



JOSEPH A. CURTATONE
MAYOR



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

1. PROJECT INFORMATION

PROJECT NAME: FY 22 City of somerville Land Acquisition FundCity of somerville
 PROJECT LOCATION: Locations coordinated by Dept of Public Space and Urban Forestry (PSUF)
City of Somerville
 LEGAL PROPERTY OWNER OF RECORD: _____
 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 Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation				
Support				
Rehabilitation/ Restoration				

ESTIMATED START DATE: Fiscal Year 2022
 ESTIMATED COMPLETION DATE: Date to be determined
 CPA FUNDING REQUEST: \$250,000.00
 TOTAL BUDGET FOR PROJECT: \$250,000.00

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: City of Somerville Department of Strategic Planning and Community Development
Dept of Public Space and Urban Forestry (PSUF)
 CO-APPLICATION NAME / ORGANIZATION: _____
 CONTACT PERSON: Arn Franzen or Luisa Oliveira
 MAILING ADDRESS: Citt Hall, Third floor, 93 Highland Ave. 02143
 PHONE: _____ OFFICE: 617-625-6600 x2545(AF) or 2529 (LO) EMAIL: afranzen@somervillema.gov + loliveira@somervillema.gov

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 8/23/21
 Name (printed) _____ Signature _____ Date _____



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

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

GENERAL:

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

FINANCIAL:

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

VISUAL:

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

OWNERSHIP/OPERATION (NON-CITY):

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

COMMUNITY SUPPORT (RECOMMENDED):

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

HISTORIC RESOURCES PROJECTS (REQUIRED):

- Letter of Approval from the Historic Preservation Commission

HISTORIC RESOURCES PROJECTS:

- Documentation that the project is listed on the State Register of Historic Places or a written determination from the Somerville Historic Preservation Commission that the resource is significant in the history, archeology, architecture, or culture of Somerville.
- Photos documenting the condition of the property
- Report or condition assessment by a qualified professional describing the current condition of the property, if available.

PLANS AND REPORTS (IF AVAILABLE; SUBMIT DIGITAL COPIES ONLY)

- Renderings, site plans, engineering plans, design and bidding plans, specifications, and any MAAB variance requests
- Applicable reports (e.g., 21E, historic structure report, appraisals, survey plans, feasibility studies).

**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY 22 Funding Cycle**

Land Acquisition Fund Seeding Request – CPA Application Narrative

PROJECT DESCRIPTION:

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

An Open Space Acquisition Fund was established by the City Council in 2019. This request adds money to that fund so that open space parcels can be acquired.

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

There is a shortage of open space in the city, as consistently identified by the public in planning documents like [SomervilleVision](#) , which set a goal of acquiring 125 new acres of open space in the next 20 years, the [Open Space Task Force Memo](#) and the [Open Space & Recreation Plan](#).

Opportunities to create new quality open space for Somerville residents are rare and important. These opportunities sometimes present themselves as initiatives from the public, or from city staff to purchase property, and having access to a funding source, even if not enough to purchase the entire property , can help to leverage other funds to make a purchase possible.

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 priorities of Community Preservation Plan goals including access to and an increase in open space and recreation opportunities.

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
Parks are an important source of ecoservices benefits across Somerville and are planned with sustainable features that directly address stormwater, increase urban tree canopy and provide habitat.
- C. Receive endorsement from other Somerville Boards, Commissions, Departments, or Community Groups, or from City, State, or Federal officials.
The Somerville City Council, Mayor's Office, Open Space Acquisition Task Force, and CPC all supportive of acquiring more open space, as are numerous community groups and residential advocates.
- D. Are consistent with the goals and priorities established in other current planning documents not explicitly addressed this plan.
Increasing open space within Somerville is stated as a goal of the 2016-2021 Open Space and Recreation Plan, and the relevant chapters of SomerVision as well as various neighborhood plans. It is also one of the goals of the City's new zoning code.
- E. Support of Somerville's diversity, including support to immigrants regardless of their status.
Acquiring land 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 park and schoolyards 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?

In acres of acquired open space.

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 supported the establishment of, and provided funding for, the Land Acquisition Funds in previous years, and we would like to continue to develop the

opportunities that these funds provided. Other initiatives, such as developer constructed spaces and open space payments in the Zoning Code fund open space.

2. How was the total CPA funding request determined?

Land costs are increasing and previous CPA requests for Land Acquisition Funds have been small. While any funding award will be beneficial, the City requests that the CPC add additional funds this year in the amount of \$250,000. And as much as possible, given the stated CPC and Community goals to create and preserve open space, and the importance of reaching this objective, we ask that the CPC grant as much as possible.

3. Will the project require funding over multiple years?

Yes, ideally the CPC should be adding to this fund every year 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 and can complete the project as proposed.

The City's 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 and assessment/ law) may be required to help administrator these funds, PSUF will initiate the administration.

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

Project Management and fund administration will be provided by the City's Public Space Planner.

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

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

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 Somersvision 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 Somersvision 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 state, all PSUF projects always meet these requirements.

Open Space Acquisition Fund Timeline	
CPC Application submitted to CPC.	August 2021
CPC and Somerville City Council Approval of Funding.	Spring 2022
Funding becomes available for new land purchases.	Spring – Summer 2022



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

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: Arn Franzen



Print Name of Authorized Individual:

Title: Senior Project Manager

Date: 8/23/21



**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 - Department of Public Space and Urban Forestry

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	Arn Franzen - Department of Public Space and Urban Forestry
ADDRESS:	City Hall - 93 Highland Ave.
TELEPHONE NO.:	Cell: 781-859-7803
E-MAIL:	afranzen@somervillema.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.

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: Arn Franzen  Title: Sr. Project Manager

Printed Name of Affiant: Arn Franzen Date: 8/23/21

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

(Witnessed or attested by)
(Seal)
My Commission expires: This can be provided upon request. - Arn

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:

<u>NAME</u>	<u>POSITION</u>	<u>E-MAIL ADDRESS</u>	<u>PHONE NO.</u>	<u>ADDRESS</u>

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: .

<u>NAME OF CONTRIBUTOR</u>	<u>RELATIONSHIP TO APPLICANT</u>	<u>NAME OF RECIPIENT</u>	<u>DATE OF CONTRIBUTION (MM/DD/YYYY)</u>	<u>AMOUNT OF CONTRIBUTION (\$.\$)</u>

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.

<u>NAME</u>	<u>AMOUNT OR % PAID</u>	<u>PHONE NO.</u>	<u>BUSINESS ADDRESS</u>



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

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

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

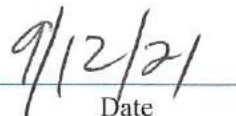
Acknowledgement

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

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



Authorized Signatory’s Name


Date

City of Somerville, Department of Public Space and Urban Forestry

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: Not applicable - vehicles not required