



JOSEPH A. CURTATONE
MAYOR



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

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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 [online](#). (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)



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Application Process Checklist:	
	June 10: Submit pre-applications (only for community proposed projects on City land and feasibility studies) by 4:30 pm.
	April 28th - July 12th – (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 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)



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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 NAME: _____

PROJECT LOCATION: _____

PROPERTY OWNER: _____

PROPOSER(S) NAME / ORGANIZATION: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

Please indicate (X) all categories that apply to this project (at least one). For more detailed information on these categories, refer to the "Community Preservation Act Funding Allowable Uses" chart on page 3.

FOR HISTORIC RESOURCES PROJECTS:

Is the resource in a Local Historic District and/or listed on the State Register of Historic Places?

Yes ☐ No ☐

(you can check designation at mhc-macris.net)

If no, has the Somerville Historic Preservation Commission made a determination that the resource is significant? Yes ☐ No ☐

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				



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

City department to sign on as co-applicant		Feasibility study funding	
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PROJECT SUMMARY:

PROJECT STATUS (What community need is this trying to address and what level of planning has already been undertaken to inform the proposed project, including stakeholders engaged to date?):

FOR FEASIBILITY STUDIES ONLY: QUESTIONS AND BARRIERS TO IMPLEMENTATION (What questions do you think still need to be answered to help the Community Preservation Committee assess the merits of this project? What barriers to implementation do you anticipate for the project and how can these be overcome?):

FOR CITY OF SOMERVILLE USE: Date Received _____ Date Reviewed _____ Date Applicant Notified _____

Co-applicant: Relevant department _____ Co-apply Develop further Join existing Not currently possible

Feasibility study: Fund Don't fund

COMMENTS:



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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY22 FUNDING CYCLE
ELIGIBILITY DETERMINATION FORM

Submit an electronic copy (fillable PDF available at www.somervillema.gov/CPA) no later than **4:30pm Wednesday, July 21, 2021** to: Alan Inacio, ainacio@somervillema.gov. [Download and save file before you begin typing to ensure work is saved.]

PROJECT NAME: _____

PROJECT LOCATION: _____

APPLICANT(S) NAME / ORGANIZATION: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

Interested in collaborating with local artist on your project? Yes ☐ No ☐

Please indicate (X) all categories that apply to this project (at least one). For more detailed information on these categories, refer to the "Community Preservation Act Funding Allowable Uses" chart on the next page.

PROPERTY OWNERSHIP:

Legal Property Owner of Record (if applicable): _____

Is the owner the applicant? Yes ☐ No ☐

If No, does the applicant have site control or written consent of the property owner to submit an application? City of Somerville must be co-applicant on all projects on City property.

Yes (Attach documentation) ☐

No (Project will be deemed ineligible for this applicant) ☐

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				

FOR HISTORIC RESOURCES PROJECTS:

Is the resource in a Local Historic District and/or listed on the State Register of Historic Places? Yes ☐ No ☐

(you can check designation at mhc-macris.net)

If no, has the Somerville Historic Preservation Commission made a determination that the resource is significant? Yes ☐ No ☐

PROJECT SUMMARY:



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PROJECT STATUS (What community need is this trying to address and what level of planning has already been undertaken to inform the proposed project?):

FOR CPC USE: Date Received _____ Date Reviewed _____ Date Applicant Notified _____

Eligible

Potentially Eligible

Not Eligible

More Information Needed

COMMENTS:



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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY22 FUNDING CYCLE
APPLICATION COVER PAGE

1. PROJECT INFORMATION

PROJECT NAME: _____

PROJECT LOCATION: _____

LEGAL PROPERTY OWNER OF RECORD: _____

ONE SENTENCE DESCRIPTION OF PROJECT: _____

Please indicate (X) all categories that apply to this project (minimum of one) in the chart.

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

CPA FUNDING REQUEST: _____

TOTAL BUDGET FOR PROJECT: _____

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: _____

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

3. SIGNATURES

I (we) certify that all information provided in this entire submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the City of Somerville to obtain verification from any source provided.

Name (printed) _____ Signature _____ Date _____

Name (printed) _____ Signature _____ Date _____



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CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE FY22 FUNDING CYCLE SUBMISSION REQUIREMENTS CHECKLIST

Please check (✓) 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)

FINANCIAL:

- ☐ 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

OWNERSHIP/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 [City](#) and the [State](#), if applicable
- ☐ 501(c)(3) certification, if operating as a non-profit
- ☐ Purchase and sale agreement or copy of current recorded deed, if applicable

COMMUNITY 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

HISTORIC RESOURCES PROJECTS:

- ☐ 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 AND 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).



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

(copies of the Ordinance are available upon request)

Instructions: 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 additional page.)

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 certifies that the completed form is true and accurate. The applicant acknowledges that it has read, understands, and agrees to comply with, the requirements of *City of Somerville Code of Ordinances Section 15*.

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 ORDINANCE 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 rbonney@somervillema.gov 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 the following:

- ☐ Vehicles do not meet or exceed Class 3 GVWR ☐ Vehicles do not exceed 15 MPH ☐ No vehicles on project
☐ Other: _____
-