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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE APPLICATION PACKET
MAY 16, 2018

The City of Somerville will award Community Preservation Act (CPA) funding for the fourth time in fiscal year 2018 (FY18). This packet contains all of the information an applicant needs to apply for funding, including:

1. An explanation of the funding application and review process (p. 2-5)
2. The FY19 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.6-8)
3. Instructions and forms for submitting a full application for FY19 funding (p. 9-10)
4. Fillable submission requirements checklist (p. 11-12)
5. Fillable application cover page (p. 13)
6. Fillable budget summary (p. 14)
7. Narrative prompts (p. 15-16)
8. Information for historic resources projects (p. 17-19)
9. Information for projects proposed on City property (p. 20)
10. Information on accessibility requirements (p.21)
11. The Standard CPA Grant Agreement General Conditions (p. 22-25)
12. CPA Funds Disbursement Guidelines (p. 26-27)
13. Fillable Grant and Trust Fund Disclosure Form (p. 28-29)
14. City of Somerville Campaign Contribution information and fillable Mandatory Disclosure and Certification Form (p. 30-36)
15. Ordinance to Safeguard Vulnerable Road Users Acknowledgement (p. 37-39)

Key dates:
July 18, 2018- Eligibility determination forms due
September 25, 2018- Full applications due at noon
October 2018- Applicants present at community meetings

Please direct any questions to:

Kristen Stelljes, Community Preservation Act Manager
kstelljes@somervillema.gov or 617.625.6600 x2107
93 Highland Avenue Somerville, MA 02143

JOSEPH A. CURTATONE
MAYOR

www.somervillema.gov/cpa

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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
APPLICATION & REVIEW PROCESS

At least one of the applicants for each project requesting CPA funding must fall in one of three categories:

1. City of Somerville department or division
2. Organization legally registered in Massachusetts
3. Individual proposing a CPA eligible project on property they own themselves

If you are interested in applying for CPA funding but do not fall into one of these categories, you will need to apply with a co-applicant that fits into one of these categories who will be able to manage the project finances.

The Community Preservation Committee has established two separate application processes: one for community housing projects and one for historic resources, open space, and recreational land projects.

Community Housing Projects

As discussed in the Community Preservation Plan, the Affordable Housing Trust Fund (Trust) will serve as the housing arm of the CPC in Somerville. As such, applicants with community housing project proposals should apply directly to the Trust. Please contact the CPA Manager with questions.

The CPC encourages projects that combine two or more of the CPA focus areas (blended projects). Applicants with blended projects that include a community housing component must apply to the Trust for funding for the community housing component and use the process outlined below to apply for funding for the remaining portion of their project.

Historic Resources, Open Space, and Recreational Land Projects

The City of Somerville will award Community Preservation Act funding for historic resources, open space, and recreational land projects on an annual basis according to the process outlined below:

FY19 Funding Application & Review Process for Historic Resources, Open Space, and Recreational Land Projects		
Step		**Timeline/Deadline**
1	Applicants attend CPA Application Workshop **(strongly recommended)**	June 13, 2018 at 12:00 noon- City Hall Chambers June 21, 2018 at 6:00pm- Central Library Conference Room
2a	Applicants submit eligibility determination forms	July 18, 2018 by 5pm
2b	CPC responds to eligibility determination forms	July 27, 2018
3	CPA Manager office hours	September 6, 2018 (by appointment)
4	Applicants submit funding applications	September 25, 2018 at noon
5	CPC evaluates applications & gathers public input	October - December 2018 **(subject to change)**
6	Applicants present projects at community meeting	October 11 and 24, 2018 **(subject to change)**
7	CPC submits recommendations to Mayor for submittal to Board of Aldermen; Board votes on CPC recommendations	December 2018 - January 2019 **(subject to change)**
8	Grant agreements executed	January - February 2019 **(subject to change)**

Step 1: Determine Project Eligibility

The Community Preservation Committee (CPC) requires all applicants to submit a project eligibility form as the first step in the application process. Applicants must submit an electronic copy of the form (fillable PDF available online) to Kristen Stelljes at kstelljes@somervillema.gov no later than 5pm on Wednesday, July 18, 2018.

Note: Be sure to download the fillable PDF file and save it before you start typing, otherwise your changes will not save.

The CPC will review project eligibility forms at its July meeting (scheduled for July 25) and will inform applicants as to whether their proposed project is eligible for CPA funding by 5pm on July 27, 2018.

The CPC reserves the right to notify applicants as to their proposal's eligibility for CPA funding after the deadlines established above in the event it requires a legal opinion to definitively determine eligibility.

To help applicants prepare their eligibility forms, two CPA application workshops are being offered. Applicants are **strongly** encouraged to attend one of the following sessions:

- Wednesday, June 13 at 12:00 noon, City Hall Chambers (93 Highland Ave.)
- Thursday, June 21 at 6:00pm, Central Library Conference Room (79 Highland Ave)

Step 2: Submit Funding Application

Applicants whose projects are deemed eligible for CPA funding will be invited to submit a full proposal. The completed funding application is due no later than 12 noon on Tuesday, September 25, 2018. Applicants must submit an electronic copy of the application and 11 paper copies to:

Kristen Stelljes
c/o SomerStat
93 Highland Ave.
Somerville, MA 02114
kstelljes@somervillema.gov

Off-Cycle Applications

Under highly extraordinary circumstances, the CPC may vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycle. Applicants who believe their circumstances call for such unusual action should email Kristen Stelljes, the Community Preservation Act Manager, with a description of their proposed project and why it merits emergency funding. This will be shared with the CPC Chair who will determine if the project will be invited to apply for off-cycle funding.

Step 3: CPC Evaluation of Applications & Public Comment

1. **Application review**. The CPC will review all project applications and evaluate them against the priorities established in its Community Preservation Plan. The CPC may request additional information from the applicant during this process and may request that the applicant attend a CPC meeting in addition to the public comment session to respond to questions in person.
2. **Public comment session.** The CPC will also hold at least one session to gather public feedback on proposed projects. Applicants will be informed of the details of the meeting at least one month in advance and will be required to give a brief presentation to the public on their proposed project and to respond to questions from the CPC.
3. **Notification**. The CPC will notify applicants once it has decided which projects to recommend to the Board of Aldermen for funding. The CPC will strive to do so by the end of December, but the timeline will depend on the number and complexity of project proposals received.
4. **Recommendation**. The CPC will submit its final recommendations for funding to the Mayor, who must submit them to the Board of Aldermen for approval. The CPC may recommend:
    a. A project as proposed by the applicant
    b. A modified version of the project
    c. Partial funding or funding for only a portion or phase of the proposed project.

    The CPC reserves the right to attach conditions, such as conservation or preservation restrictions, to its recommendations and to include any specifications the CPC deems appropriate to ensure CPA compliance and project performance. Please note it is the practice of the CPC to require all applicants who receive funding for the historical preservation or rehabilitation of a building to place a perpetual preservation restriction on the building as a condition of receiving CPA funding. The CPC also has the practice of requiring a public access agreement where relevant. All property acquired with CPA funds must be perpetually preserved for the purpose for which it was acquired.

Step 4: Grantee Review of Recommended Funding and Conditions

The CPA Manager will share the funding recommendation of the CPC with the applicant before it goes before the Mayor and the Board of Aldermen to ensure that the conditions are acceptable to the applicant. Any substantial changes requested to the funding recommendation will need to be approved by the CPC.

Step 5: Mayoral Submission and Board of Aldermen Vote

The Mayor will submit the CPC's recommendations to the Board of Aldermen. Projects must receive approval from the Board of Aldermen to receive funding from Somerville's Community Preservation Act Fund. The Board has the authority to approve a CPC-recommended project, approve the project at a reduced funding level, or reject the project. Should the Board vote to reduce funding for or reject a recommended project, the CPC will have an opportunity to respond and/or to adjust the scope or terms of the project prior to a final decision by the Board, as established in the Somerville Community Preservation Committee Ordinance.

Step 6: Grant Agreement, Disbursement and Monitoring of Funds

Non-City Organizations

The CPC, acting through the City, will execute a grant agreement with each non-City organization that is awarded CPA funds ("Grantee"). The grant agreement will govern the use and disbursement of the funds. It will be tailored to each project but will include the Standard CPA Grant Agreement General Conditions included at the end of this application packet. The applicant will need to submit an up to date Certificate of Good Standing, 501(c)(3) certification, and proof of insurance as applicable as attachments to the grant agreement. The City's CPA Manager will monitor project progress and compliance and will coordinate disbursement of CPA Funds according to the CPA Funds Disbursement Guidelines, also included at the end of this application packet. The City can establish a phased disbursement system with the Grantee to forward fund project phases with the exception of the final 10% of the project funds, which will be released upon completion of the project.

City Departments

The CPC will execute a Memorandum of Agreement (MOA) with each City department that is awarded CPA funds. The MOA will govern Departments' use of the funds.

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
ELIGIBILITY DETERMINATION FORM

Submit an electronic copy (fillable PDF available at www.somervillema.gov/CPA) no later than **5:00pm Wednesday, July 18, 2018** to: Kristen Stelljes, kstelljes@somervillema.gov. [Download and save file before you begin typing to ensure work is saved.]

PROJECT NAME: Works Progress Administration Carved Wood Bas-Relief Restoration Project

PROJECT LOCATION: Somerville Public Library

APPLICANT(S) NAME / ORGANIZATION: Somerville Public Library

CONTACT PERSON: Kevin O'Kelly

MAILING ADDRESS: 79 Highland Ave

PHONE: 617 623-5000 x2964

EMAIL: kokelly@minlib.net

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.

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

PROPERTY OWNERSHIP:

Legal Property Owner of Record (if applicable): Somerville Public Library

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)

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:

PROJECT SUMMARY: The Somerville Central Library is home to a 1939 wooden bas-relief depicting three local events in the conflict preceding the War of Independence and the war itself: the 1774 confiscation of gunpowder from The Powder House by British soldiers; the 1776 raising of the first American flag on Prospect Hill, and the establishment of Washington's citadel during the Siege of Boston. The bas-relief is the result of the Works Progress Administration's Library Art Project and was given to the Library in 1939. The Works Progress Administration was the most ambitious all New Deal agencies, employing millions of people. Its work impacted almost every community in the United States. Located in a narrow ground floor hallway, the surface is damaged in a number of locations due to physical contact with passersby, baby strollers, and book carts (this damage was the subject of a 1999 written complaint by the artist's granddaughter-in-law). An expert in wood carving restoration would be hired to repair the damaged areas and restore their appearance to be consistent with the rest of the bas-relief. The bas-relief would then be removed to an of the second floor of Wellington Hall with minimal foot traffic, reducing the possibility of future damage.

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MAYOR

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

The WPA bas-relief at the Central Library is important in three ways. It commemorates this area's role in the Revolutionary War, which is fundamental to this community's heritage and collective identity. Secondly, it's an artifact of the Works Progress Administration, a government initiative that found employment for millions of men and women, enabling them to support themselves using their training and talents at a time of widespread economic desperation. Finally, the bas-relief is the work of Leonel Medeiros, an Azorean immigrant, a member of a group that has had a transformative effect on the cultural and economic life of Somerville. The bas-relief is a tangible symbol of the contributions immigrants make to American communities.

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

Eligible ☐ Potentially Eligible ☑ Not Eligible ☐ More Information Needed ☐

COMMENTS:

Community Preservation Act Funding Allowable Uses				
	Open Space	**Recreational Land**	**Historic Resources**	**Community Housing**
	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the Somerville Historic Preservation Commission to be significant in the history, archeology, architecture or culture of the city or town.	Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income.
Acquisition Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B.	**Yes**	**Yes**	**Yes**	**Yes**
Creation To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008).	**Yes**	**Yes**	**No**	**Yes**
Preservation Protect personal or real property from injury, harm or destruction.	**Yes**	**Yes**	**Yes**	**Yes**
Support Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable.	**No**	**No**	**No**	**Yes**, includes funding for Affordable Housing Trust Fund
Rehabilitation and Restoration Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties.	**Yes**, if acquired or created with CPA funds	**Yes**	**Yes**	**Yes**, if acquired or created with CPA funds

JOSEPH A. CURTATONE
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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
APPLICATION INSTRUCTIONS

1. Read the entire FY19 Application Packet and the Community Preservation Plan, and review relevant City planning documents like SomerVision.
2. Visit the City's Community Preservation Act website to learn more about the CPA and the CPC: www.somervillema.gov/CPA. Review of the CPA legislation is recommended.
3. Submission
    a. Applications are due no later than 12 noon on Tuesday, September 25 to:

        Kristen Stelljes
        c/o SomerStat
        93 Highland Ave.
        Somerville, MA 02143
        kstelljes@somervillema.gov

    b. Use the Submission Requirements Checklist to ensure all required materials are included in your application. Incomplete applications may be delayed or rejected.
    c. Applicants must use digital versions of the Application Cover Page, Submission Requirements Checklist, and Budget Summary contained in this packet. Digital versions will be distributed to applicants along with notification of project eligibility.
    d. Applicants must submit 11 double-sided copies and one digital copy (on a CD or flash drive) of all application materials.
        i. The digital submission must include: 1) a single PDF file with all items included in the application and 2) high-resolution copies of all pictures.
4. Additional information
    a. If the proposal involves City-owned land or structures, either the applicant or the co-applicant must be a City department. Community organizations need to have submitted the pre-application form that was due May 16 to establish a co-applicant relationship with the relevant City department for their project.
    b. If submitting multiple applications, the application should indicate a priority ranking of the projects.
    c. If CPA funds are used to acquire any real property interest or if historic resources funds are received to preserve, rehabilitate, or restore a building, a permanent restriction must be secured and approved by the appropriate state agency and filed at the Registry of Deeds. For more information, review the Community Preservation Coalition's article on permanent restrictions. Please contact the CPA Manager with any questions.
    d. The state's procurement laws may apply to your project, so it is important to review the Community Preservation Coalition's article on procurement and CPA projects. Please contact the CPA Manager with any questions.

e. All application materials will be posted on the City's CPA website for public review. Applicants must notify the CPA Manager if any information included in their submission is confidential and should be redacted.

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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 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)
- ☐ 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 (if requesting $50,000 or more in CPA funds)
- ☑ Ordinance to Safeguard Vulnerable Road Users Acknowledgement

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
- ☑ At least two 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

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:

- ☑ 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).

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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
APPLICATION COVER PAGE

1. PROJECT INFORMATION

PROJECT NAME: Works Progress Administration Carved Wood Bas-Relief Restoration Project

PROJECT LOCATION: Somerville Public Library

LEGAL PROPERTY OWNER OF RECORD: Somerville Public Library/City of Somerville

ONE SENTENCE DESCRIPTION OF PROJECT: Restoration and conservation work on 1939 WPA bas-relief.

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			X	

ESTIMATED START DATE: 4/15/2019

ESTIMATED COMPLETION DATE: 4/192019

CPA FUNDING REQUEST: $3000

TOTAL BUDGET FOR PROJECT: $3000

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: Somerville Public Library

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: Kevin O'Kelly

MAILING ADDRESS: 79 Highland Ave

PHONE: 617 623-5000 x2964 EMAIL: kokelly@minlib.net

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) Kevin O'Kelly Signature _____ Date 9/25/18

Name (printed) _____ Signature _____ Date _____

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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
BUDGET SUMMARY

PROJECT NAME: Works Progress Administration Carved Wood Bas-Relief Restoration Project

APPLICANT: Somerville Public Library

SUMMARY OF PROJECT COSTS

Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission. ***Budget needs to include cost of permanent CPA dedication sign if requesting construction funds.***

	PROPOSED SOURCE	EXPENSES				
		STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
1	Somerville CPA				$3000	$3000
2						
3						
4						
5						
6						
TOTAL PROJECT COSTS						

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.
** Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses

EXPLANATION OF FUNDING SOURCES

Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in application packet

	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			

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CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
NARRATIVE PROMPTS

Please include in your submission concise narratives that respond to all prompts in the order they appear below, using the headers provided below.

Project Description

1. Describe the project, including the project location and the property involved
2. Why is this project needed? How does it preserve and enhance the character of Somerville? How does the project benefit the public? What population(s) will it serve?
3. How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan, including how the project incorporates sustainable practices and design?

Measuring Success

1. What are the goals of this project?
2. How will the success of this project be measured? (There should be at least one measure of success for every stated goal.)

Financial

1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. Describe any cost-saving measures to be implemented.
2. How was the total CPA funding request determined?
3. Will the project require funding over multiple years? If so, please provide annual funding requirements. (The CPC does not commit to funding projects over multiple years. If multiple years of funding is necessary, the applicant will need to submit a new application for funding each year).
4. How will the project be affected if it does not receive CPA funds or does not receive the full amount requested?

Project Management

1. Describe the applicant. Are they public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background? Provide any additional relevant information.
2. If a community organization is applying with a government entity as a co-applicant, describe how the two organizations will work together, how finances will be managed, and how the work will be continued after the conclusion of CPA funding.
3. Demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.
4. Identify and describe the roles of all known participants, including the project manager.

5. Describe the feasibility of the project and how it can be implemented within the timeline and budget included in this application.
6. Describe any known or potential barriers to the successful on-time commencement and completion of the project, including any permits or inspections required.
7. Describe any ongoing maintenance and programming required and who will be responsible for it.
8. Describe any permits, approvals, MAAB variance requests, or restrictions that are required for the project to go forward and the status for each.
9. Note if the applicant has previously received CPA funds and if so, a concise summary of the impact of the previous CPA project.

Historic Resources Rehabilitation Projects

1. Describe how the proposed project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA legislation under the definition of rehabilitation.
2. Describe how the applicant will ensure compliance with these standards as the project is ongoing, including an identification of who will make historic preservation determinations.

Accessibility Requirements

1. Describe how the proposed project complies with all ADA/MAAB Regulations.

NARRATIVE – Somerville Public Library

Project Description

1. Describe the project, including the project location and the property involved.

The proposed project is repair and conservation work of the Works Progress Administration wooden bas-relief depicting local places & events of importance in the early years of the American Revolution.

2. Why is this project needed? How does it preserve and enhance the character of Somerville? How does the project benefit the public? What population(s) will it serve?

The bas-relief has been in its current location in a ground-floor hallway for at least 40 years. During that time it has suffered surface damage from patron foot traffic, ranging from accidental kicks to being nicked by the metal parts of baby strollers. The bas-relief is a poignant reminder of both the area's history during the American Revolution and of the Works Progress Administration, a unique government initiative to alleviate economic hardship and provide employment to Americans of all trades and professions. Once the repair and restoration work is completed, the bas-relief will be moved to the mezzanine of Wellington Hall (upstairs in the main reading room of SPL) where it will be more visible to the public and safer from the hazards of foot traffic. The proposed project will make this work of art more accessible to the entire Somerville community.

3. How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan, including how the project incorporates sustainable practices and design?

The proposed project will help conserve a work of art that is part of Somerville's collective heritage and preserve accessibility to it in its restored condition both for current members of the community and future generation.

Measuring Success

1. What are the goals of this project?

The goals of this project are the return of the bas-relief to as close as possible to its original condition.

2. How will the success of this project be measured? (There should be at least one measure of success for every stated goal.)

Success will be measured by the repair of all visible surface damage to the bas-relief.

Financial

1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. Describe any cost-saving measures to be implemented.

This is the library's first effort to secure funding for repair and conservation work of this bas-relief.

2. How was the total CPA funding request determined?

NARRATIVE – Somerville Public Library

The funding was determined based on an assessment by Christine Thomson, a nationally recognized expert on wood carvings and finishes.

3. Will the project require funding over multiple years? If so, please provide annual funding requirements. (The CPC does not commit to funding projects over multiple years. If multiple years of funding are necessary, the applicant will need to submit a new application for funding each year).

The project is estimated to require only 30 hours of work, so it does not require funding over multiple years.

4. How will the project be affected if it does not receive CPA funds or does not receive the full amount requested?

If this project is not funded, we will seek grant funding elsewhere.

Project Management

1. Describe the applicant. Are they public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background? Provide any additional relevant information.

The applicant is the Somerville Public Library, which has been the home of the WPA bas-relief since it was made.

2. If a community organization is applying with a government entity as a co-applicant, describe how the two organizations will work together, how finances will be managed, and how the work will be continued after the conclusion of CPA funding.

N/A

3. Demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.

With CPA funding we will be able to engage the services of an expert conservator who regularly does this sort of work.

4. Identify and describe the roles of all known participants, including the project manager.

Kevin O'Kelly, who assisted SPL Director Glenn Ferdman with the original eligibility application, will oversee the project with the assistance of Meg Ragland, the SPL reference librarian who has researched the history of the bas-relief.

5. Describe the feasibility of the project and how it can be implemented within the timeline and budget included in this application.

This project consists of restoration and conservation on a work on a single wood carving. The goals are clear and finite: the repair/filling of all surface damage and cleaning and waxing of the original varnish.

6. Describe any known or potential barriers to the successful on-time commencement and completion of the project, including any permits or inspections required.

N/A

7. Describe any ongoing maintenance and programming required and who will be responsible for it.

N/A

8. Describe any permits, approvals, MAAB variance requests, or restrictions that are required for the project to go forward and the status for each.

N/A

9. Note if the applicant has previously received CPA funds and if so, a concise summary of the impact of the previous CPA project.

In 2017 the Somerville Public Library was awarded CPA funding for mold remediation work in the library closed stacks. The project was put out to bid; it was then suggested we work with a company that has an existing contract with the city; we are currently reviewing a scope of work proposal from Belfor Disaster Recovery Services, which did recovery work on the City Hall Annex. We expect work to begin on mold remediation within the next couple of months.

Historic Resources Rehabilitation Projects

1. Describe how the proposed project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA legislation under the definition of rehabilitation.

The goal of this project is to repair rather than replace the distinctive features of the bas-relief, restoring it as closely as possible to its original condition. The bas-relief has suffered no damage severe enough to require that any of part of it be replaced.

2. Describe how the applicant will ensure compliance with these standards as the project is ongoing, including an identification of who will make historic preservation determinations.

The original condition of the bas-relief has been thoroughly documented. The conservator engaged for this work will consult with Local History Librarian Kevin O'Kelly on an ongoing basis as the work progresses. Kevin O'Kelly will make historic preservation determinations, consulting experts as needed.

Accessibility Requirements

1. Describe how the proposed project complies with all ADA/MAAB Regulations.

Neither the restoration work on this bas-relief nor its placement in the mezzanine of Wellington Hall, will affect accessibility to any part of the Somerville Public Library. Massachusetts Architectural Access Board regulations do not apply to the restoration of art works.

Bas-Relief Restoration Project Timeline

Should funding be approved, the conservator will be able to undertake the restoration work after the signing of the grant agreement in spring 2019.

The project, which is estimated to take a week, can be done in April or May 2019.

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
INFORMATION FOR HISTORIC RESOURCES PROJECTS

Project Eligibility Requirements

The Community Preservation Act defines a historic resource as "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." If you are unsure whether your property is on the State Register of Historic Places, please see the Massachusetts Cultural Resource Information System; note that properties in Local Historic Districts are automatically added to the State Register. If your proposed project is for a historic resource that is not listed on the State Register of Historic Places, you must submit the project proposal to the Somerville Historic Preservation Commission (HPC) for a determination of significance.

Private homes that are in Local Historic Districts should apply for funding to the Historic Preservation Commission's Local Historic District Property Owner's small grants fund. This fund is in the process of being established.

To receive a determination of significance from the HPC, complete all sections of the FY19 Eligibility Determination Form and submit to the CPA Manager at kstelljes@somervillema.gov. She will review the form for completeness and forward it to the City's historic preservation staff. You do not need to receive a determination of significance prior to CPC review of your Eligibility Determination Form.

If your building is not already a designated historic site or has never been surveyed, you will likely be asked by the Historic Preservation Commission to submit "explanation of significance." See following page for more information. If you need to identify a preservation professional to assist you, you can find contact information for experts at www.preservationmass.org/preservation-directory.

HPC Guidelines for Determining Historic Significance

At the request of the Community Preservation Committee, the Historic Preservation Commission created a document explaining the guidelines it uses to determine historic significance; please see pages 13-14.

Compliance with the U.S. Secretary of the Interiors Standards for Rehabilitation

The CPA legislation requires that all CPA historic resources projects comply with the U.S. Secretary of the Interior's Standards for Rehabilitation. Contractors proposed for historic resource projects should have experience completing preservation projects using these standards.

Guidelines for a Determination of Historic Significance

For Historic Resource Projects Funded through the Community Preservation Act

Adopted August 19, 2014

To be determined eligible for Community Preservation Act (CPA) funding, a historic resource must either be listed on the state register of historic places or be determined "significant in the history, archaeology, architecture or culture" of Somerville by the Historic Preservation Commission (HPC). The CPA defines a historic resource as a building, structure, vessel, real property, document or artifact. The HPC has established two processes and sets of guidelines for making significance determinations: one for buildings and structures, which have traditionally been under the purview of the HPC, and one for vessels, real property, documents, and artifacts.

Buildings and Structures

Process: Staff will recommend a significance determination to the HPC using the guidelines below, and the HPC will vote on a final determination.

Guidelines: The HPC will determine the significance for buildings and structures based on: 1) construction date; 2) cultural or historic association; 3) architectural/design quality; and 4) integrity.

1. **Date of Construction**
   The historic resource must be at least 50 years old.

2. **Cultural or Historic Association**
   The historic resource must either:
   a. Be the site of an important historic event;
   b. Be identified with a person or group of persons who have impacted the community; or
   c. Exemplify the cultural, economic, industrial, social, or political heritage of the City. This type of association is often related to historic integrity; refer to item 4.

3. **Architectural/Design Quality**
   The historic resource must either:
   a. Embody distinctive characteristics of a type, period, or method of construction;
   b. Represent the work of a master craftsman, architect, or builder;
   c. Possess high artistic values;
   d. Represent a distinguishable entity whose components may lack individual distinction; or
   e. Represent an established or familiar visible feature of the neighborhood or City due to its singular characteristics or landscape.

4. **Integrity**
   The National Park Service defines historic integrity as the ability for a historic resource to convey significance. A historic resource should possess sufficient integrity to convey, represent, or contain the values and qualities for which it is judged significant.

Vessels*, Real property**, Documents, and Artifacts

**The Community Preservation Coalition has stated that, in the context of the CPA, a vessel refers to a ship or large boat.*

***The CPA legislation defines real property as "land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests."*

Process: The HPC recommends that applicants submit an "*Explanation of Significance*" written by a professional in the field associated with the resource type and a brief statement of the professional's credentials and/or expertise.

Staff will review this explanation, and the extent to which it satisfies the guidelines below, and recommend a significance determination to the HPC. The HPC will then vote on a final determination.

Guidelines: The HPC recommends the explanation of significance address: 1) level of completeness; 2) the historic scope that is conveyed through the object or record; and 3) integrity.

1. **Level of Completeness**
   Typically, this pertains to completeness of records, but can also apply to other resources if they are composed of multiple pieces or materials.

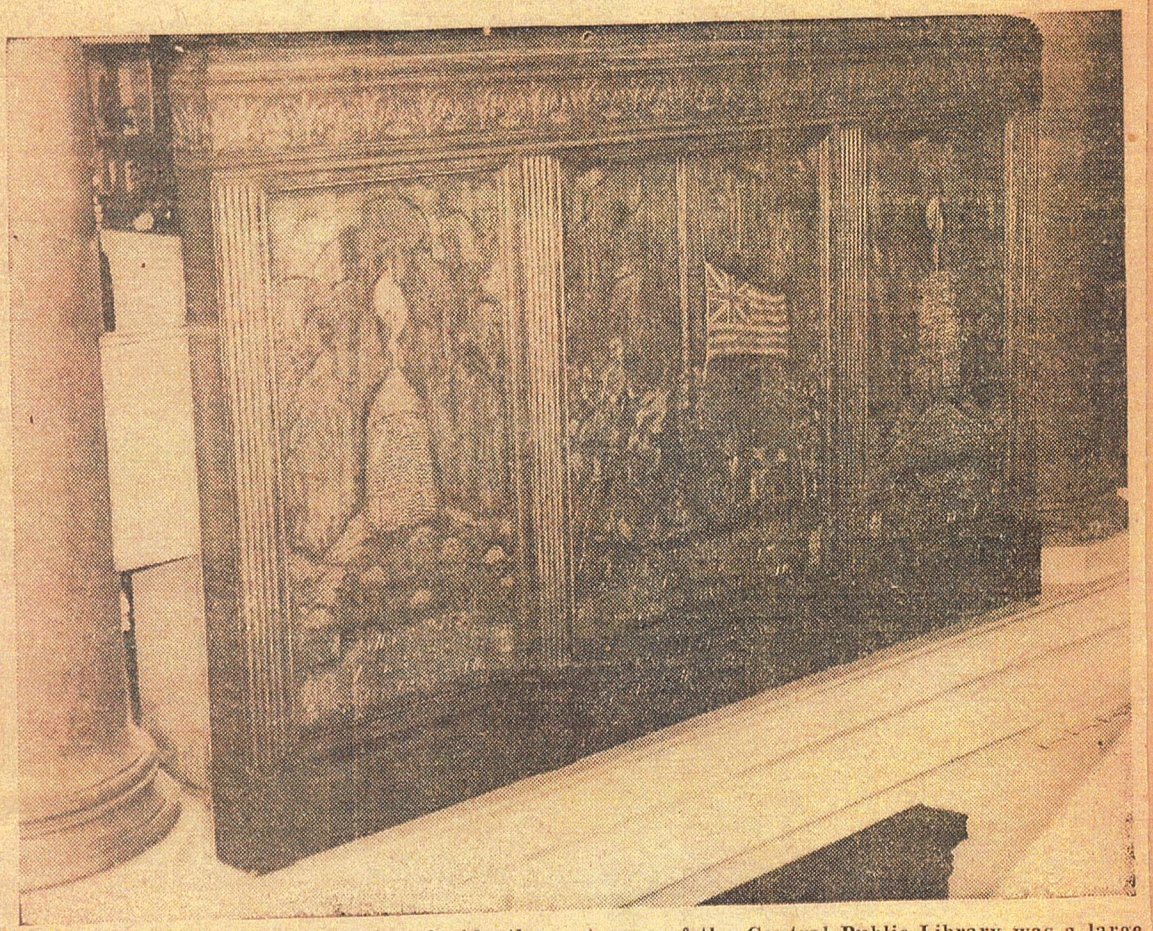
2. **Historic Scope**
   The resource must convey the scope of history with which it is associated. The scope of history represented may be identified by the cultural association or design quality. The resource may:
   a. Illustrate the site of an important historic event;
   b. Identify a person or group of persons who have impacted the community;
   c. Exemplify the cultural, economic, industrial, social, or political heritage of the City;
   d. Embody distinctive characteristics of a type, period, or method of creation;
   e. Represent the work of a master craftsman, artist, etc.
   f. Possess high artistic values; or
   g. Be used to inform an area of scholarship.

3. **Integrity**
   The National Park Service defines historic integrity as the ability for a historic resource to convey significance. A historic resource should possess sufficient integrity to convey, represent, or contain the values and qualities for which it is judged significant.

   For records, the Society of American Archivists defines integrity as the principle that a body of records resulting from the same activity must be preserved as a group, without division, separation, or addition, to protect the evidential and informational value that can be discerned from its context.

Somerville, Mass. V.F. –
Public Library Art (Wood Carving - WPA Project
Revolutionary Scenes)

Wood Carving of Revolutionary Scenes



Placed in position Tuesday just inside the entrance of the Central Public Library was a large three-paneled wood carving depicting three scenes of Revolutionary days in old Somerville.

The first panel, on the left, shows the Powder House, seized by the British during the early days of the war. The middle panel shows the raising of the Union Flag of the United Colonies on Prospect Hill. The panel on the right shows Washington's citadel from which General Washington surveyed the field of operations during the siege of Boston.

The carving is a product of the WPA wood carving project in Somerville.

S.J. 1939, July 27, 8:3

JAN 13 1940

SOMERVILLE PUBLIC LIBRARY
VERTICAL FILE.

Library Art Project Doing Valuable Work For Schools, Libraries

Captivating posters of characters from familiar fairy tales and children's classics, individual colored cut-out figures of Pinocchio, Snow White and the Seven Dwarfs, and paintings of a variety of typical American and New England subjects, distinguish the display of the Library Art Project of the W. P. A. now being shown at Malta Temple, Gilman square.

For appeal to the casual visitor, this project leads the field.

Here 25 men turn out art work for use in the public libraries of Massachusetts. For example, the children's room of the Somerville Public Central Library has a new series of large paintings of scenes from "A Tale of Two Cities", "The Christmas Carol", "The Deerslayer", and "Rip Van Winkle" as part of their visual education material. A fifth, the tavern scene in the first part of "Treasure Island", is now being painted.

In addition, the project supplies seasonal posters, and all kinds of campaign posters to encourage general reading or reading in a particular line, such as American history or geography, and instructional books on everything from aviation to gardening. The posters are illustrated with original and strikingly-appropriate drawings.

Then there are the small plasterboard figures mentioned before. They too are part of the visual education program for the children's library. Certainly they provide a vivid image for the memory of the child reader.

An air brush drawing of President Franklin Delano Roosevelt is also in the process of completion at the headquarters. The strong contours of the president's face make the air-brush a particularly suitable medium for picturization, and each crease and shadow was appearing beneath the worker's brush.

The widespread use of the products of the Somerville project is shown in connection with the Bookmobile Service of the state. Incidentally, this art project is the only one in Massachusetts. Officials say a large number of artists, painters and woodcarvers live in this city and a special project was initiated in this state for them. Only one of the 25 men now on the art work is from another city.

The Bookmobiles are two traveling libraries used in the rural parts of Massachusetts. At the present time, one is centralized at Pittsfield and another at Fall River.

The State Federation of Women's Clubs has recently donated a third bookmobile for the Northwestern section of the state. The art workers have painted a number of picturesque wooden signs with slots for insertions to announce the date when the Bookmobile will visit the commmuhity. The cars stop at country schools semi-monthly. These signs serve to publicize and inform people of the library, which has 15,000 books available for use.

A number of remarkable woodwork carvings have also been made by the workers. These are historical in nature and include scenes of the city: Washington's citadel on Prospect Hill, 1775-

(Continued on Page Seven)

Upholstering

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Library Art Project Does Valuable Work

(Continued from Page One)

1776; the raising of the Continental Great Union flag on Prospect Hill January 1, 1776; and the seizing of the Powder House by the British, September 1, 1774. Miscellaneous smaller articles have also been made for the library.

The men now employed on this project were formerly professional artists and many of them have had years of experience in their particular line of work.

Somerville, Mass. Public Library 1892-19

1938 Library WPA Project

of part time workers who had been with the library a considerable length of time a definite weekly salary with the benefit of vacations and sick leave. The duties of Supervisor of Schools and Deposits were extended to include Supervision of Children's Work throughout the system with the title, Supervisor of Schools and Deposits and Children's Work.

The experiment of closing the Central Library and all branches at one o'clock on Saturday afternoons during the months of July and August was greatly appreciated by the staff members and to my knowledge was heartily endorsed by the public. As proof that this did not work to the disadvantage of the public is evidenced by the circulation for these two months which showed an increase of over 6,000 over the same period in 1937.

Much interest has been shown in the bas-relief of Prospect Hill Tower and the elaborate bulletin board in Wellington Hall of the Central Library carved by the Somerville W.P.A. Work of Art Project. The W.P.A. authorities have been most cooperative and very generous to the library.

In view of the difficult and trying conditions under which much of the library's work was accomplished during the past year it was encouraging to note the loyalty and willingness of the members of the staff. Cheerful and courteous service was rendered at all times and no effort was too great for them to meet the demands of the library's patrons. The entire staff worked efficiently, harmoniously, and with a devotion which merits the highest praise.

I desire to take this opportunity to express to the Board of Trustees my appreciation for the interest, help, and cooperation manifested by the members of the Board.

Respectfully submitted,

JOHN D. KELLEY,
Librarian.

which might arise.

1941

The W. P. A. Projects continue their helpful assistance. The Library Services group performed an outstanding piece of work in stamping in bold type SOMERVILLE PUBLIC LIBRARY on all exposed sides of each book in our collection. This has done much to reduce our losses as the name of the library appears prominently from any position the book may be placed. The Art Project is most co-operative and continues to furnish us means of publicity which proves most valuable.

Som. Vil. - Public Library Art.

The W. P. A. continues to bestow its generosity upon the library. The wood carving project presented a beautiful three-paneled plaque extending the entire width of the Central charging desk, directly over the main entrance, depicting the Powder House, Prospect Hill Tower, and the Raising of the First Flag on Prospect Hill. The art project, of which the Librarian is sponsor, continues its valuable work making posters and scenes for the Junior Libraries. The life size nativity scene erected by this group at the Central Library during the Christmas season was a source of continual praise and admiration.

Considerable work has been accomplished during the past year in checking the books in the lower stacks. Antiquated text books, technical books, and material which has laid upon the shelves for years has been discarded. This work of its very nature is a slow process and requires considerable thought lest anything of value be hastily set aside.

- Annual Reports, 1939.

Artist Souza?

LEONEL MEDEIROS
1896 - 1975 (Somerville Resident) *

SITE OF
WASHINGTON'S
CITADEL 1775-76

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SITE OF
WASHINGTON'S
CITADEL 1775-76
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CARVING PROJECT
ADMINISTRATION 1939

SEPT

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
INFORMATION FOR PROJECTS PROPOSED ON PUBLIC PROPERTY

Proposing Community Projects on Public Property

The Community Preservation Committee requires that the City of Somerville is a co-applicant on all projects proposed on City property, including schoolyards and City leased property such as the Community Path. A representative from the relevant City department must sign onto the project's Eligibility Determination Form to confirm the City is a co-applicant.

It is up to the discretion of the relevant City department to agree to be a co-applicant on the proposed project. City departments will make the determination of their participation on the project based on the alignment of the project with City priorities and planning documents such as SomerVision and the Open Space and Recreation Plan, connections with already planned work, funding availability, and staff availability to serve as project partners. Please contact the relevant department as early in your idea generation process as possible. At a minimum, proposers must submit a pre-application form. For FY19, these forms were due May 16. Sign up for CPA News at www.somervillema.gov/cpa to receive updates on the FY20 deadlines.

The Community Preservation Committee also requires the relevant state institution sign on as an applicant for any projects on state land. If you are considering proposing a project on state owned land, please contact the relevant authority. A letter from the relevant governmental body confirming they are a co-applicant on the project must be submitted along with the Eligibility Determination Form.

Procurement Requirements for All Projects on Public Property

The Community Preservation Act requires that all projects implemented on public property, whether implemented by the City or a community group, follow state procurement and prevailing wage laws. Community groups proposing to manage a project on City property must have the capacity to follow these laws. More information is available in an article on the CPA and procurement laws from the Community Preservation Coalition and summary charts prepared by the Office of the Inspector General.

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
ENSURING ACCESSIBILITY FOR ALL RESIDENTS

City of Somerville General Accessibility Requirements for All Projects Intended for Public Use

Under the Americans with Disabilities Act (ADA), the City is required to operate all of its activities, services and programs so that, "when viewed in their entirety, they are readily accessible to and usable by qualified individuals with disabilities."

Any project intended for the public's use that is built on City property, any project built with City funds, or any project where the City is a co-applicant must comply with state and federal building codes regulating access for individuals with disabilities including the 2010 ADA Standards for Accessible Designs (28 CFR §35) by the United States Department of Justice, and the Massachusetts Architectural Access Board (MAAB) Regulations (See 521 C.M.R.), or the latest promulgated state and/or federal regulations. The resulting construction must meet all ADA/MAAB requirements and must provide equal access to individuals with disabilities.

Any construction, reconstruction, remodeling, alteration, or change of use of a building or facility that is open to the public will likely trigger this compliance obligation. Further, all new construction must fully comply. The City and the State's building inspectors must and will enforce the MAAB regulations which are outlined in a "specialized" section of the Massachusetts Building Code (see 780 C.M.R.).

Application of the ADA Standards is not required where it would be "technically infeasible." Technical infeasibility is defined as having "little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member which is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility." If compliance is technically infeasible, the alteration must provide accessibility to the maximum extent feasible.

Please confer with your design professional or architect on whether to seek a variance from the MAAB for technical reasons. There is no procedure for seeking variances under the ADA. However, ADA Title II has some exemptions for inaccessible buildings constructed before the law went into effect (ie for historic resource projects). For questions or additional information, please contact the CPA Manager at kstelljes@somervillema.gov.

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION ACT
STANDARD CPA GRANT AGREEMENT GENERAL CONDITIONS
AMENDED MAY 7, 2018

1. Requirements for Release of Funds. The Grantee hereby acknowledges and expressly agrees that all disbursements of grant funds to the Grantee shall comply with the CPA Funds Disbursement Guidelines, a copy of which is attached hereto and incorporated herein.

2. Public Records Law. All documents, including but not limited to photographs, videos, etc. submitted to the CPC shall become the property of the City of Somerville and shall be available for use by the City and available to the public under the Massachusetts Public Records Law.

3. Image Release. The Grantee must obtain prior permission, with a signed photo/video release, for images of individuals shared with the City of Somerville, stating that the image can be shared with the City of Somerville and are aware that it can be used for publicity purposes at the sole discretion of the City of Somerville. Parents or legal guardians must sign a release form for minors who appear in photographs. The Grantee must provide the City with a copy of the release upon request.

4. Project Liaison. The CPA Manager will serve as Project Liaison for the Project. The Grantee shall cooperate with the Project Liaison, including providing access to the project site at reasonable times and with reasonable notice. The Project Liaison shall serve as the agent of the Community Preservation Committee ("CPC") for the purpose of monitoring project compliance with the terms of this Grant Agreement and shall periodically report to the CPC regarding the progress of the Project and the compliance of the Grantee with the terms of this Grant Agreement.

5. Records and Monitoring. The Grantee agrees to maintain such records with respect to utilization of the grant funds and income derived therefrom as are kept in the normal course of business and such additional records as may be required by the City. The City may periodically evaluate the performance of the Grantee and may make a determination as to whether the Grantee has conformed to this Agreement and has a continuing capacity to carry out the funded activities in the manner required pursuant to this Agreement.

   Said records shall be available for inspection by the City during normal business hours and as often as the City may deem necessary. The Grantee shall make available all such records and documents as requested by said parties for audit and/or monitoring. The City shall be entitled to examine and make copies of such records and may audit all contracts, procurement records, invoices, materials, payrolls,

personnel records, conditions of employment, and all documents relating to all matters covered by this Agreement, provided said record does not contain proprietary information of the Grantee.

6. Deed Restrictions. Pursuant to Massachusetts General Law Chapter 44B, Section 12 every project that involves the acquisition of any interest in real property with CPA funds shall be bound by a permanent deed restriction that meets the requirements of M.G.L. c. 184, limiting the use of the interest to the purpose for which it was acquired. The CPC may also require, as a condition of a CPA funding grant, that real property which is benefited by grant funding be bound by a permanent deed restriction. Where applicable, the Grantee agrees to the imposition of such deed restriction in a form acceptable to the CPC.

7. Community Preservation Committee Conditions. The Grantee shall comply with all additional conditions placed on the grant offer by the CPC.

8. Compliance with Laws and Agreement. The Grantee understands and agrees that projects funded through this Grant Agreement are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. The Grantee also agrees to comply with all requirements of this Grant Agreement. The Grantee shall comply with all applicable federal and state laws and city ordinances and regulations, including but not limited to the Americans with Disabilities Act and Massachusetts Architectural Access Board regulations, which in any manner may affect the performance of this Grant Agreement.

9. Permits and Licenses. It is the obligation of the Grantee to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by awarding this grant.

10. No Liability of City. By making this grant, the City does not accept any liability whatsoever for any acts, omissions or errors associated with the Project. Nothing in this Grant Agreement shall be construed to render any elected or appointed official or employee of the City, or their successors in office, personally liable for any obligation under this Grant Agreement.

    The Grantee shall indemnify, defend (with counsel acceptable to the City, whose acceptance shall not be unreasonably withheld), and hold harmless the City of Somerville, its officers, agents, employees, and representatives from and against any and all claims, suits, actions, liabilities, losses, damages, costs and expenses (including attorney's fees and expert's fees) of any nature arising from or in connection with any act or omission resulting in any way from the performance of Grantee, its agents, officers, employees, contractors, or subcontractors under this Agreement.

    The extent of this indemnification shall not be limited by any obligation or any term or condition of any insurance policy. The obligations set forth in this paragraph shall survive the expiration or termination of this Agreement.

11. Insurance Requirements. Unless exempted, the Grantee shall provide the City with a Certificate of Insurance in the amount of $1,000,000 or greater covering General Liability including Bodily Injury,

Property Damage, and Personal Injury. The City shall be named as an additional insured on this certificate.

12. Community Preservation Act Awareness. Upon commencement of the Project, and when required by the CPC or its Project Liaison, the Grantee agrees to post a sign stating that the Project was funded through the City of Somerville's Community Preservation Act program. A temporary sign may be used during construction, but a permanent sign, plaque, or similar marker is ultimately required upon completion of construction. Payment, design, and location of the sign will be agreed upon by the Grantee and the Project Liaison. The Grantee shall also identify that the Project was funded through the City of Somerville's Community Preservation Act program in its written materials about the Project, including press releases, brochures, etc.

13. No Assignment. This Grant Agreement may not be assigned by the Grantee without prior written agreement by the City of Somerville.

14. Default and Termination. In the event of any dispute, claim, question or disagreement arising from or relating to this Grant Agreement or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith, and recognizing their mutual interests, attempt to reach an equitable solution satisfactory to both parties. If the parties are unable to reach such a solution and the CPC alleges that the Grantee has failed to fulfill its material obligations set forth under the terms of this Grant Agreement and is in breach, the CPC shall deliver written notice to the Grantee indicating such breach. Upon the Grantee's receipt of said notice, the Grantee shall immediately cease to incur any additional expenses in connection with this Grant Agreement, and the Grantee shall have ninety days, or a reasonable time as agreed by the parties, to cure the breach. In the event the Grantee requires further time to correct the breach and demonstrates a good faith effort to do so, the Grantee and the CPC may extend the time to correct in writing by mutual agreement. If the Grantee fails to correct the breach, the CPC shall have the right, in its sole discretion, to terminate this Grant Agreement upon reasonable written notice to the Grantee. Notwithstanding the foregoing, upon immediate notification to the CPC, the Grantee shall not be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond its control and without its fault or negligence.

15. Return of Funds.

    a. Upon completion of the Project, any funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the City without further expenditure thereof.

    b. If the City determines that funds have been spent on purposes not included in the Grantee's application for CPA funds or otherwise not authorized by the CPC or under the CPA, the Grantee shall be liable to repay these funds to the City.

    c. In the event this Grant Agreement is terminated pursuant to the provisions of Section 14 hereof, any funds granted to the Grantee under this Grant Agreement and not yet expended

shall be returned forthwith to the City without further expenditure thereof.

d. If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Grantee, the Grantee shall be liable to repay to the City the entire amount of funding provided under this Agreement, and the City shall take such steps as are necessary, including legal action, to recover said funds.

e. In the event the City is required to take legal action under this Grant Agreement, the Grantee shall be liable for all of the City's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs.

f. All returned funds shall be deposited into the CPA Fund and shall be made available for future grants to other recipients.

16. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested, or by other reputable delivery service to the parties hereto at the following address:

If to the Grantee:	Contact information specified on the face of this Grant Agreement
If to the CPC:	CPA Manager Somerville City Hall 93 Highland Ave. Somerville, MA 02143

17. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.

18. Governing Law. This Agreement constitutes the entire agreement between the parties hereto and may be amended only in writing executed by both the City of Somerville and the Grantee. Signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Grantee.

JOSEPH A. CURTATONE
MAYOR

CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY19 FUNDING CYCLE
CPA FUNDS DISBURSEMENT GUIDELINES

The CPC, acting through the City, will disburse CPA funds to non-City organizations ("Grantees") according to the guidelines below. The CPC reserves the right to change these disbursement guidelines prior to grant agreement execution and will notify all interested persons should it do so.

Requirements for Disbursement

The City requires the following for disbursement of CPA funds:

1. **Appointment of Grantee Contact**. Grantees must appoint a single point of contact to be responsible for the CPA grant and to interact with the City.
2. **An executed grant agreement**. Grantees will receive CPA funds in the form of a grant from the City of Somerville, which will be governed by a grant agreement with the City. The grant agreement is a contractual document that will signed by the following individuals: the Grantee's authorized representative, the CPA Manager (on behalf of the CPC), the Purchasing Director, the City Solicitor, the City Auditor, and the Mayor.
3. **A disbursement schedule**. The disbursement schedule will identify project phases and a disbursement amount for each project phase and will be included in the grant agreement. The City will reserve 10% of each grant as the final disbursement for every project.
    a. Unless otherwise agreed to by the CPA Manager and Grantee, the default phase length will be three months, with disbursements released quarterly.
4. **Project-specific deliverables or milestones**. The CPA Manager and the Grantee will also identify a set of deliverables or milestones tied to each project phase, and disbursement will be tied to the completion of them (see below). These phase-specific deliverables/milestones will be agreed upon ideally prior to the execution of the Grant Agreement and at the latest prior to the commencement of each phase.
5. **An invoice and grant report for each project phase**. Grantees must submit an invoice for each disbursement of CPA funds and append to this invoice a grant report, using the CPA Grant Report Form provided by the CPA Manager. The invoice shall include the following information: Grantee name, Grantee remit address, invoice date, invoice number, purchase order number, and grant disbursement amount. The City will not release a disbursement unless the CPA Manager has approved and signed the corresponding invoice and Grant Report Form.
6. **Photos**. Grantees must submit at least three high-resolution photos of their project with each invoice and grant report. Grantees must submit photos of the project before work commences with their first invoice and grant report and photos of the completed project with their final

invoice and grant report. All photos must be submitted to the Somerville CPA flickr page: https://www.flickr.com/groups/2845933@N21/.

7. **Periodic on-site meetings**. The CPA Manager will visit the project site on a periodic basis to meet with the Grantee Contact and other relevant project staff to discuss and monitor progress.

Disbursement System

The City will disburse funds to Grantees using either a phased disbursement system or a reimbursement system. Each Grantee will select its preferred system.

1. **Phased disbursement system**. Under a phased disbursement system, the City will forward fund each phase of the project. The City will only release disbursements for Phases 2 and beyond after all deliverables and milestones for the previous phase have been successfully completed (i.e., once the previous phase's deliverables/milestones have been reconciled). The following chart summarizes this system using an illustrative example:

Phased Disbursement System Example				
Phase #	**Phase Time Period**	**Invoice/ Report Date**	**Grant Report Content**	**Disbursement Released** (assuming 2 week processing time)
1	1/1 – 3/31	1/1	Discusses anticipated Phase 1 work	1/15
2	4/1 – 6/30	4/1	Reconciles Phase 1 & discusses anticipated Phase 2 work	4/15 **IF** Phase 1 is reconciled
3	7/1 – 9/30	7/1	Reconciles Phase 2 & discusses anticipated Phase 3 work	7/15 **IF** Phase 2 is reconciled
10% reserve	n/a	As early as 10/1	Reconciles all Project deliverables, including Phase 3 deliverables	10/15 **IF** all Project requirements are complete

2. **Reimbursement system**. Under a reimbursement system, the City will reimburse Grantees for expenses incurred. The City will only release the disbursement for each phase once the deliverables/milestones for that phase have been successfully completed, or reconciled. The following chart summarizes this system using an illustrative example:

Reimbursement System Example				
Phase #	**Phase Time Period**	**Invoice/ Report Date**	**Grant Report Content**	**Disbursement Released** (assuming 2 week processing time)
1	1/1 – 3/31	4/1	Reconciles Phase 1 & discusses anticipated Phase 2 work	4/15 **IF** Phase 1 is reconciled
2	4/1 – 6/30	7/1	Reconciles Phase 2 & discusses anticipated Phase 3 work	7/15 **IF** Phase 2 is reconciled
3	7/1 – 9/30	10/1	Reconciles Phase 3	10/15 **IF** Phase 3 is reconciled
10% reserve	n/a	As early as 10/1	Reconciles all Project deliverables	10/15 **IF** all Project requirements are complete

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: Somerville Public Library/Ke

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: Kevin O'Kelly

Title: Head of Reference, SPL

Date: 9/24/18

SOMERVILLE CODE OF ORDINANCES – SEC 15-71 TO 15-76
CAMPAIGN CONTRIBUTION ORDINANCE INFORMATION

This page provides informational guidance on the requirements of the Somerville "Pay to Play and Campaign Contribution Ordinance". This is not intended as legal advice. Please always refer to the ordinance for all requirements and definitions.

MANDATORY DISCLOSURE FORM FOR APPLICANTS

APPLICANTS must complete a disclosure and certification form. You are an APPLICANT under this Ordinance if you are an individual, corporation, limited liability company, partnership, association, joint venture, or any other legal entity, who is applying for any of the following items from the City of Somerville, all departments of the city, as well as any authorities and quasi-public corporations that receive appropriations from the city, such as the Somerville Redevelopment Authority:

ITEM TYPE	**DESCRIPTION**	**HOW TO FILE FORM**
CONTRACTS	A signed written contract in excess of $25,000.00 for goods or services to which the city or a city-related agency is a party, except where the agreement is required by law to be awarded pursuant to a competitive bidding process under applicable law, or where the agreement constitutes a sole source procurement under Massachusetts General Laws Chapter 30B, Section 7.	File with the contracting entity, before the city may enter into any contract.
ZONING RELIEF	A special permit with site plan review or approval of a planned unit development, as defined in the Somerville Zoning Ordinance, with respect to new construction or renovation in excess of 15,000 square feet.	File with the board hearing the application at the time that an applicant seeks approval.
REAL ESTATE	Acquisition of real estate owned by, or disposition of real estate to, the city or a city-related agency.	File with city agency seeking to dispose / acquire property at the time that an applicant submits a bid or response to a RFP. If not a bid or proposal process, file prior to obtaining title.
FINANCIAL ASSISTANCE	*Financial assistance* means any grant, loan, tax incentive, bond financing proceeds used to purchase land or fund expenses for improvements made to land or real estate, or other form of assistance that is realized by or provided to a person in the amount of $50,000.00 or more through the authority or approval of the city or a city-related agency, including, but not limited to, tax increment financing aid, district improvement financing aid, industrial development bonds, or community development block grant aid.	File with the city agency that would provide financial assistance at the time of application.

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ELIGIBILITY RESTRICTIONS FOR APPLICANTS

No applicant shall be entitled to obtain the award of any of the items applied for "if such applicant, including those who would be attributed to the applicant under section 15-73 above or any subcontractor used on a contract, has made a total contribution of more than $500.00 to any individual

candidate for elected office of the City of Somerville or incumbent in either the calendar year of the application or the calendar year preceding the application, provided, however, that the restriction of eligibility with regard to contributions made prior to the year preceding the application shall not apply to any contributions made in the calendar year preceding the adoption of this article and shall only go forward beginning with the year of adoption of the article. No contribution made prior to the effective date of this article shall be deemed to give rise to a violation or penalty under this article."

No contract may be renewed, extended, or materially amended, unless the resulting renewal, extension, or amendment, would be allowable under the provisions of this article if it were an initial contract.

OBTAINING THE ITEM AND CERTIFICATION ON CONTRIBUTIONS

If you obtain the item applied for, the ordinance contains requirements on certain contributions. The ordinance requires the applicant to certify that the "applicant and anyone attributed to the applicant or any subcontractor used on the contract shall not make any contribution in any calendar year in an amount in excess of $500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four calendar years following the award of the item, or for the duration of the term of any contract, whichever is longer." Elected office of the City of Somerville shall mean the mayor, board of aldermen, and school committee of the city.

ATTRIBUTION RULES

The ordinance specifies certain attribution rules in Section 15-73, which are also referenced in sections relating to mandatory disclosure, certification, and eligibility. Section 15-73 provides that where the Applicant is:

An ***Individual***	Any contributions made by the individual, any spouse of the individual, and any children of the individual.
Not an individual but a corporation, partnership or limited liability corporation	Any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children.

CURING A CONTRIBUTION IN VIOLATION OF THE ORDINANCE

An applicant may cure a contribution which violates this ordinance as follows:

Within "30 days after the date on which an applicable office of campaign and political finance report is required to be filed which contains a contribution in violation of this article, the applicant requests a refund in writing from the candidate or incumbent who received the contribution," AND Within "30 days of the request, the applicant receives a refund of a contribution from the incumbent or any candidate for elective office in the City of Somerville, or political committee for such incumbent or candidate."

Notwithstanding the above, if there is a contribution in violation of this article, the candidate or incumbent shall refund the contribution within 30 days of receipt of a request for refund, provided that funds are otherwise available in the campaign account of the candidate or incumbent. This article shall be interpreted and applied consistent with all applicable federal and state laws and regulations.

CITY OF SOMERVILLE CAMPAIGN CONTRIBUTION ORDINANCE SEC. 15-72*
MANDATORY DISCLOSURE AND CERTIFICATION FORM

INSTRUCTIONS: APPLICANTS, PLEASE COMPLETE THE ENTIRE FORM AND FILE WITH THE SAME CITY OFFICE OR AGENCY WITH WHOM YOU FILED OR WILL FILE BELOW APPLICATION.

PART I. APPLICATION FOR ITEM

Describe the item you have, or will apply for, relating to this disclosure:

ITEM:	
TYPE (X):	☐ Contract ☐ Zoning Relief ☐ Real Estate ☐ Financial Assistance
CITY DEPT. OR AGENCY:	

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	Kevin O'Kelly
ADDRESS:	79 Highland Ave.
TELEPHONE NO.:	617.623.5000 x2964
E-MAIL:	kokelly@minlib.net

On Schedule A, you must also provide the same information for the Applicant's principals, chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, or persons performing similar functions, or shareholders in excess of ten percent and managing agent to the extent applicable. **Please complete Schedule A. If not applicable, please check N/A on Schedule A.**

PART III. CAMPAIGN CONTRIBUTION DISCLOSURE

On Schedule B, Applicants must disclose all contributions made by the applicant during the 12 months prior to the application (identified in Part I), to any person who was a candidate for elective office of the City of Somerville (mayor, board of aldermen, and school committee). The attribution rules in Section 15-73 of the Somerville Code of Ordinances shall apply to the contributions that must be disclosed. **On Schedule B,** applicants must also disclose such contributions made by persons attributed to the applicant under the ordinance. If the applicant is an individual, any such contributions made by the individual, any spouse of the individual, and any children of the individual must be disclosed. If the applicant is not an individual but a corporation, partnership or limited liability corporation, then any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children, must be disclosed. **Please complete Schedule B. If disclosure is not required, please check N/A on Schedule B.** *Note: Contributions made before January 1, 2017 are not required to be disclosed.*

* Please see the Pay to Play and Campaign Contribution Ordinance for definitions and all requirements.

PART IV. SUBCONTRACTOR INFORMATION

Have you applied for a Contract and intend to use a subcontractor on this Contract? ☐Yes ☐No

If "Yes", complete **Schedule C.** If "No"**, proceed to Part V.**

PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

I, the undersigned applicant, hereby further certify as follows: If awarded the item that is applied for (as identified above) under subsections (a), (b), (c), or (d) in Section 15-72 of the Somerville Code of Ordinances, the Applicant, and anyone attributed to the Applicant, and if the application is for a contract any subcontractor used on the contract, will not make any contribution in any calendar year in an amount in excess of $500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four (4) calendar years following the award of the item, or for the duration of the term of the contract, whichever is longer.

Signed under the pains and penalties of perjury:

Signature of Affiant:_____ Title: Head of Reference, SPL

Printed Name of Affiant: Kevin O'Kell Date: 9/25/18

Subscribed and sworn before me this ___ day of _____, 2___.

(Witnessed or attested by)

(Seal)

My Commission expires:

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SCHEDULE A – APPLICANT INFORMATION

INSTRUCTIONS: FOR EACH OF APPLICANT'S PRINCIPALS, CHIEF EXECUTIVE OFFICER, PRESIDENT, CHIEF FINANCIAL OFFICER, TREASURER, CHIEF OPERATING OFFICER, CHIEF PROCUREMENT OFFICER, DIRECTORS, OR PERSONS PERFORMING SIMILAR FUNCTIONS, OR SHAREHOLDERS IN EXCESS OF TEN PERCENT AND MANAGING AGENT TO THE EXTENT APPLICABLE, COMPLETE THE FOLLOWING. ATTACH ADDITIONAL PAGES IF REQUIRED.

IF NOT APPLICABLE, CHECK HERE: ☑.

NAME	POSITION	E-MAIL ADDRESS	PHONE NO.	ADDRESS

SCHEDULE B– CONTRIBUTION DISCLOSURE INFORMATION

<u>INSTRUCTIONS</u>: FOR EACH CONTRIBUTION, YOU MUST DISCLOSE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES IF REQUIRED.

Note: Contributions made before January 1, 2017 are not required to be disclosed.

IF NOT APPLICABLE, CHECK HERE: ☑.

NAME OF CONTRIBUTOR	**RELATIONSHIP TO APPLICANT**	**NAME OF RECIPIENT**	**DATE OF CONTRIBUTION (MM/DD/YYYY)**	**AMOUNT OF CONTRIBUTION ($.$$)**

SCHEDULE C – SUBCONTRACTOR INFORMATION

INSTRUCTIONS: LIST THE NAME, BUSINESS ADDRESS, AND PHONE NUMBER OF EACH SUBCONTRACTOR AND THE AMOUNT OR PERCENTAGE TO BE PAID TO EACH SUBCONTRACTOR. ATTACH ADDITIONAL PAGES IF REQUIRED.

NAME	**AMOUNT OR % PAID**	**PHONE NO.**	**BUSINESS ADDRESS**

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 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

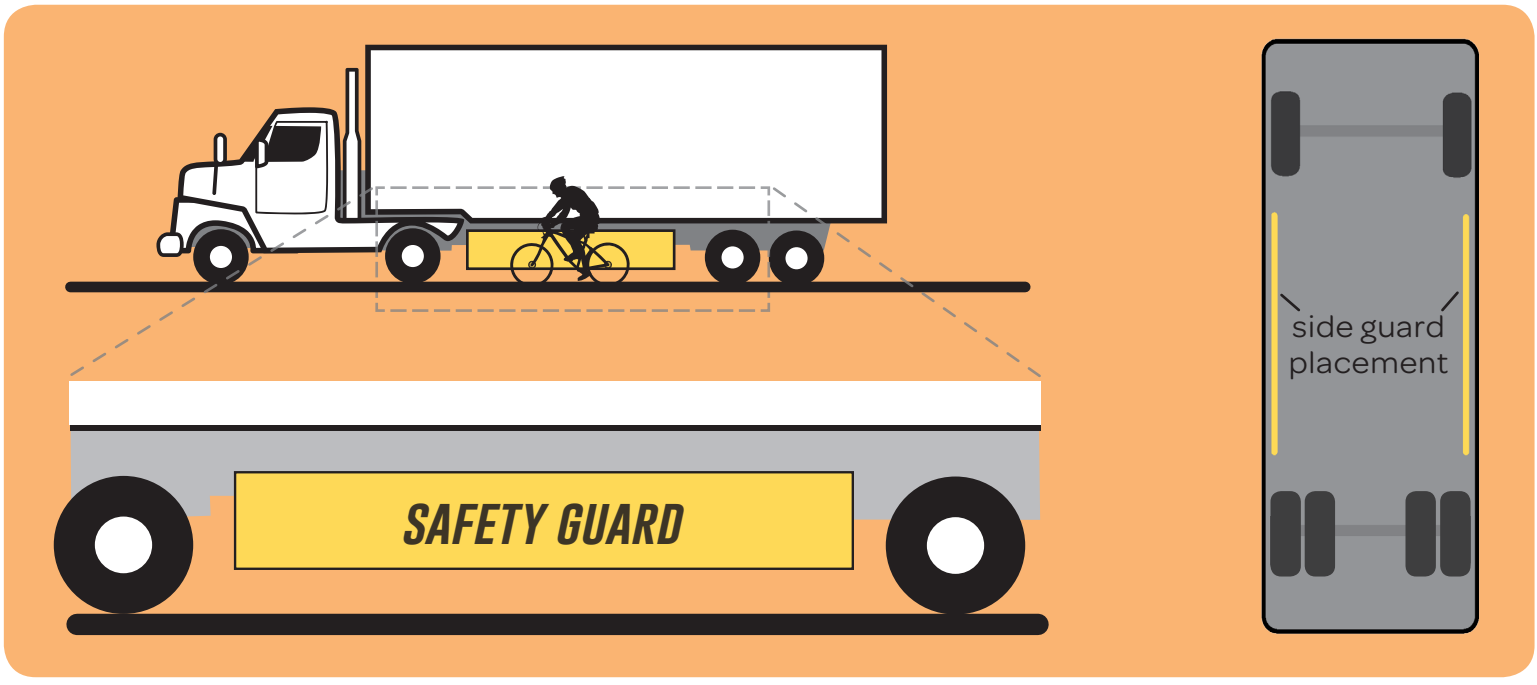
☐ Other:_____

CITY OF SOMERVILLE

TRUCK SIDE GUARD ORDINANCE

Collisions with large vehicles are disproportionately likely to result in cyclist and pedestrian fatalities. The City of Somerville's Ordinance to Safeguard Vulnerable Road Users aims to prevent cyclists and pedestrians from the risk of being struck by a large vehicle because of limited driver visibility and lack of side-visible turn signals, as well as falling under the sides of large vehicles and being caught under the wheels.

The ordinance applies to large motor vehicles that are Class 3 or above with a gross vehicle weight rating (GVWR) exceeding 10,000 pounds, except for an ambulance, fire apparatus, low-speed vehicle with a maximum speed under 15 mph, or an agricultural tractor.



Questions about inspections?

Please contact the Fleet Superintendent, Ron Bonney, at:
RBonney@SomervilleMA.gov or (617) 625-6600, ext. 5524.

ORDINANCE REQUIREMENTS

Lateral Protective Devices (Side Guards)

- Vehicles must have device installed between the front & rear wheels to help prevent injuries to vulnerable road users, particularly from falling underneath the vehicle.

Side-Visible Turn Signals

- Vehicles must have at least one turn signal lamp on each side of the vehicle that is visible from any point to the left and right side along the full length of the vehicle.

Convex Mirrors

- Vehicles must have mirrors which enable the driver to see anything that is three feet above the road and one foot in front of or alongside of the vehicle.

Cross-Over Mirrors

- Vehicles must have mirrors that enable the driver to see anything at least three feet tall passing one foot in front of the vehicle and the area in front of the bumper where direct vision is not possible.

Safety Decals

- Vehicles must have a minimum of three reflective decals on the rear and sides.
- The decals must be "safety yellow" in color and include language or images that warn of blind spots.

COMMON QUESTIONS

What types of vehicles does this ordinance apply to? This ordinance applies to Class 3 or above vehicles with a gross vehicle weight rating exceeding 10,000 lbs., except for an ambulance, fire apparatus, low-speed vehicle with max speed under 15 mph, or agricultural tractors.

Can tool boxes be used as side guards? Yes, as long as the tool box meets all of the required measurements in the ordinance.

If I rent trucks for a job, do those vehicles need to be inspected and permitted? Yes.

Do subcontractors' trucks working on a City contract need to be inspected & permitted? Yes.

Will the City do an off-site inspection for larger fleets? Yes, depending on the availability of inspectors and the distance to the site.

Register for an Inspection

Email inspection forms to: FleetInspections@SomervilleMA.gov

Questions about inspections? Please contact the Fleet Superintendent, Ron Bonney, at: RBonney@SomervilleMA.gov or (617) 625-6600, ext. 5524