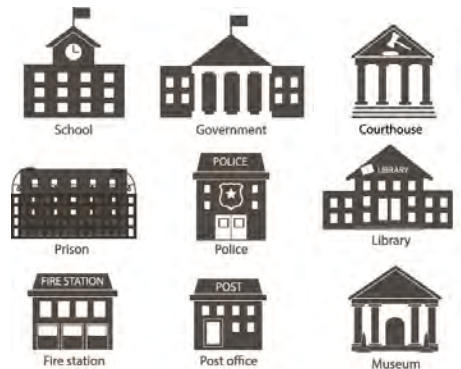
Title II: State & Local Government



Title II: State and Local Governments “**shall** operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.” —DOJ Title II Technical Assistance Manual

Applies to

- ✓ Facilities
- ✓ Services
- ✓ Information
- ✓ Meetings & events
- ✓ Websites
- ✓ Programs
- ✓ Benefits
- ✓ Etc.





Americans with Disabilities Act - Title II State and Local Government Services



What Are The Obligations Of A Title II Entity?

Create Program Access

- Ensure all people have equal opportunity to participate in programs, activities and services.

Ensure Effective Communication

- Alternate formats
- Proper signage
- TTY's (if the facility has public telephones)
- Assistive Listening Devices

REASONABLY Modify Policies and Practices

Allow individual to correspond with agency via e-mail as opposed phone or in-person.



Title II: Administrative Requirements



All Title II Entities:

- ✓ 1. Self-Evaluation (1/26/93) Assessment of current policies and practices which identifies barriers & discriminatory practices.

Steps: 1) Identify all programs, activities, and services; and 2) Review all policies, practices, programs, activities, and services for access problems.

- ✓ Structural Changes (1/26/95) Immediate remedial action to correct identified policies and practices that deny or limit the participation of individuals with disabilities.

- ✓ 2. Notification (1/26/92) Information on Title II obligations made available to employees and the public.



Sudbury – Self-Evaluation (from 2000)



ADA CHECKLIST				REASONABLE ACCOMMODATION		
SELF-EVALUATION GUIDELINES FOR TITLE I OF ADA				Yes	No	Comments
ADVERTISING AND INTERNAL POSTING						
1.	Do your job advertisements and notices specify the essential functions of the job and the required qualifications?	Yes Usually	No Probably, but no review by centralized person.	Yes	No	Review C.15(B) M.G.L. re supervisor training.
2.	Have you revised your EEO statement used in job advertisements to indicate that your company does not discriminate against the disabled?	On a case by case basis.	Recommend as part of supervisor training.		No	Recommend supervisor training.
3.	If your advertisement requests a telephone response from applicants, have you included a TDD (telecommunication device for the deaf), number or a telephone relay service?	No	Recommend further study by Jean's group. In the meantime, recommend supervisor training to treat every applicant equally by mail.	Yes	No	Recommend posting on employee & Town Hall bulletin boards, & including in Employee Handbook.
4.	Is the information about your job openings (including internal postings) accessible to people with disabilities?			Yes	No	Will obtain resource list & distribute to supervisors.
INTERVIEWING AND SELECTION						
1.	Are you using a structured interview process to assure that only job-related questions are used and are consistently asked of all applicants?	Yes	No	Yes	No	Recommend supervisor training. Also develop & distribute generic interview guidelines.
2.	Are your interviewing facilities/rooms accessible to disabled applicants?	Yes	No	Yes	No	Supervisor will go to accessible location.
3.	Have you structured your interview questions to determine how an applicant would perform the essential job functions with or without reasonable accommodations?	Yes	No	Yes	No	Recommend supervisor training. Also develop & distribute generic interview guidelines.
4.	Have you developed a format to document the data/information gathered in the interview process?	Yes	No	Yes	No	Recommend supervisor training. Also develop sample post-interview form.
5.	Do you have procedures for conducting background and reference checks that comply with the ADA provisions?	Yes	No	Yes	No	Recommend supervisor training.
6.	Do all your testing procedures comply with the ADA?	Yes	No	Yes	No	Will obtain resource list & distribute to supervisors.
7.	Will your employment application form be free of all illegal questions?	Yes	No	Yes	No	Being rewritten.
8.	Is the process for conducting pre-employment physicals consistent with the requirements of the ADA?	Yes	No	Yes	No	
9.	Is all documentation related to the physical exam kept in a separate, confidential area?	Yes	No	Yes	No	



Sudbury – Notice of Non-Discrimination



AMERICANS WITH DISABILITIES ACT

THE TOWN OF SUDBURY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, TREATMENT OR EMPLOYMENT IN ITS PROGRAMS, SERVICES AND ACTIVITIES.

THE TOWN OF SUDBURY HAS DESIGNATED THE FOLLOWING PERSON TO COORDINATE EFFORTS TO COMPLY WITH THESE REQUIREMENTS. QUESTIONS, REQUESTS FOR AUXILIARY AIDS AND SERVICES OR MODIFICATIONS OF POLICIES AND PRACTICES AND COMPLAINTS SHOULD BE DIRECTED TO:

Marvonne Bilodeau, ADA Coordinator

278 Old Sudbury Road

Sudbury, MA 01776

(978) 639-3386



Title II: Administrative Requirements



Public Entities with 50 + Employees:

- ✓ 3. ADA Coordinator (1/26/92) Designate an employee responsible for coordinating all activities related to ADA compliance, including investigation of Title II complaints.
- ✓ 4. Grievance procedure (1/26/92) established for the fair and timely resolution of any complaints related to Title II.
- ✓ Retain Self-Evaluation for 3 years.
- ✓ 5. Transition Plan (1/26/92) identifies structural modifications necessary for the removal of barriers to program accessibility, describes methods to rectify, provides schedule for modifications, indicates public official responsible for implementation.



Sudbury – Designation of Responsible Employee



Town of Sudbury Facilities Department

275 Old Lancaster Road
Sudbury, MA 01776
978-440-5466; Fax 978-440-5404
facilities@sudbury.ma.us

William Barletta, Facilities Director

Responsible Employee

ADA Coordinator
Assistant Town Manager
Interim Town Manager

Maryanne Bilodeau
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
BilodeauM@sudbury.ma.us
978-639-3385



Sudbury – Grievance Procedure



TOWN OF SUDBURY

Americans with Disabilities Act

(ADA)

GRIEVANCE PROCEDURE

The Town of Sudbury does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and others are entitled to participate in and benefit from all agency programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternate print formats (large print, audiotape, braille, computer disk, etc.). Our grievance procedure, self-evaluation, as well as ADA policies, practices and procedures are available upon request.

The Town of Sudbury has designated the following persons to coordinate its efforts to comply with the ADA. Inquiries, requests, and complaints should be directed to:

MARYANNE BILODEAU
ASSISTANT TOWN MANAGER
ADA COORDINATOR –
EMPLOYMENT PRACTICES MANAGEMENT
TOWN OF SUDBURY
278 OLD SUDBURY RD.
SUDBURY, MA 01776
978-639-3386 (telephone)
978-443-0756 (fax)

WILLIAM BARLETTA
FACILITIES DIRECTOR
ADA COORDINATOR – FACILITIES
TOWN OF SUDBURY
275 OLD LANCASTER RD.
SUDBURY, MA 01776
978-440-5465 (telephone)
978-440-5404 (fax)

A. TOWN OF SUDBURY ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by any disabled individual or their authorized representative who believes that they have been discriminated against on the basis of disability in employment practices or the provision of services, activities, programs, or benefits by the Town of Sudbury.

The complaint should be submitted in writing or on audiotape to the appropriate ADA Coordinator named on the next page and should include a description of the alleged discriminatory incident or action, the place and date on which it occurred, and the name of any employee or representative of the Town of Sudbury involved. The complaint should also include the name, address, phone number of the complainant or their authorized representative. Any assistance needed in filing or pursuing the complaint will be provided by the ADA Coordinator upon request. The complaint should be submitted by the complainant and/or his/her authorized representative as soon as possible but no later than 60 calendar days after the alleged discriminatory incident.

August 15, 2008
REVISED: November 2017



Sudbury – Transition Plan (from 2000)



FACILITIES INVENTORY AND TRANSITION PLAN

The following facilities inventory includes those facilities that are under the jurisdiction of the Conservation Commission and/or Park and Recreation Commission and Department. Those parcels that are not intended for public use or access, including many lands under the jurisdiction of the Conservation Commission and classified as "open space", are not listed. In addition, recreation programs and facilities associated with the Sudbury Public Schools and the Lincoln Sudbury Regional High School have not been classified in this inventory.

LOCATION:	FEELEY FIELD			
MANAGER:	RAYMOND RD			
ACTIVITY	EQUIPMENT	ASSESSMENT	TRANSITION PLAN	ADDITIONAL COMMENTS
Parking	Paved and unpaved lot	Not accessible, no designated handicap space(s)	Designate paved spaces for handicap use	Unpaved surfaces are not considered accessible. Handicapped parking spaces must be paved and designated to be compliant.
Baseball/Softball Fields/Stands	NA	Not accessible		Grass is not an accessible surface. Stands are not accessible.
Tennis Courts	NA	Not accessible		Entryway is too narrow.
Restrooms	full restrooms	Women's room accessible	Door to men's room needs replacement for accessibility	
FACILITY:	FEATHERLAND FIELD			
LOCATION:	CONCORD RD			
MANAGER:	Park & Rec Commission			
ACTIVITY	EQUIPMENT	ASSESSMENT	TRANSITION PLAN	ADDITIONAL COMMENTS
Parking	Paved lot	Not accessible, some handicap spaces designated		Per 2006 assessment by Commission, number of designated spaces is inadequate, locations are inappropriate, some lack proper signage and access aisles.
Baseball/Softball Fields/Stands	NA	Not accessible		Grass is not an accessible surface. Stands are not accessible.
Tennis Courts	NA	Accessible		Entryway is too narrow.
Restrooms	full restrooms	Accessible		

Appendix E

25



Title II: Administrative Requirements Resources



New England **ada** Center

ADA Title II Action Guide for State and Local Governments

Home ADA Overview ADA Title II Requirements Action Steps Resources Glossary

To ensure program access, playgrounds need to be upgraded using the 2010 ADA Standards for Accessible Design.

Access to civic life by people with disabilities is a fundamental goal of the Americans with Disabilities Act. State and local governments (public entities) have obligations under Title II of the ADA to provide people with disabilities an equal opportunity to participate in all services, programs and activities. This website leads public entities through a process to compliance with the ADA.

Participate in our survey

New to Title II?

Read and understand the ADA Title II requirements to know what is important to you.

ADA Title II Requirements

- Introduction
- Who has Obligations
- Who is Protected
- General Nondiscrimination
- Integration
- Effective Communication
- Building Accessibility
- Program Accessibility
- Web Accessibility
- Emergency Preparedness
- Public Elementary and Secondary Schools
- Public Postsecondary Schools
- Administrative Requirements
- Enforcement

Resources

Best Practices

Title II Quiz

FAQs

Ready to take action?

Follow these action steps to become compliant with Title II of the ADA.

Step 1 - Start Implementation

Step 2 - Appoint an ADA Coordinator

Step 3 - Provide Public Notice

Step 4 - Adopt a Grievance Procedure

Step 5 - Conduct a Self-Evaluation

Step 6 - Develop a Transition Plan

Step 7 - Create an Action Plan

Self-Evaluation Forms

Sample Documents

23

www.adaactionguide.org



Self-Evaluation and Transition Plan Resources



Departments and Programs

Public Entity _____ Date _____
Contact Person _____ Email _____ Phone _____

To begin the self-evaluation, list all the public entity's departments and programs. Evaluate each of these.

Departments and Programs	Staff List/son	Evaluation Date	Comments
Accreditation Program			
Probation Department			

Program Accessibility

Public Entity _____ Date _____
Contact Person _____ Email _____ Phone _____

Public entities must ensure that people with disabilities are not excluded from programs, activities, and services because of inaccessible facilities. Each facility is not necessarily required to be accessible. A public entity's services, programs, or activities, when "opened to their entirety," must be accessible. This standard is known as "program accessibility" and is a key requirement under Title II. Structural changes are not required when there are other feasible solutions such as moving a class to an accessible location when a student with a disability needs to be in an accessible location or having a librarian review books from an upper story. However, structural changes tend to increase integration and should be considered where feasible.

Programs, Activities and Services

List programs, activities and services that are in accessible facilities. For each indicate nonstructural and structural solutions. Structural solutions should then be included in the transition plan. Nonstructural solutions can be included in the action plan.

Programs, Activities and Services	Nonstructural Solutions	Structural Solutions
1. _____		
2. _____		

Administrative Requirements

Public Entity _____ Date _____
Contact Person _____ Email _____ Phone _____

Title II requires that public entities undertake five administrative steps to promote implementation of the ADA.

Questions	Comments	Next Steps
1. Has a self-evaluation been conducted? (Required no matter the number of employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Is public notice that the public entity does not discriminate on the basis of disability provided in print and audio formats? (Required no matter the number of employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Methods may include the website, social media such as Twitter and Facebook, print notices at facilities and in local newspapers, program announcements, public service announcements on local radio and television stations.		
3. Has a grievance procedure been adopted to resolve disability-related complaints? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Has at least one employee been appointed to coordinate the public entity's ADA obligations - ADA Coordinator? (Required if 50 or more employees.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

New England ADA Center, a project of the Institute for Human Centered Design
www.NewEnglandADA.org • ADAinfo@newenglandada.org

ADA Self-Evaluation - Website Accessibility
Page 1

City of XXX – ADA Transition Plan City Hall

January 4, 2017

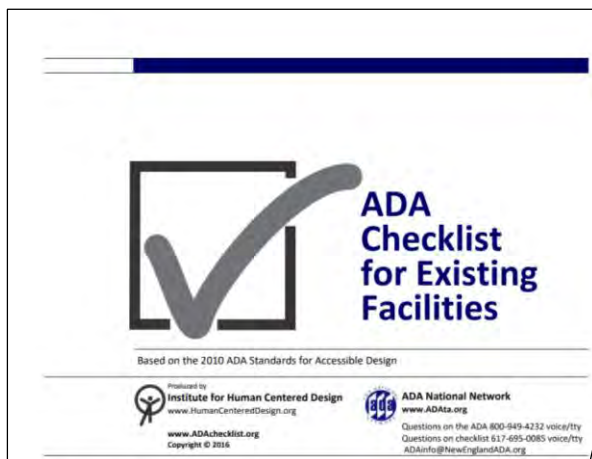
Prepared by: ADA Coordinator and Director of Facilities

Area	Access Issue	Solution	Target Date	Person Responsible	Cost Estimate	Source of Fund
South Entrance ramp	1:9 slope, cracks, square handrails	New ramp	6/15	Facilities manager	\$9,500	Capital budget
North Entrance	No sign indicating direction to accessible entrance	Install sign	2/4	Facilities manager	\$40	Maintenance and repairs
First floor						
Single unisex toilet room	No tactile sign	Install sign	2/4	Facilities Manager	\$40	Maintenance and repairs
City Clerk	Counter at 44"	Lower section to 36" max. high, 36" min. length. Short term. Provide clipboard at counter	6/1	Facilities Manager	\$450	Maintenance and repairs
City Council room	Inadequate maneuvering clearance at entrance door	Install automatic door opener	6/1	Facilities Manager, outside contract	\$1,100	Capital budget
City Council room	No assistive listening system	Install FM system	10/1	Audio Visual employee	\$2,200	AV equipment fund

Download your own [Transition Plan form](#)



ADA Barrier Review



www.adachecklist.org



Architectural Accessibility



Remember

- Compliance with 521 CMR and 2010 ADA Standards
- Practical, everyday decisions that assure optimal physical access.

"Getting To"

- Proximity and availability of handicapped parking (shortest, direct route without crossing traffic)
- Clear, unimpeded path of travel from the parking area (or the street) to the building?
- Entrances need to be level and wide enough for a wheelchair to pass through
- Entrances may need to be adjusted or equipped with automatic openers

"Getting Through"

- Keep aisles clear – do not block with boxes, furniture, plants, etc.
- Counter heights that are accessible
- Make sure that the lift does not require key
- Ensure that signage is clear, accurate, visible, and offered in alternate formats



Access Laws Grid



Law	ADA	2010 Standards for Accessible Design	AAB
Type	Civil Rights Legislation	Federal Civil Rights Regulations that Addresses Access in the Built Environment	State Building Code
Covers	Covers all aspects of peoples' lives and may require renovations in a building even though no work is planned	Covers all areas of the building (including employees areas)	Covers areas open to the public
Variances	No Variances	No Variances 27	Allows variances if: 1) technologically infeasible 2) excessive cost without substantial benefit to people with disabilities



ADA and Historic Preservation



- ✓ To the greatest extent possible must be as accessible as non-historic properties
- ✓ If alterations would “threaten or destroy the historic significance of the property”, alternative minimum requirements may be used
- ✓ If alternative minimum requirements would “threaten or destroy the historic significance of the property”, alternative methods of access may be used ... such as home delivery, curb service or audio-visual methods



28



ADA and Historic Preservation



Before Using Alternative Minimum Requirements Consult with:

- ✓ State Historic Preservation Officer (SHPO)
- ✓ Local Commission on Disability
- ✓ Disability Organizations
- ✓ Massachusetts Architectural Access Board





Title II: State & Local Governments



Other Considerations



Accessible Information



Considerations for Information Access: Forms, notices, media, public information, etc.

- ✓ Choose a font style and size that is easy to read (sans-serif).
- ✓ For generically produced large print, use a font size of 16 to 18.
- ✓ Use high contrast between colors.
- ✓ For many people with color-blindness, red and green look essentially alike.
- ✓ Existing documents that are not in accessible format for either the public (e.g., mentioned above) or staff (e.g., personnel records) must be made accessible for people with disabilities upon request.
- ✓ Include an accessible format statement in any documents you disseminate.

Model statement:

To request materials in accessible formats for people with disabilities (Braille, large print, electronic files, audio format), e-mail (ADA coordinator) or call (ADA coordinator contact)



Meetings & Events



- ✓ All programs or activities should be planned with to ensure access for anyone who would like to attend.
- ✓ Include a reasonable accommodation statement in all announcements and publicity, including all invitations, flyers, posters, e-mails, advertisements, etc.
- ✓ Your first public announcement should be released at least one month in advance.
- ✓ As soon as a request for accommodation is received forward the request to the appropriate person.
- ✓ Be sure to arrange for accommodations (e.g., accessible formats, sign language interpreters, etc.) you know will be needed as far in advance as possible.
- ✓ Providing Reasonable Accommodation is an obligation you must meet.



Meetings & Events



MODEL REASONABLE ACCOMMODATION STATEMENT TO BE USED IN ALL ANNOUNCEMENTS AND PUBLICITY, INCLUDING ALL INVITATIONS, FLYERS, POSTERS, E-MAILS, ADVERTISEMENTS, ETC.:

Reasonable Accommodations

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can. Also include a way we can contact you if we need more information. Please allow at least two weeks (14 days) advance notice. Last minute requests will be accepted, but may be impossible to fill. Send an e-mail to (Name of your ADA Coordinator/Department Contact) or call the (Name of your ADA Coordinator/Department contact).



Title II: Web Accessibility



State & local government websites and electronic documents must be made accessible to users with disabilities. Consider that many users may:

- ✗ not be able to see, hear, or process certain types of information.
- ✗ have difficulty reading or comprehending text.
- ✗ not have or be able to use a keyboard or mouse.
- ✗ have other considerations.



Developers should:

- ✓ Use the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 <http://www.w3.org/TR/WAI-WEBCONTENT>
- ✓ Build accessibility in from the beginning, not as an afterthought.
- ✓ See DOJ *Accessibility of State and Local Government Websites to People with Disabilities*: <https://www.ada.gov/websites2.htm>



ADA Definition of Service Animals



Service animals: Dogs individually trained to perform tasks for people with disabilities.

“Perform tasks” trained to take a specific action when needed:

- ✓ Guiding people who are blind,
- ✓ Alerting people who are deaf,
- ✓ Pulling wheelchairs,
- ✓ Retrieving objects
- ✓ Protecting a person who is having a seizure,



People with disabilities have the right to train the dog and are not required to use a professional service dog training program.



Miniature Horses

- ✓ 24" - 34" in height
- ✓ 70 - 100 lbs.

Covered entities must permit horses based on:

1. Whether miniature horse is **housebroken**;
2. Whether miniature horse is **under control**;
3. Whether the facility can **accommodate** horse's type, size, and weight;
4. Whether horse's presence will compromise **legitimate** safety requirements necessary for safe operation of the service.



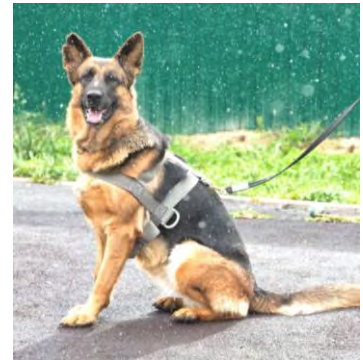
DRAFT: For educational purposes only. Does not constitute legal advice.



Rights & Responsibilities



- ✓ **Permitted anywhere** the handler may go:
exam rooms, cafeterias, waiting rooms
- ✓ **Any** breed, weight, and size
- ✓ **Working animals** and not pets
- ✓ **Under control** at all times
- ✓ **Housebroken**
- ✓ **May not pose direct threat** to health or safety





Title I: Employment



- **Title I: Employment:** Private employers with 15 or more employees, 6 or more under Massachusetts Law.
- Effective July 26, 1994





Discrimination prohibited against a qualified person with a disability in:



☒ Applying

☒ Hiring

☒ Discipline and Termination

☒ Benefits, Compensation, Advancement

☒ Trainings and Events

☒ Any terms, conditions, or privileges of employment





Qualified Individual with a Disability



An individual with a disability who is able to perform the essential job functions with or without reasonable accommodation.



- ★ Skills
- ★ Experience
- ★ Education
- ★ Certification
- ★ Training



Reasonable Accommodations



Adjustment or alteration to the workplace that enables a person with a disability to apply for jobs, to perform the essential functions of their job, or to enjoy the benefits and privileges of employment.

- ✓ Auxiliary (communication) aids or services
- ✓ Equipment
- ✓ Removal of barriers
- ✓ Reasonable modifications of policies



The ADAAA did not change the definition
of "Reasonable Accommodation".



Reasonable Accommodations



Examples:

- ⌘ Qualified Readers
- ⌘ Qualified Interpreters
- ⌘ Clerical Assistance
- ⌘ Computer Programs
- ⌘ Job Restructuring
- ⌘ Reassignment to Vacant Position
 - ⌘ Modified Work Schedule
 - ⌘ Equipment
 - ⌘ Facility Access
 - ⌘ Office Modifications

42



Interactive Process



Recognizing a Request for Reasonable Accommodation

What triggers the interactive process?

- ✓ Employee request for RA.

Generally the employee is responsible for requesting RA.

- ✓ When disability is known to the employer and employer has reason to believe employee may require an RA.

Appropriate for employer to inquire whether employee needs an RA.



DRAFT: For educational purposes only. Does not constitute legal advice.

43



When is an Accommodation not Reasonable?



- If it is an undue financial or administrative burden, for example, unduly costly, extensive, substantial or disruptive
- Would fundamentally alter the nature or operation of the organization
- Results in a direct threat to the health or safety of the employee or others



Municipal ADA Improvement Grant Program



Types of Grants Offered:

- ✓ Planning Grant Phase - Applicants that do not have Self-Evaluation & Transition Plans that meet, or agree to meet, the 5 Administrative Requirements in Title II ADA may apply directly to the Planning Grant Phase, which provides funding for municipalities to create a Self-Evaluation and Transition Plan.
- ✓ Project Grant Phase - Applicants that already have Self-Evaluation and Transition Plans and have met the 5 Administrative Requirements in Title II ADA can proceed directly to the Project Grant Phase to fund capital improvement projects.

For more information, please visit: www.mass.gov/mod/adagrant



Municipal ADA Improvement Grant Program



Planning Grants

These Grants are for the creation of Self-Evaluation and Transition Plans or the updating of existing plans.

This Grant is used to identify areas of a municipality which may pose accessibility barriers to programs, services and/or activities for residents.

Required items needed to apply

- Posting of Non-Discrimination Policy
- Publication of a Grievance Procedure
- Designation of a Responsible Employee

FY20 Grant Cycle Timeframes:

Grant Submission Opens:
8/1/19 (expected)

Grant Submission Closes:
10/1/19 (expected)

Application Review:
After 10/1/19.

Grant Award/Denial Notices:
12/19 (expected)

Grant Contracts to Awarded Communities:
12/19 (late) (expected)

Invoices for Work Due:
6/30/20

Project Grants

These Grants are for the physical removal of barriers to accessibility through capital improvements.

This Grant could be used to update sidewalks, install auto door openers, purchase accessibility equipment etc.

Required items needed to apply

- Posting of Non Discrimination Policy
- Publication of a Grievance Procedure
- Designation of a Responsible Employee
- A Self- Evaluation Plan
- A Transition Plan



Municipal ADA Improvement Grant Program



- During the FY17 cycle a total of **\$927,729** was awarded to **25** separate grant applications
- During the FY18 cycle a total of **\$956,615** was awarded to **27** separate grant applications
- During the FY19 cycle a total of **27** separate grant applications have been awarded

MORE INFORMATION

For more information on the Municipal ADA Improvement Grant Program, please visit:

www.mass.gov/mod/adagrant

For more information on the activities of the MOD, please visit: www.mass.gov/mod

For more information on the publications of the MOD, please visit: <http://www.mass.gov/mod/publications>

Any questions on the Municipal ADA Improvement Grant Program can be directed to the Grant Compliance Coordinator Karl Bryan at Karl.Bryan@mass.gov or call 617-979-7332.

**** Please be aware, since the programs beginning (2017) there has been 1 maximum grant of \$250,000 awarded per cycle.**



Community Development Block Grant (CDBG)



Mass.gov

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WORKING ▾

LEARNING ▾

VISITING & EXPLORING ▾

YOUR GOVERNMENT ▾

OFFERED BY [Housing and Community Development](#)

RELATED TO [Community Development, Planning and Funding](#)

Community Development Block Grant (CDBG)

Massachusetts Community Development Block Grant Program is a federally funded, competitive grant program designed to help small cities and towns meet a broad range of community development needs.

[CDBG Training Rescheduled](#)

[HUD Low and Moderate Income Data](#)

The Community Development Fund (CDF) awards grants to communities throughout the Commonwealth. This program helps eligible cities and towns to meet a broad range of community development needs in housing, infrastructure, revitalization, economic development and public social services. It supports CDBG eligible activities and encourages applicants to develop coordinated, integrated and creative solutions to local problems.

MINI-ENTITLEMENT PROGRAM

Municipalities were selected to be Mini-Entitlement communities through on a formula calculation based on a high statistical indication of need, poverty rate and size.

Eligible Applicants

Municipalities with a population of under 50,000 that do not receive CDBG funds directly from the federal Department of Housing and Urban Development (HUD) are eligible for CDBG funding. Communities may apply on behalf of a specific developer or property owner.

CONTACT

DHCD Contact

Address

Main Office
100 Cambridge St, Suite 300, Boston,
MA 02114
[directions](#) +

Phone

Main Office (617) 573-1100
Please listen for phone menu options for
DHCD divisions
TTY (617) 573-1140

[more contact info](#) >

<https://www.mass.gov/service-details/community-development-block-grant-cdbg>



Community Development Block Grant (CDBG)



Eligible Applicants

Municipalities with a population of under 50,000 that do not receive CDBG funds directly from the federal Department of Housing and Urban Development (HUD) are eligible for CDBG funding. Communities may apply on behalf of a specific developer or property owner

Eligible Activities

Eligible CDBG projects include but are not limited to:

- housing rehabilitation or development
- micro-enterprise or other business assistance
- infrastructure
- community/public facilities
- public social services
- planning
- removal of architectural barriers to allow access by persons with disabilities
- downtown or area revitalization

Applications can be submitted by individual communities or regionally by multiple communities with one lead community.

<https://www.mass.gov/service-details/community-development-block-grant-cdbg>



MOD As a Resource



Contact Us:

The Massachusetts Office On Disability
One Ashburton Place, Room 1305
Boston, MA 02108

Jeffrey Dougan, Assistant Director

Direct Phone: 617-979-7316

Email: Jeff.Dougan@mass.gov





Massachusetts Office on Disability

One Ashburton Place, Room 1305, Boston, MA 02108

Charles D. Baker, Governor
Karyn E. Polito, Lt. Governor

617-727-7440 TTY
800-322-2020 TTY

The Municipal ADA Improvement Grant Program has provided communities with resources necessary for updating amenities to increase accessibility for all citizens of the commonwealth.

The Grant Program is a competitive grant program and receives about 100+ applications yearly for a finite amount of funding. Each applicant can request up to **\$250,000****. The grant program awards **2** different kinds of grants:

Planning Grants

These Grants are for the creation of Self-Evaluation and Transition Plans or the updating of existing plans.

This Grant is used to identify areas of a municipality which may pose accessibility barriers to programs, services and/or activities for residents.

Required items needed to apply

- **Posting of Non-Discrimination Policy**
- **Publication of a Grievance Procedure**
- **Designation of a Responsible Employee**

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- **Designation of a Responsible Employee**
- **A Self- Evaluation Plan**
- **A Transition Plan**

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- During the FY18 cycle a total of **\$956,615** was awarded to **27** separate grant applications
- During the FY19 cycle a total of **\$1,421,605** was awarded to **27** separate grant applications

MORE INFORMATION

For more information on the Municipal ADA Improvement Grant Program, please visit:

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