



JOSEPH A. CURTATONE  
MAYOR

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**COMMUNITY PRESERVATION COMMITTEE**  
**FY21 FUNDING CYCLE**  
**APPLICATION COVER PAGE**



**1. PROJECT INFORMATION**

PROJECT NAME: City of Somerville Land Acquisition Fund

City of Somerville - Strategic Planning and community Development- PSUF

PROJECT LOCATION: \_\_\_\_\_

LEGAL PROPERTY OWNER OF RECORD: City of Somerville

ONE SENTENCE DESCRIPTION OF PROJECT: \_\_\_\_\_

Request CPA funds to seed the Land Acquisition Fund

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

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

Fiscal Year 2021

ESTIMATED START DATE: \_\_\_\_\_

Date to be determined

ESTIMATED COMPLETION DATE: \_\_\_\_\_

\$50,000

CPA FUNDING REQUEST: \_\_\_\_\_

\$50,000

TOTAL BUDGET FOR PROJECT: \_\_\_\_\_

**2. APPLICANT INFORMATION**

City of Somerville Department of Strategic Planning and Community Development

APPLICATION NAME / ORGANIZATION: \_\_\_\_\_

Department of Public Space and Urban Forestry (PSUF)

CO-APPLICATION NAME / ORGANIZATION: \_\_\_\_\_

Arn Franzen or Luisa Oliveira. (PSUF)

CONTACT PERSON: \_\_\_\_\_

City Hall, 93 Highland Ave

MAILING ADDRESS: \_\_\_\_\_

617-625-6600 x 2545

afranzen@somerville.gov. Loliveira@somervillema.gov

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**3. SIGNATURES**

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

Name (printed) Arn Franzen

Signature [Signature]

Date 9/16/20

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



JOSEPH A. CURTATONE  
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**COMMUNITY PRESERVATION COMMITTEE**  
**FY21 FUNDING CYCLE**  
**SUBMISSION REQUIREMENTS CHECKLIST**

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

**GENERAL:**

- ☒ Application Cover Page (form provided)
- ☒ Submission Requirements Checklist (this form)
- ☒ Narratives (prompts provided in instruction packet)
- ☒ Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental, permitting, construction, etc.), including receipt of other funding sources
- ☒ Grant and Trust Funds Disclosure Form (form provided)
- ☒ Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
- ☒ Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)

**FINANCIAL:**

- ☒ Budget Summary (form provided- construction projects must include cost for permanent CPA dedication sign)
- ☐ Itemized budget of all project costs, including the proposed source for each cost
- ☐ Three written quotes for project costs. If quotes cannot be secured, detailed cost estimates may be used if a thorough explanation of the estimates is included.
- ☐ Proof of secured funding (e.g., commitment letters or bank statements), if applicable. If providing bank statements, please redact identifying information such as account numbers.

**VISUAL:**

- ☐ Map of the property location showing all features pertinent to the project, including current or future rapid transit stations
- ☐ Photos of the project site (not more than 4 views per site); include digital copies

**OWNERSHIP/OPERATION (NON-CITY):**

- ☐ Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
- ☐ City has signed on as a co-applicant for community projects proposed on City land.
- ☐ Certificates of Good Standing from the [City](#) and the [State](#), if applicable
- ☐ 501(c)(3) certification, if operating as a non-profit
- ☐ Purchase and sale agreement or copy of current recorded deed, if applicable

**COMMUNITY SUPPORT (RECOMMENDED):**

- ☐ Letters of support from residents, community groups, other City boards, commissions, or departments, or from City, state, or federal officials

**HISTORIC RESOURCES PROJECTS:**

- ☐ 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).

**CITY OF SOMERVILLE, MASSACHUSETTS**  
**COMMUNITY PRESERVATION COMMITTEE**

**FY21 Funding Cycle**

**Land Acquisition Fund Seed Funding Request- CPA Application Narrative**

**PROJECT DESCRIPTION:**

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

An Open space Acquisition fund was established by the City Council in 2019. This request is for the seed money for that fund so that open space parcels may be acquired.

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? How will the success of this project be measured?**

Critical opportunities to acquire new OpenSpace sometimes present themselves as initiatives from the public, or from City staff, and having the access to a funding source, even if not enough to purchase the entire property, can leverage additional funds making the purchase possible. As frequently stated, there is a critical shortage of Open Space in the City and opportunity to create new quality open space for Somerville residents is essential for all.

A goal of acquiring 125 new acres of open space was identified in Somervision, Somerville's Comprehensive Plan, completed in 2012. In addition to the lengthy process that resulted in Somervision, updates to the plan are ongoing and the addition of new open space is a consistently goal articulated by Somerville residents. Adding dollars to the Open space Acquisition fund will allow the City to save for and purchase new acres of open space.

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?**

Land Acquisition Funding will provide significant public benefit consistent with the priorities of the Community Preservation Plan goals including Open Space and recreation opportunities, as identified in SomerVision, the City's Comprehensive Plan, the City's Open Space and Recreation Plan.

- A. **Improve Accessibility for all members of the community.**

Acquiring more acres of open space increases access to restorative and recreational spaces for City residents. Additionally, since all newly renovated City parks are compliant



with ADA requirements, more acres of open space increases accessibility for all persons of all abilities.

**B. Incorporate Sustainable Practices in design.**

While not directly applicable, parks are an important source of ecosystem services benefits across Somerville and are planned with sustainability in mind.

**C. Receive endorsement from other Somerville Boards, commissions, departments, or community groups or from city, state, or federal officials.**

The City Council, Open Space Acquisition Task Force, and the CPC all are supportive of acquiring more open space, as are community groups and resident advocates.

**D. Are consistent with the goals and priorities established in other current planning documents but not explicitly addressed in this plan.**

Increasing open space within Somerville is stated as a goal of the 2013-2016 Open Space Recreation Plan, and in the relevant chapters of Somervision as well as in various neighborhood plans.

**E. Support of Somerville's diversity, including support to immigrants regardless of their status.**

Acquiring parcels in Environmental Justice communities, or areas of the city where Open Space is lacking, will support all residents but most especially the city's most vulnerable residents who often use parks as a no cost source of recreation and socialization.

## **MEASURING SUCCESS:**

**1. What are the goals of this project?**

To have funds at ready for the purchase of open space land as it becomes available. Adding funds to it will allow for this.

To expand and preserve new open space opportunities for the City for the future.

**2. How will the success of this project be measured?**

The success will be measured in acres purchased and in increase in total open space acreage in Somerville. Community health and wellness.

## **FINANCIAL**

**1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project.**

The CPC has approved the purchase Land Acquisition Funds in previous years and we would like to continue to develop the opportunities that these funds have provided.

**2. How was the total CPA funding request determined?**

While this request is small, the \$50,000 is a starting point. The City requests that the CPC add as much as possible to the fund, given the stated CPC and community goals and the important of achieving this objective.

**3. Will the project require funding over multiple years?**

Yes, ideally the CPC should be adding to this fund every year so as to amass the funds required to buy land.

## **PROJECT MANAGEMENT**

**1) Describe the applicant.**

The applicant is the City of Somerville's Public Space and Urban Forestry Department (PSUF). The department is responsible for the design development and construction of all City-owned parks and open spaces.

**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.**

Not applicable.

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

The City Department of Public Space and Urban Forestry division has acquired and renovated numerous parks. While additional members with other areas of expertise (example: real estate/ land acquisition/ law) may be required to help administer these funds, PSUF will initiate the administration.

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

Project Management and fund administration will be provided by the City's senior Planner for Landscape Design.

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

Once the funds are allocated, they can be placed in the Fund within three months' time.

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

None

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

None

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

PSUF has received numerous CPA grant Awards, and with few exceptions there have not been any problems

- 9) Describe any permits, approvals, Massachusetts Architectural Access Board (MAAB) variance requests, or restrictions that are required for the project to go forward and the status for each.

None

## **ACCESSIBILITY REQUIREMENTS**

- 1) Describe how the proposed project complies with all Americans with Disabilities Act/MAAB Regulations.

As an identified goal in the City's SomerVision Comprehensive Plan, the acquisition of more acres of open space/recreational land is a shared community value. Community members continue to discuss and work on this goal through the Open Space Creation Task Force and the current SomerVision update process. The Land Acquisition Fund has been established as a tool for buying additional land. This request is to add CPA monies, as the CPC sees fit, to the Land Acquisition Fund.

As a City Requirement, new City projects must comply with the Americans with Disabilities Act, and as stated all PSUF projects always meet those requirements.

## Open Space Acquisition Fund - Timeline

CPA Application submitted to CPC  
CPC and Somerville City Council Approval of Funding  
Funding Becomes available for new land purchases

September 2020  
Spring 2021  
Spring - Summer 2021





**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:** CITY OF SOMERVILLE

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** TO THE BEST OF MY KNOWLEDGE.  
-ARM

**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:

 ARM FRANZEN

Print Name of Authorized Individual:

Title:

PROJECT MANAGER - PUBLIC SPACE & URBAN FORESTRY

Date:

9/16/20





## 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:                 | LAND ACQUISITION FUND - SEED FUNDING |  |                                      |  |
| TYPE (X):             | <input type="checkbox"/> Contract    | <input type="checkbox"/> Zoning Relief | <input type="checkbox"/> Real Estate | <input checked="" type="checkbox"/> Financial Assistance |
| CITY DEPT. OR AGENCY: | CITY OF SOMERVILLE - (PSUF)          |  |                                      |  |

### PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

|                |                                 |
|----------------|---------------------------------|
| NAME:          | ARM FRAMER - CITY OF SOMERVILLE |
| ADDRESS:       | 93 HIGHLAND AVE, CITY HALL      |
| TELEPHONE NO.: | CELL NO: 781-859-7803           |
| E-MAIL:        | AFRAMER@SOMERVILLE.MA.GOV       |

**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.

## 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:** ☒.

[illegible]

## SCHEDULE B- CONTRIBUTION DISCLOSURE INFORMATION

**INSTRUCTIONS:** 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: ☐.

[illegible]



## 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.

[illegible]

**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: [Signature] Title: PROJECT MANAGER-PS4F

Printed Name of Affiant: AIRM FRANZONI Date: 9/16/20

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

(Witnessed or attested by)

(Seal)

My Commission expires:

-CAN BE SUPPLIED UPON REQUEST-

**THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION**