

## Citizen Participation Plan

The Town of Montague submits this application at the request of their low and moderate-income residents and a public participation process that articulated the need for a sidewalk replacement project, housing rehabilitation for LMI residents, and four social service programs as identified by the townspeople in the following ways:

*(1) Through the lengthy public process of developing their 2018-2023 Community Development Strategies;*

*(2) By requests made by individual low- and moderate-income residents of the town to the Selectboard to apply for Community Development Block Grant funding. These requests have come in the form of letters, emails, telephone calls to the Board, and attendance at public hearings and informational meetings. The Selectboard held 1 formal public hearing and 1 informational meeting with proposed project presentations to provide for and encourage citizen participation in the selection and development of activities to be requested in the Community Development Block Grant application/Community Development Fund (See Public Hearing Section for FY2021 Public Hearing attachments);*

*(3) By proposals solicited by the Selectboard for social service programs to address needs identified by town residents. A committee evaluated the proposals, and the most advantageous proposals were presented to the public and the Selectboard at the informational meeting and the Public Hearing for inclusion in the grant proposal.*

Technical assistance will be provided to low- and moderate-income groups and/or groups representing low and moderate-income persons throughout the grant term. Technical Assistance will be accomplished by program staff working individually with low- and moderate-income persons and/or providing technical assistance by attending group meetings.

The Selectboard will commission a 3-member Citizens Advisory Committee with representatives from various locations of the town; at least 1 member of the Committee will be low/moderate income. This committee will provide independent oversight of the program performance during the grant term. Their mission will be to ensure that all proposed activities would accomplish the goals stated in the towns' Community Development Strategies. The Citizens Advisory Committee will receive quarterly progress reports from the towns' administering agency, the Franklin County Regional Housing and Redevelopment Authority.

If funded, a public hearing will be held during the grant cycle to obtain citizen comments on the outcome and effectiveness of the programs and projects, and to elicit suggestions on how they could be improved upon in the future. In addition, if the community decides to amend its grant agreement in order to substantially alter the design of a funded activity, eliminate an activity or add a new one, it will hold a public hearing before petitioning DHCD for a contract amendment.

Grievances and complaints will hopefully be resolved immediately at the lowest level -- that is, directly between aggrieved clients and administrators of an activity component. Should that in some instances not prove satisfactory the following grievance procedure will be initiated:

Grievance between HRA and Program Participants: In the event that a program participant (homeowner, tenant or owner) feels that s/he has not been treated fairly by the program, or that the HRA did not meet its obligations to the participant as specified in the program guidelines: (1) The program participant shall state the grievance in writing to the Director of Community Development ...[who] shall meet with the program participant within 10 business days of the receipt of the written notice. The program participant will be given a written response from the Director of Community Development within 5 business days of the meeting. (2) If the grievance is not resolved, the program participant may request in writing a meeting with the Executive Director... [Who] shall meet with the program participant and the Director of Community Development within 10 business days of receipt of the written notice. The program participant will be given a written response from the Executive Director within 5 business days of the meeting. At this meeting both the program participant(s) and HRA shall have the right to be represented by legal counsel, to present evidence and to cross-examine witnesses presented by others. Retaining legal counsel for him/herself shall be the responsibility of the program participant.

(3) The decision of the Executive Director shall be the final administrative review by HRA.

(4) If the program participants are not satisfied with the HRA Executive Director's decision, he/she may bring the grievance to the town's Selectboard for a final determination. The Select Board will address the grievance at their next regularly scheduled meeting (unless an alternate meeting is otherwise agreed upon with the participant(s)). There will be no further administrative review.

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Accommodations will be made for handicapped and non-English speaking clients. All group/client meetings will be held in fully handicapped accessible buildings. Additionally, interpreters will be available as necessary to accommodate hearing impaired and non-English speaking clients. All program materials will be translated upon request.

The Town encourages residents to attend the meeting where any person or organization wishing to be heard will be afforded the opportunity. Any resident unable to participate in the public hearing is welcome to submit written comments to the attention of the Town Administrator, Montague Town Hall, Turners Falls, MA.

**TOWN OF MONTAGUE****ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN****Types of Relocation Assistance Offered:**

Efforts will be made to temporarily relocate occupants into vacant units on the same property if the scope of rehabilitation work requires that occupants are prohibited from being in their homes or apartments while certain types of work is performed (see below). Residents of owner-occupied units may be eligible for temporary relocation expenses as outlined in the Temporary Relocation Assistance Policy (Policy). If temporary relocation of a tenant residing in an investor-owned unit occurs, the owner of the apartment will be responsible for relocation expenses. Temporary relocation plans will be executed between the owners and tenants prior to loan closings. For investor-owned properties, reimbursements will be documented by the owners and verified by the tenants. For owner-occupied properties, residents will be entitled to receive relocation assistance for all reasonable costs associated with their stay away from home including meals, lodging, transportation and any other reasonable expenses incurred as a result of the move in accordance with the Policy. The Housing Rehab Program will either directly pay vendors or will reimburse residents for costs incurred upon submission of all receipts for paid costs. All relocation expenses will be included in the loan given for each project. All relocation documents will be placed in project files. HRA will monitor the temporary relocation process. No permanent displacement is anticipated.

**Procedures to be followed when removing lead paint and asbestos:**

Due to the likelihood of lead paint and/or asbestos removal, it may be necessary, in some cases, to temporarily relocate occupants during the abatement process.

For projects involving asbestos abatement only, if the occupants routinely vacate the premises daily due to outside commitments (e.g. employment) and the abatement process can be accomplished either during their absence or in stages with the abatement area sealed from the rest of the unit, HRA staff will coordinate the job with the contractor and the homeowner so as not to cause temporary displacement. In cases where this may not be possible, the occupants will be temporarily displaced according to the relocation plan and the Federal Housing and Community Development Act and the Uniform Relocation Act, which will be overseen by HRA staff.

During lead abatement, occupants will be required to vacate the unit temporarily. HRA will ensure that tenants will be assisted according to the requirements of the Federal Housing and Community Development Act and the Uniform Relocation Act.

**Grievance Procedure:**

The Town of Montague and Franklin County Regional Housing and Redevelopment Authority (HRA) have adopted a grievance procedure for implementing the components of the Town of Montague Community Development Block Grant.

In the event that a tenant or homeowner (the “Participant”) feels that s/he has not been treated fairly by the program, or that the HRA did not meet its obligations to the Participant as specified in the program, the following grievance procedure may be initiated by the Participant.

1. The Participant shall state the grievance in writing to the Director of Community Development of HRA. The Director of Community Development shall meet with the Participant within ten (10) business days of the receipt of the written notice. The Participant will be given a written response from the Director of Community Development within five (5) business days of the meeting.
2. If the grievance is not resolved, the Participant may request in writing a meeting with the Executive Director of HRA. The Executive Director shall meet with the Participant and the Director of Community Development within ten (10) business days of receipt of the written notice. The Participant will be given a written response from the Executive Director within five (5) business days of the meeting.

At this meeting both the Participant and HRA shall have the right to be represented by legal counsel, to present evidence and to cross-examine witnesses presented by others. Retaining legal counsel for him/herself shall be the responsibility of the Participant.

3. The decision of the Executive Director shall be the final administrative review by the HRA.
4. If the Participant is not satisfied with the HRA Executive Director's decision, he/she may bring the grievance to the town's Selectboard for a final determination. The Board of Selectmen will address the grievance at their next regularly scheduled meeting (unless an alternate meeting is otherwise agreed upon with the homeowner). There will be no further administrative review by HRA.

**Budget and Program Revision Form**

<b>Community/Grantee:</b> Town of Montague	<b>Original Award:</b> \$ 788,174
<b>Program Name/Year:</b> CDF-G-2021-Montague <b>Grant #:</b> 00931	<b>Revision #:</b> P-number (program revision) B-number (budget revision) E-number (extensions)
<b>Contract End Date:</b> / /	<b>Date Revision Submitted:</b> / /

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

<b>Grantee Requested</b>	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	<b>DHCD Approved</b>
	<b>Budget Amendment to increase the grant award to \$_____</b>	
	<b>Budget Revision for:</b>	
	• Change in administrative dollars	
	• Transfer of funds from construction to non-construction or vice versa	
	• Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000	
	<b>Program Extension (to increase period of availability of funds/period of performance) to ___/___/___</b>	
	• This extension will extend period of performance beyond the end of the term of the current grant agreement	
	<b>Program Revision for:</b>	
	• Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served.	
	• Changes in key personnel	
	• For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award	
X	• Other, specify To Move Avenue A Construction Budget from Activity 6J to Activity 6B per response to Special Conditions	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.

	Richard Kuklewicz, Chair Select Board
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<b>Authorized Signature for Grantee:</b>	<b>Date / / Print Name &amp; Title:</b>
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<b>Program Rep. initial and date:</b>	<b>Program manager signature and date:</b>
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This request # _____ is _____ approved as requested	_____ approved with the modifications shown on the _____ denied
_____ following pages numbered _____.	

_____	_____
<b>Authorized signature for Mass. CDBG</b>	<b>Print name, title, and date</b>

**Project Budget:** Please also complete the detailed Project Budget Form.

CDBG funds requested: \$ 20,000  
 Other (matching) funds (specify)<sup>1</sup>:  
     Source: Unrestricted Funds General Operating Budget \$ 5,000  
     Source: \$ \_\_\_\_\_  
     Source: \$ \_\_\_\_\_  
     Total other funds: \$ \_\_\_\_\_

<b>PROJECT BUDGET FORM</b>						
Y.E.P Program						
Program Name: _____						
Program Period: _____ months						
PERSONNEL Position:	Hourly Rate	Hours Per Week	# Weeks	Total Project Cost	CDBG Funds	Non-CDBG Funds
Executive Director	24.67	2	52	2,565.68-	1923.58	641.42
Youth Programs Director	22.00	7	52	8,008.00-	6,006.00	2,002
Administrative Assistant	20.00	2	52	2,080.00-	1,560.00	520.00-
<b>TOTAL SALARY</b>				<b>12,653.68</b>	<b>9,489.58</b>	<b>3163.42-</b>
Taxes				1265.36-	1138.83-	126.53-
Fringe				1,000.00-	500.00-	500.00-
<b>TOTAL PERSONNEL</b>				<b>\$14,919.04</b>	<b>\$11,128.41</b>	<b>\$3789.00</b>
<b>ADMINISTRATIVE COSTS</b>						
AmeriCorps				7,500	7,000	500.00
Food/Snacks				1000	500	500.00-
Mileage				1211.00	1000	211.00-
Program Supplies				\$370	\$371.59	
						-
						-
						-
other:						-
<b>TOTAL ADMINISTRATIVE</b>				<b>\$10,081-</b>	<b>\$8871.59-</b>	<b>\$1211</b>
<b>TOTAL PROGRAM</b>				<b>25,000</b>	<b>\$20,000</b>	<b>\$5,000</b>

**Montague Projected Budget****LifePath Inc.**

CDBG funds requested	<u>\$20,000.00</u>
Other (matching) funds (specify)	
Source: ARPA TIIIB	<u>\$20,000.00</u>
Source: LifePath Unrestricted Funds	<u>\$31,893.65</u>
Total other funds:	<u>\$51,893.65</u>

**PROJECT BUDGET FORM****Program Name****Home Sharing Program****Program Period**

Application for Grant Year 2021 (12 months April 1, 2022 – March 31, 2023)

**PERSONNEL**

<b>Position:</b>	<b>Hourly Rate</b>	<b>Hours per week</b>	<b># Weeks</b>	<b>Total Project Cost</b>	<b>CDBG Funds</b>	<b>Non CDBG Funds</b>
Full Time Home Sharing Coordinator	\$19.23/hr	35 hrs/wk	52	\$ 34,998.60	\$ 10,000.00	\$ 24,998.60
Housing Program Supervisor	\$27.73/hr	3hrs/wk	52	\$ 4,325.88	\$ 1,200.00	\$ 3,125.88
Director of Client Services	\$49.04/hr	1hr/wk	52	\$ 2,550.08	\$ -	\$ 2,550.08
<b>Total Salary</b>				<b>\$ 41,874.56</b>	<b>\$ 11,200.00</b>	<b>\$ 30,674.56</b>
IDC (32% of Salaries)				\$ 11,199.55	\$ 3,000.00	\$ 8,199.55
Fringe Benefits (33% of Salaries)				\$ 11,549.54	\$ 3,696.00	\$ 7,853.54
<b>Total Personnel</b>				<b>\$ 64,623.65</b>	<b>\$ 17,896.00</b>	<b>\$ 46,727.65</b>
<b>Administrative Costs</b>						
Staff Travel (250 miles/mo @ \$0.54/mi)				\$ 1,620.00	\$ 450.00	\$ 1,170.00
Staff Training				\$ 500.00	\$ 154.00	\$ 346.00
Program Expenses				\$ 1,500.00	\$ 400.00	\$ 1,100.00
Marketing/Outreach				\$ 2,000.00	\$ 450.00	\$ 1,550.00
Equipment				\$ 1,650.00	\$ 650.00	\$ 1,000.00
<b>Total Administrative</b>				<b>\$ 7,270.00</b>	<b>\$ 2,104.00</b>	<b>\$ 5,166.00</b>
<b>Total Program</b>				<b>\$ 71,893.65</b>	<b>\$ 20,000.00</b>	<b>\$ 51,893.65</b>

**PROJECT BUDGET FORM\***

**Program Name:** Western Mass Recovery Learning Community (RLC) – Montague Expansion  
**Program Period:** 12 months

<b>PERSONNEL Position:</b>	<b>Hourly Rate</b>	<b>Hours Per Week</b>	<b># Weeks</b>	<b>Total Program Cost</b>	<b>CDBG Cost</b>	<b>Non- CDBG Cost</b>
Oversight	\$20	2	52	2080	2080	0
Advocate 1	\$15	12	52	9360	9360	0
<b>TOTAL SALARY</b>				11,440	11,440	0
Taxes				1144	1144	0
Fringe				1487	1487	0
<b>TOTAL PERSONNEL</b>				14,071	14,071	0
<b>ADMINISTRATIVE COSTS</b>						
Rent, utilities, security				5000	200	4800
Telephone				0	0	0
Insurance				N/A	0	0
Postage				N/A	0	0
Supplies & Materials				1229	1229	0
Travel/Mileage				600	0	600
Consultants				3000	3000	0
Accounting				N/A	0	0
Reproduction/Printing				N/A	0	0
Advertising				N/A	0	0
Community events				N/A	0	0
Indirect				4669	1500	3169
<b>TOTAL ADMINISTRATIVE</b>				14,498	5929	8569
<b>TOTAL PROGRAM COSTS</b>				28,569	20,000	8569

*The RLC exists under the umbrella of the Consortium. The Consortium has existed for over 40 years, and provides fiscal oversight for a variety of programs totaling over 7 million spread out across all four counties of the region. This budget has been based upon and compared to similar offerings in other parts of Western Mass. It is consistent with those efforts. The budget was prepared by Sera Davidow. Sera has been the Director of the RLC since 2007, and has prepared many*



NAME:

ADDRESS:

TELEPHONE:

PROGRAM:

**COMMUNITY ACTION (WEATHERIZATION)**  
**MASS SAVE (ENERGY AUDIT) RELEASE FORM**

**I hereby convey the Authority to release my identity to Community Action & to Mass Save regarding the Weatherization and the Energy Assessment Programs for the purpose of coordinating the efforts of the Housing Rehabilitation Program on my behalf:**

**Homeowner Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowner Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BEST TIME TO CALL:** \_\_\_\_\_

## GROSS INCOME GUIDELINES

Number of people	Income Limits
1	\$40,951 per year (\$788/week)
2	\$53,551 per year (\$1,030/week)
3	\$66,151 per year (\$1,272/week)
4	\$78,751 per year (\$1,514/week)
5	\$91,351 per year (\$1,757/week)
6	\$103,951 per year (\$1,999/week)
7	\$106,314 per year (\$2,045/week)

### WHAT TO PROVIDE

- \* Social Security numbers & birth dates
- \* Proof of citizenship or qualified alien status
- \* Proof of identity
- \* Homeowners: mortgage statement, real estate tax bill, homeowner's insurance bill
- \* Renters: lease; subsidy verification if applicable
- \* Heating bill
- \* Electric bill
- \* All income for the four weeks prior to the appointment. Please consult our website or call our hotline for specific information.

**This information is required for all household members regardless of age. Further verification may be requested after you apply.**

## Contact Us!

### MAIL

Fuel Assistance Program  
Community Action  
PO Box 1432  
Greenfield, MA 01302

### TELEPHONE

800 370 0940  
413 774 2310

### FAX

413 772 2733

### WEBSITE

[www.communityaction.us](http://www.communityaction.us)



## COMMUNITY ACTION FUEL ASSISTANCE

Access • Opportunity • Community

# WINTER DOESN'T WAIT



## HOW IT WORKS

The Massachusetts Fuel Assistance Program helps eligible families by paying a portion of their heating bills from November 1 to April 30 2021.

If you are a Massachusetts resident in Franklin or Hampshire county living on a low or fixed income, we encourage you to apply. The last day to apply is April 30, 2021.

## WHO SHOULD APPLY?

- \* Renters and homeowners who pay for their own heat
- \* Renters whose heat is included in their rent

## WHO IS ELIGIBLE?

Eligibility is based on the number of people in your household and the combined gross (before taxes) income of all persons residing in the household.

You must be a Massachusetts resident living in Franklin or Hampshire County.

Use the chart on the other side of this pamphlet to see if you may qualify. We encourage you to apply even if you believe you may be over income.

## WHERE & HOW TO APPLY

We cover Franklin and Hampshire Co.

Contact us for appointments at:

- \* Franklin County: 413-774-2310
- \* Hampshire County: 800-370-0940
- \* Online: [www.communityaction.us](http://www.communityaction.us)  
Choose Home Energy Assistance and then click Fuel Assistance

If you are a first time program applicant, your appointment will be via telephone. If you applied the previous year, you will receive your application by mail and will not need to apply via telephone.

## TO RECEIVE FUEL PAYMENTS

When you become eligible for fuel assistance, we will attempt to notify your vendor of your award amount. Your vendor will bill us directly for usage during November 1, 2020 to April 30, 2021. You do not need to send bills in. If you either move or leave your home during the winter months you must notify us immediately.

Please note that this is an assistance program, and is not intended to cover all heating costs. You are still responsible for paying your bills throughout the winter.

## ENERGY EFFICIENCY & HEATING SYSTEM REPAIR

Once approved for Fuel Assistance, you can also save money on your energy bills.

Renters & Homeowners:

- \* Receive discounts on your electric and natural gas bills. We will attempt to notify your utility company of your eligibility for the discount, but for faster enrollment, contact your utility company directly.
- \* Energy efficiency audits offer possible benefits such as upgrading light bulbs, and possible replacement of inefficient appliances such as air conditioners, dehumidifiers, refrigerators, freezers, and washing machines.
- \* Weatherization audits offer possible major improvements such as attic and wall insulation, and air sealing.

Homeowners only:

- \* We have funding to repair (and in some cases replace) your primary heating system in an emergency, often for free.

Contact us to find out more details on these energy saving programs:

Energy Efficiency  
413-376-1140 or 413-774-2310  
Heating System Repair  
413-376-1115  
[heatrepair@communityaction.us](mailto:heatrepair@communityaction.us)



Residents (1 to 4 Units)

## Home Energy Assessments

### Residents (1-4 Units)

Take advantage of a program that will improve your home's energy performance, reduce your energy bills, make your home more comfortable, and help you qualify for additional rebates and incentives.

It starts with a Home Energy Assessment—a home visit that helps identify opportunities for greater energy efficiency in your home.

#### **Available rebates and incentives may include:**

- 75% up to \$2000 toward the installation of approved insulation improvements
- No-cost targeted air sealing
- Generous rebates on qualifying energy-efficient heating and hot water heating equipment
- The opportunity to apply for 0% financing for eligible measures through the HEAT loan program
- And more!

#### **What does a Home Energy Assessment include?**

A Mass Save® Home Energy Assessment is a home visit that helps identify cost-effective energy improvement or replacement opportunities in your home. You may receive some products for instant energy savings opportunities during the assessment, but most of the incentives and rebates are available only after a Home Energy Assessment has been performed at your home. [Learn More](#)

#### **Get started today**

If you own your own home or live in a building with 1 to 4 dwelling units, schedule your no-cost Home Energy Assessment with a Mass Save® Energy Specialist by

calling 866-527-SAVE (7283). Or have a Mass Save [Participating Contractor](#) start the process for you.

To see if you qualify for additional assistance based on your income, visit [Income-Eligible Programs](#).

Other Mass Save programs:

- Landlords of properties with 1 to 4 dwelling units may be eligible to participate through the Mass Save® [Home Energy Services Program](#).
- Owners or residents of properties with more than 5 dwelling units may be eligible to participate in the Mass Save® [Multi-Family Retrofit Program](#).
- Properties with more than 5 dwelling units owned or operated by a non-profit entity or public housing authority may be eligible through the [Income Eligible Multi-Family Retrofit Program](#).
- Questions about eligibility? Call Mass Save at 866-527-SAVE (7283)

Some restrictions may apply. Offer subject to change without notice.

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