



CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE FY22 FUNDING CYCLE APPLICATION PACKET APPLICATION FORMS

MEMBERS

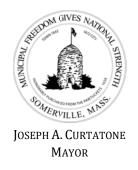
Laura Beretsky, Chair Heather Heimarck, Vice Chair Andrew Louw Tatiana Shannon Jahan Habib Eleanor Rances Alan Bingham Cristina Kennedy Caitlin Hart

> STAFF Alan Inacio

This packet contains all of the forms that applicants need to submit as part of their FY22 application for Community Preservation Act funds. These forms should accompany the narrative submission as described in the CPA application instructions
packet. Should you have any questions during the application process, including if you need language support, please contact Alan Inacio, the Community Preservation Act Manager. The CPA Manager can be reached at ospcd@somervillema.gov or 617.625.6600 x2539. You may also access additional resources and a video of the application workshops at: www.somervillema.gov/cpa

The following forms are included in this packet:

- 1. The FY22 pre-application form for community projects proposed for City land and proposals for feasibility studies (p. 2-3)
- 2. The FY22 project eligibility form, which must be submitted to and reviewed by the Community Preservation Committee (CPC) before an applicant can submit a full application. An electronic version of the project eligibility form is available <u>online</u>. (p.4-5)
- 3. Fillable application cover page (p. 6)
- 4. Fillable submission requirements checklist (p. 7-8)
- 5. Fillable budget summary (p. 9)
- 6. Fillable Grant and Trust Fund Disclosure Form (p. 10-11)
- 7. Fillable Mandatory Campaign Contribution Disclosure and Certification Form (p. 12-16)
- 8. Ordinance to Safeguard Vulnerable Road Users Acknowledgement (p. 17)





Appl	ication Process Checklist:
	June 10: Submit pre-applications (only for community proposed projects on City land and feasibility studies) by
	4:30 pm.
	April 28 th - July 12 th – (For Historic Preservation Projects)
	Contact CPA manager for a Historic Preservation Advisory Review
	April 28 at 6:30pm or July 1 at 6:30pm:
	Attend virtual application workshops on GoToMeeting .
	Details to be published on the city CPA Web Page.
	July 13. Cubmit aligibility determination form to
	July 12: Submit eligibility determination form to ainacio@somervillema.gov by 4:30 pm
	August 11: Attend CPA Manager office hours by
	appointment.
	September 6: Submit funding applications to
	ainacio@somervillema.gov by 4:30 pm
	October 27: Present application to CPC (dates tentative)



PROJECT NAME: ___

CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE



FY22 FUNDING CYCLE

PRE-APPLICATION FOR COMMUNITY PROPOSED PROJECTS ON CITY LAND & FEASIBILITY STUDIES

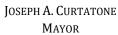
Submit an electronic copy (fillable PDF available at www.somervillema.gov/CPA) no later than **12:30pm on Friday, June 11** to: Alan Inacio, ainacio@somervillema.gov. [Download and save file before you begin typing to ensure work is saved.]

The Somerville Community Preservation Committee requires the property owner of public lands be a co-applicant on all projects for Community Preservation Act (CPA) funding. To propose an idea for a CPA funded project on City of Somerville owned land, submit this form to the CPA Manager. The Manager will help match you with the appropriate City department who will opt to sign on as a co-applicant, work with you to develop the idea further for a future funding round, connect you with an existing effort on the property, or decline to sign on as a co-applicant.

You can also use this form to request a feasibility study be conducted for your proposed project idea- both for projects on City land and for land that is privately owned. The City does not need to be a co-applicant on feasibility study projects. Feasibility studies are used to determine the likelihood of a project's success, strategies for increasing the likelihood of success, and to clarify alignment with Community Preservation Committee guidelines and goals. If selected, the CPA Manager will make arrangements for the study to be conducted. Feasibility studies may include public processes to determine the acceptability of the project to the community, surveys, costing, and technical advice from relevant experts on strategies to ensure the success of the project.

Project Location:					
PROPERTY OWNER:					
Proposer(s) Name / Organization:					
CONTACT PERSON:					
Mailing Address:					
PHONE:				Historia	Camanaaik.
EMAIL:		Open Space	Recreational Land	Historic Resources	Community Housing
Please indicate (X) all categories that apply to this project (at least one). For more detailed information on these	Acquisition				(blended projects only)
categories, refer to the "Community Preservation Act Funding Allowable Uses" chart on page 3.	Creation				
FOR HISTORIC RESOURCES PROJECTS:	Preservation				
Is the resource in a Local Historic District and/or listed on	Support				
the State Register of Historic Places? Yes No	Rehabilitation/ Restoration				
(you can check designation at mhc-macris.net) If no, has the Somerville Historic Preservation Commission m	ade a determination	on that the	resource is sign	ificant? Ye	s No

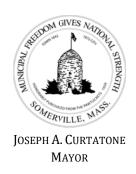


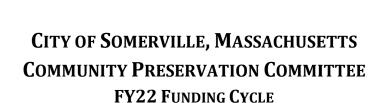




Please indicate (X) all categories for which you are seeking consideration with this application.

City department to sign	Feasibility study	У			
on as co-applicant	funding				
PROJECT SUMMARY:					
	ect, including stakeholders			nning has alread	dy been undertaken to
answered to help the Con	nnunity Preservation Comn	nittee assess the	merits of this pr		
FOR CITY OF SOMERVILLE U	SE: Date Received	Date Revi	ewed	Date Applicant	Notified
Co-applicant: Relevant depart Feasibility study: Fund Do		Co-apply [Develop further	Join existing	Not currently possible
COMMENTS:					







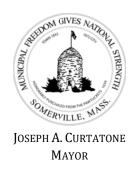
ELIGIBILITY DETERMINATION FORM

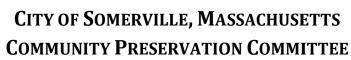
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ity of Somerville
Yes No
? Yes No





PROJECT STATUS		eed is this trying to address a	nd what level of planning has al	ready been undertaken to
For CPC Use:	Date Received	Date Reviewed	Date Applicant Notified	
	Eligible	Potentially Eligible	Not Eligible	More Information Needed
COMMENTS:				

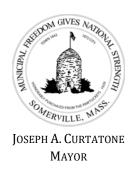






FY22 Funding Cycle Application Cover Page

1.	PROJECT INF	ORMATION				
PRO.	JECT NAME: _					
PRO.	IECT LOCATIO	N:				
LEGA	AL PROPERTY	OWNER OF	RECORD:			
ONE	SENTENCE DE	SCRIPTION	OF PROJECT:			
Plea	se indicate (2	X) all categ	ories that apply	to this project	(minimum of a	ne) in the chart.
		Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)	ESTIMATED START DATE:
Acqu	uisition				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Crea	tion					ESTIMATED COMPLETION DATE:
Pres	ervation					
Supp	oort					CPA FUNDING REQUEST:
	abilitation/ oration					TOTAL BUDGET FOR PROJECT:
2.	2. Applicant Information					
Аррі	ICATION NAM	ие / Organ	NIZATION:			
Co-A	APPLICATION	Name / Or	GANIZATION:			
Con	TACT PERSON	ı:				
	Mailing Address:					
	PHONE: EMAIL:					
3.	Signatures					
that	no informat	ion which i	might reasonabl	y affect fundin	ng has been exc	te and correct to the best of my (our) knowledge and luded. I (we) authorize the Community Preservation source provided.
Nam	ne (printed) _			Signa	ture	Date







FY22 FUNDING CYCLE SUBMISSION REQUIREMENTS CHECKLIST

Please check (\checkmark) each item included in your submission, which should include the applicable items in the order listed below.

GENERAL	:
	Application Cover Page (form provided)
	Submission Requirements Checklist (this form)
	Narratives (prompts provided in instruction packet)
	Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental,
	permitting, construction, etc.), including receipt of other funding sources
	Grant and Trust Funds Disclosure Form (form provided)
	Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
	Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)
FINANCIA	
	Budget Summary (form provided- construction projects must include cost for permanent CPA dedication sign)
	Itemized budget of all project costs, including the proposed source for each cost
	Three written quotes for project costs. If quotes cannot be secured, detailed cost estimates may be used
	if a thorough explanation of the estimates is included.
	Proof of secured funding (e.g., commitment letters or bank statements), if applicable. If providing bank statements, please redact identifying information such as account numbers.
VISUAL:	
	Map of the property location showing all features pertinent to the project, including current or future rapid transit stations
	Photos of the project site (not more than 4 views per site); include digital copies
OWNERS	HIP/OPERATION (NON-CITY):
	Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
	City has signed on as a co-applicant for community projects proposed on City land.
	Certificates of Good Standing from the <u>City</u> and the <u>State</u> , if applicable
	501(c)(3) certification, if operating as a non-profit
	Purchase and sale agreement or copy of current recorded deed, if applicable
Сомми	NITY SUPPORT (RECOMMENDED):
	Letters of support from residents, community groups, other City boards, commissions, or departments, or from City, state, or federal officials
HISTORIC	RESOURCES PROJECTS (REQUIRED):
	Letter of Approval from the Historic Preservation Commission

	Documentation that the project is listed on the State Register of Historic Places or a written determination from the Somerville Historic Preservation Commission that the resource is significant in the history, archeology, architecture, or culture of Somerville.
	Photos documenting the condition of the property
	Report or condition assessment by a qualified professional describing the current condition of the property, if available.
PLANS A	ND REPORTS (IF AVAILABLE; SUBMIT DIGITAL COPIES ONLY)
	Renderings, site plans, engineering plans, design and bidding plans, specifications, and any MAAB variance requests
	Applicable reports (e.g., 21E, historic structure report, appraisals, survey plans, feasibility studies).

HISTORIC RESOURCES PROJECTS:



GRANT AND TRUST FUNDS DISCLOSURE FORM PURSUANT TO CITY OF SOMERVILLE CODE OR ORDINANCES SEC. 15

(copies of the Ordinance are available upon request)

<u>Instructions</u>: All applicants for grant and/or trust funds administered by the City must complete this form as part of its application submission to the City of Somerville. Complete all sections of this form.

Section 1

Legal Name of Applicant:

Indicate whether the applicant had any grant, contract, or agreement with a federal, state or local agency terminated within the last three (3) years.

Check One:

Yes (If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.)

No

Section 2

Applicants are required to disclose any circumstances constituting a conflict of interest or potential conflict of interest arising from or relating to the proposed grant or trust disbursement, whether real or apparent.

Conflict of Interest Prohibited. No employee, officer or agent of the grantee shall participate in any particular matter, including but not limited to, the selection, or in the award or administration of a contract, grant or subgrant, or employment agreement administered by way of funds received by the City of Somerville if a conflict of interest, real or apparent, would arise. Such a conflict would arise when:

- 1) an employee, officer or agent, or
- 2) any member of his or her immediate family, or
- 3) a business organization in which he or she is serving as officer, director, trustee, partner, or employee; or
- 4) any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment,

has a financial or other interest in the person or entity selected for an award, or a contract, grant, subgrant, or employment agreement of the grantee or the funds for which originate from or are awarded through the city.

Check One: No Conflict Of Interest

Potential or Actual Conflict of Interest (If checked, disclose in detail all relevant facts, including names of individuals or organizations, relevant contract, grant, subgrant or employment agreement, and source of funding on an <u>additional page</u>.)

Section 3

Attach a copy of applicant's policy addressing conflicts of interest that may arise involving management, employees and the members of its board of directors or other governing body. See the City of Somerville Code of Ordinances Section 15-42(c) for complete requirements. Should the policy be revised during the grant term, a copy of the revised policy must be submitted to the City within thirty (30) days of being revised.

Section 4

Identify all officers, employees, contractors, subgrantees or other persons providing any type of service in relation to the proposed grant activity, in the following format. Use additional page(s) as necessary.

Name (Individual or Entity)	Association	Service Provided	Value of Service (\$)	Amount of City Funds Supporting Service (\$)	Mark "X" if individual or entity has had any grant, contract, or agreement with a federal, state or local agency terminated within the last 3 years.*
		_			

^{*}If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.

Section 5

This form is hereby completed on behalf of the applicant named above. Through the undersigned individual, the applicant hereby cartifies that the completed form is true and accurate. The applicant

acknowledges that it has read, understands, and agrees to comply with, the requirements of <i>City of Somerville Code of Ordinances Section 15</i> .
During the term of any grant, grantees have a continuing obligation to submit an updated Disclosure Form to the City of Somerville immediately as to any circumstances which constitute a potential or actual conflict of interest.
Signature:
Print Name of Authorized Individual:
Title:
Date:



SOMERVILLE ORDNINANCE TO SAFEGUARD VULNERABLE ROAD USERS CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

Prospective contractors must familiarize themselves with the City of Somerville's Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found here.

- 1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.
 - a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to fleetinspections@somervillema.gov.
 - b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.
- 2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.
 - a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor's phone number.
- 3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.
 - a. Inspection stickers are not transferable.
 - b. Any major overhaul of safe guard equipment shall be required to be re-inspected.
- 4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.
 - a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.
 - b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.
- 5. **Questions:** Please direct questions about vehicle inspections to Fleet Superintendent Ron Bonney at <u>rbonney@somervillema.gov</u> or at (617) 625-6600, ext. 5524.

Acknowledgement

In accordance with Sec. 12-119 "Requirements" in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.

Authorized Signatory's Name	Date	
Company Name		
I certify that the Ordinance does not apply to this contract for	or the following:	
$\hfill \Box$ Vehicles do not meet or exceed Class 3 GVWR $\hfill \Box$ Vehi	cles do not exceed 15 MPH	☐ No vehicles on project
□ Other:		