



*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Deval L. Patrick  
GOVERNOR

Maeve Vallely Bartlett  
SECRETARY

Tel: (617) 626-1000  
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November 17, 2014

Arn Franzen  
Office of Strategic Planning and Community Development  
93 Highland Avenue  
Somerville, MA 02143

Re: Otis Playground, PARC #23

Dear Mr. Franzen:

I am pleased to officially confirm that the Otis Playground project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$400,000 in state Parkland Acquisitions and Renovations for Communities (PARC) assistance. You will be working with Melissa Cryan of our staff on this project. She can be reached at (617) 626-1171 or [melissa.cryan@state.ma.us](mailto:melissa.cryan@state.ma.us).

**Project deadline is June 1, 2016**

Be advised that the sum of \$400,000 for construction will be executed for encumbrance of funds in FY16, which begins July 1, 2015. All construction work must be completed and closed out by June 1, 2016. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 64%. We can only reimburse your community for 64% of what you spend, even if this figure does not reach the maximum value of the grant award.

The project must be completed by June 1, 2016 because your grant award amount has been budgeted by EEA in the fiscal years requested in your application. If you anticipate any difficulties in meeting this spending target and schedule at any time, please contact Melissa without delay.

**Next Steps**

1. Execute the **PARC Project Agreements**. Enclosed are two copies of the PARC Project Agreement to be signed by your Chief Executive Officer and a majority of the Park or Recreation Commission members. Review the agreement carefully to be sure that the project has been correctly described and contact Melissa immediately if any changes or updates need to be made. If the document is correct, please have both signed and return both originals to Melissa for signature by Maeve Vallely Bartlett, Secretary of EEA. One original will be returned to you to record, along with the town meeting or city council vote, at the Registry of Deeds, and to be copied for your audit file.
2. Execute a **State Standard Contract**. This document allows our fiscal department to establish an account for your project. No reimbursement request can be honored unless the State Standard Contract, including the **Contractor Authorized Signatory Listing**, which is also enclosed, are signed and returned to our office. The Contractor Authorized Signatory Listing Form should be signed by whoever signed contract. Be sure to fill out both sides of the document. Only two names should appear on this document – the signatory and the notary. A sample form has been enclosed – please review it closely so that your form is filled out correctly.

3. You may not start construction until after July 1, 2015. Please note that we are unable to reimburse the community for any costs incurred prior to the execution of the State Standard Contract.

#### **Reimbursement Procedures**

The reimbursement procedures will be discussed in detail at the Grants Management Workshop (information below). A **quarterly report form** is also enclosed, which is due by the first business day of March, June, September, and December while the project is active.

Reimbursement will be contingent upon Somerville satisfying the following conditions:

1. A copy of the **PARC Project Agreement**, which has been recorded at the Registry of Deeds (along with the town meeting or city council vote for the project) and a marginal notation entered on the deed to the property, is returned.
2. The construction must be started after July 1, 2015 and must be closed out by June 1, 2016.

#### **Legally Protected Recreation Land – Somerville's Commitment**

Please remember that according to Article 97 of the Massachusetts General Laws, acceptance of the state grant requires that this site remain open to the general public and prohibits any other use other than public outdoor recreation.

#### **Project Sponsor's Workshop**

Please carefully review all the enclosed information, and plan to attend the Project Sponsor's Workshop. This is a short, but important, mandatory meeting to review how to prepare your reimbursement request(s). If you cannot attend, please send someone to represent you since it would be very difficult to meet individually with each project sponsor. The same workshop will be offered in two different dates and locations. The first will be held on Tuesday, December 16, 2014 at 11:00 am at the Department of Agricultural Resources office in Amherst at 101 University Drive, Suite C4. The second will be held on Wednesday, December 17, 2014 at 2:00 pm at 100 Cambridge Street, 9<sup>th</sup> Floor. Please RSVP to Melissa as to who will be attending from your office.

Congratulations on your successful application to the PARC program, and I look forward to meeting with you this month.

Sincerely,



Robert O'Connor  
Director



Stephanie Cooper  
Assistant Secretary

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