

Somerville Community Preservation Act Program FY24 Fall Report

Available Funds

The funds available for FY24 are based on the estimated revenue from the local CPA property tax surcharge and the projected state match of the prior year’s local revenue, which is typically received in the late fall. Estimated funds were appropriated in June, and placed into the program area reserve accounts following the funding distribution determined by the Community Preservation Committee.

Table 1: FY24 CPA Revenue As Appropriated

	CPP Share of FY24 Budgeted Revenue		Debt Service	Total Available
Open Space/Rec Reserve	20%	\$656,743	\$-	\$656,743
Historic Resources Reserve	15%	\$492,557	\$(130,144)	\$362,413
Community Housing Reserve	50%	\$1,641,857	\$(311,500)	\$1,330,357
Budgeted Reserve	10%	\$328,370	\$-	\$328,370
Admin	5%	\$164,186	\$-	
Total		\$3,283,713	\$(441,644)	\$2,677,883

Undesignated Fund Balance

CPA funds that have not been appropriated to the above categories are held in the Undesignated Fund Balance, where they are carried forward if not appropriated and spent. Revenue estimates used in budgeting are typically conservative, so that the actual revenue received over the fiscal year is greater than the estimated revenue that was appropriated in the spring. This unappropriated revenue remains in the Undesignated Fund Balance. Unused Administrative Funds and Budgeted Reserve funds are also returned each year to the Undesignated Fund Balance.

Table 2 shows the funds that were added to the Undesignated Fund Balance in FY23. Additional FY23 Income includes surplus assessment revenue and other miscellaneous local revenues totaling \$97,282. However, an overestimate of the state match in the FY23 budget brought the net unappropriated revenue to \$60,997. Revenues that are not appropriated before

Table 2: FY23 Additions to Undesignated Fund Balance

Funding Source	Amount
Assessment revenue difference	\$52,178
Tax title redeemed (liens)	\$4,840
Tax title interest	\$1,478
CPA interest	\$6,262
Investment income (CPA)	\$32,524
(Overestimated) State Match	(\$36,285)
Unappropriated FY23 Revenue	\$60,997
Unspent FY23 Administrative Funds	\$90,213
Unspent Budgeted Reserve Funds	\$0
Total Added to Undesignated Fund Balance FY23	\$151,210

December 1 remain in the Undesignated Fund Balance and cannot be used until they are certified the following fiscal year.

The Budgeted Reserve funds were entirely spent on projects in the FY23 funding round. However, \$90,213 in unspent Administrative funds were returned to the Undesignated Fund Balance.

The Undesignated Fund Balance may be carried over from year to year or spent on eligible projects in any of the three program areas. Table 3 shows projects that were funded in FY23 by drawing from the Undesignated Funds Balance, which had a total of \$1,748,605 at the start of FY23.

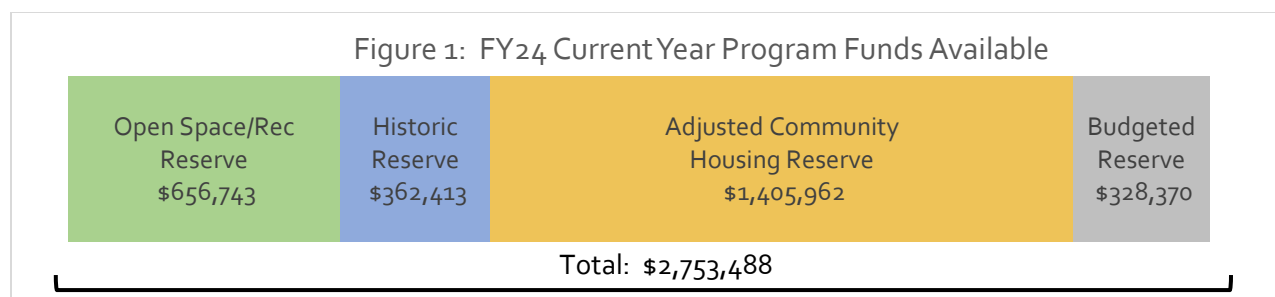
Project	Undesignated Fund Grant
SHA4CD / Grace Baptist Church (portion of \$425,000 total grant)	\$230,000
Somerville Museum – Collection Storage Renovation (Off-cycle added to FY22 grant)	\$100,000
Vida Real / 404 Broadway – Bell Tower Restoration (Off-cycle added to FY21 grant)	\$80,000
Cascap / 181 Broadway – Exterior Renovations (Off-cycle added to FY21 grant)	\$60,155
Total Undesignated Fund Expenditure in FY23	\$470,155

Adjusted Housing Appropriation

As long as a minimum of 10% of each year’s revenue is spent in each program area, the CPC has discretion to use funds carried over in the Undesignated Fund Balance in any program area on an as-needed basis. Since the CPC has delegated to the Somerville Affordable Housing Trust the management of funds for Community Housing, the transfer of funds from the Undesignated Fund Balance to match the annual Community Housing distribution of unappropriated funds from the prior fiscal year will maintain the intended share of distribution to Housing.

	Amount	Additional FY23 UFB	Recommended Adjustment
FY24 initial Housing reserve	\$1,641,857		
Transfer from Undesignated to Housing Reserve	\$75,605	\$151,210	50%
Debt service	(\$311,500)		
Recommended Housing Trust Appropriation	\$1,405,962		

With the adjustment for Community Housing, Figure 1 represents the total current year program funds available in FY24.



Funds Carried Over from Prior Years

In addition to the current year revenues, Somerville’s CPA program has funds carried over from previous years, both in the program area reserves and in the Undesignated Fund Balance. At the CPC’s discretion, some of the carried-over funds may be made available for current year funding round projects, off-cycle applications, or may continue to be carried over for future use. (Carried-over funds cannot be used for Administration.) Maintaining a balance in the Undesignated Fund has allowed the CPC flexibility to manage cash flow and to accommodate unforeseen circumstances.

Program area funds are carried over in the program area reserve if they are not committed in the fiscal year in which they were budgeted. Funds are also returned to the program area from which they were originally appropriated after a project closes out under budget or is cancelled. Funds that are returned to program area reserves are immediately available to recommend for other projects.

The Undesignated Fund Balance is the remainder of CPA funds that are not in the five “buckets” that are appropriated in the CPA budget. Money may also be added to the Undesignated Fund Balance in the following ways: 1) as mentioned above, any additional revenues that have not been appropriated into the program area reserves remain in the Undesignated Fund Balance; and 2) unspent Administrative funds and Budgeted Reserve funds are transferred to the Undesignated Fund Balance at the end of each fiscal year.

Table 5 shows the funds that have been carried over from prior years. One project, Art Farm, was previously recommended by the CPC in FY19 and again in FY23 has yet to be approved by City Council, as the construction of a new park is tied to a larger infrastructure project which was delayed to conduct additional planning and coordination. The funds to cover this appropriation must continue to be held in reserve assuming that City Council will eventually approve the recommended CPA grant. The CPC also recommended funding for restoration of the Adams Magoun House in FY23, which has not yet been submitted to City Council as we are working on developing legal documentation to inform the decision.

Table 5: Art Farm Recommendation

OS/R Reserve	\$367,899
Undesignated	\$174,776
To be Bonded	\$457,325
Total	\$1,000,000

Table 6: Funds Carried Over from Prior Years

	Undesignated Fund Balance	Open Space/ Recreation Reserve	Historic Preservation Reserve
Funds carried over into FY24	\$1,446,146	\$491,870	\$31,000
Funds recently returned after project closeouts		\$2,165	\$150,000
Committed to Art Farm	\$(174,776)	\$(367,899)	
Committed to Adams-Magoun House	\$(150,000)		
FY24 Housing Adjustment	\$(75,605)		
Available Undesignated Funds	\$1,045,765	\$126,136	\$181,000

Project Updates

The following projects funded in previous grants are currently in progress:

Site	Funding Year	Status
Somerville Museum	FY22	Construction nearly completion
Somerville Museum	FY23	Paintings in progress; Bullfinch staircase was delayed by vendor, anticipated to start summer 2024; Funds have been exhausted for collection care, which will likely be paused to wait for additional funding.
Somerville Hispanic Association for Community Development	FY 21, 22, 23	Working with vendors, preparing to initiate work from the three grants combined
Elizabeth Peabody House	FY22	Structural design is nearly completed
Elizabeth Peabody House	FY23	Preparing to retain contractor
Mudflat Studio	FY23	Engineering study completed
Broadway House	FY21	Construction nearing completion
Broadway Winter Hill Congregational Church Bell Tower	FY21	Will resume construction in spring 2024
Blessing of the Bay Meadow	FY18	Nearly complete – monitoring plantings
Blessing of the Bay Linear Park Design	FY23	Starting design
Henry Hansen Park	FY17, 23, 24	Going out to bid for construction
Glen Street Park Community Garden	FY22	Under construction (?)
Dilboy Auxiliary Fields Design	FY18	Design nearly completed
Brown & Healey School Yards Construction	FY24	Punch list items to be completed in spring
217 Somerville Ave	FY20, 21	Design in progress
Somerville Junction Park	FY22	Under construction
Kennedy Schoolyard	FY19	Anticipated to start with FY24 grant

In addition, CPA funds have been reserved for future use for projects or purposes which have not yet been implemented:

Purpose / Amount Held	Funding Year	Status
Richardson Street Open Space Acquisition / \$210,000	FY18	Evaluating whether to proceed or cancel the project
Open Space Land Acquisition Fund / \$500,000	FY20, 21, 22	Awaiting opportunity
Land Acquisition Study Fund / \$40,000	FY17	Can support due diligence for OS Acquisition opportunities
Art Farm / \$542,675	FY19	Awaiting City Council approval

The following projects have been completed, cancelled, or closed out within the past year. Some of the projects were completed under budget, in which case the CPA funds are returned to the reserve from which they were originally awarded. In some cases the return of funds has yet to be processed.

Purpose	Funding Year	Funds Returned
Central Hill Playground	FY20, 21	TBD
Healey Schoolyard design and tot lot	FY17, 21	\$2,165 / TBD
WSNS and Brown Schoolyard Design	FY18	TBD
Morse Kelley Pollinator Garden	FY17	\$1,424
LHD Property Owner Small Grant Program	FY18	\$150,000
Mission Church, Highland Ave	FY16	\$1,312

A full list and status report of the projects funded in all of the previous CPA grants is provided in Appendix 1.

Off-Cycle Applications

Somerville’s Community Preservation Committee occasionally receives applications for funds outside of the regular application cycle, when there is some emergency or extraordinary request which cannot wait until the regular application cycle is completed. Since the start of 2024, five off-cycle applications have been funded out of the FY24 program area reserves. Some of the grants were to expand the budgets of projects that the CPC previously supported due to unforeseen change-orders or escalating construction costs. These include two requests from the Somerville Museum totaling \$165,531 to expand the budget for the FY22 CPA grant to renovate the basement collection storage space, and a grant of \$411,776 to expand the budget of Henry Hanson Park before it is put out to bid. A grant of \$97,000 for Brown School construction expanded the budget for a project that was otherwise paid for via other sources. Finally, the CPC made an early recommendation to grant \$113,440 to Just-A-Start for restoration of a historic window as part of an affordable housing development so that the CPA funding commitment could be included in an application to another funding source. Before making these recommendations out of the current funding year, the CPC reviewed the total estimated funding requests and the revenue budgeted for FY24.

Potential Off-cycle Applications in FY23

As has happened in prior years, a likely source for off-cycle applications is ongoing CPA-funded construction projects which encounter inflation or unanticipated change-orders. Construction projects ought to have included contingencies to account for inflation and unforeseen problems, however, an unprecedented rate of cost increases for construction have resulted in many projects going substantially over budget. Grantees are encouraged to seek additional sources of funding, but CPA may yet be the most accessible option to enable projects to be completed. (Projects that primarily entail planning are more likely to be able to be completed within the fixed budget that was originally granted.)

Ongoing construction projects for which cost over-runs could generate the need for additional funding:

- Junction Park – Construction is underway using grants totaling \$500,000 from FY22 and 23, combined with CDBG and ARPA.
- Elizabeth Peabody House – Construction is anticipated to start using the FY23 grant of \$300,000 to restore the windows and other exterior features.
- Glen Street Community Garden – Construction is underway using the grant of \$210,000 from FY22 combined with CDBG.

The following ongoing construction projects are less likely to generate off-cycle applications.

- Grace Baptist Church – Construction is in progress under two grants from FY 21, FY22, and FY23 for a total of \$968,611, which cover many different project segments.
- Henry Hansen Park is going out to bid with CPA grants for construction from FY23 and FY24 totaling \$761,776, combined with a PARC grant.
- Vida Real/Winter Hill Congregational Church – Construction to resume with same contractor who provided a revised budget of \$170,000 awarded in FY21 and 23 combined.

CPA Project Status - December 4, 2023

Project Location	Project Name	Category	Year	CPA Funds	Status	Project comments
93 Highland Ave	City Hall Renovation	Historic Preservation	FY15	\$ 200,000	Complete	Funds were repurposed for design of complex.
42 Cross St	City of Somerville Archives	Historic Preservation	Mult.	\$ 126,750	Complete	FY 15 Archives +FY18 Elections Records
439 Somerville Ave	Milk Row Cemetery	Historic Preservation	Mult.	\$ 81,468	Complete	FY15+FY16
68 Munroe St	Prospect Hill Tower Renovation	Historic Preservation	Mult.	\$ 1,313,292	Complete	FY15 Historic preservation + FY15 OS Design+FY18 OS Construction
1 Westwood Road	Somerville Museum	Historic Preservation	Mult.	\$ 1,858,104	Construction nearly complete; collection care in process	FY15+FY16+FY19+FY20+FY21+FY22+FY22+FY23. Elevator and basement renovation completed. All grants closed out except FY22 (+2 additions) and FY23.
485 Mystic Valley Parkwa	Mystic Waterworks Windows	Historic Preservation	FY15	\$ 243,000	Complete	PR is in process
201 Central Street	Temple B'nai Brith	Historic Preservation	FY15	\$ 450,945	Complete	Have not cooperated with signing PR and are concerned about public access or publicity due to safety.
40 College Ave	West Branch Library Rehabilitation	Historic Preservation	FY16	\$ 2,500,000	Complete	Permanent sign not yet installed.
Not specified	LHD Property Owner Fund	Historic Preservation	FY16	\$ -	Cancelled	
83 Belmont St	Stained Glass Window Restoration	Historic Preservation	FY17	\$ 4,510	Complete	Still working on PR - waiting for banks to sign.
79 Highland Ave	Central Library Artifacts	Historic Preservation	Mult.	\$ 16,544	Complete	FY17 Mold Remediation + FY19 WPA Bas-Relief + FY21 WPA Bas-Relief
59 Cross St	Somerville Hispanic Association - Grace Baptist Church	Historic Preservation	Mult.	\$ 2,013,574	Complete / Ongoing	FY17+FY19+FY21+FY22 - roof, windows, masonry, and accessibility; First two grants closed out. FY21, FY22, and FY23 grants scheduled for construction in 2024.
277 Broadway	Elizabeth Peabody House	Historic Preservation	Mult.	\$ 459,994	Complete / Ongoing	FY18+FY19+FY20+FY22; Earlier phases complete; FY22 project is near completion. FY23 project going out to bid.
130 Highland Ave	Mission Church	Historic Preservation	FY19	\$ 111,808	Complete	Grantee not cooperative with signing PR, closeout payment returned to reserve.
181 Broadway	Broadway House	Historic Preservation	FY21	\$ 185,155	In process	Project nearing completion
404 Broadway	Broadway Winter Hill Congregational Church Bell Tower	Historic Preservation	FY21	\$ 170,000	In process	Nearly completed; some work to be redone in 2024
81 Broadway	Mudflat Studio	Historic Preservation	FY23	\$ 15,000	Completed	Waiting to submit invoice for reimbursement
24 Webster Street	Just A Start Window Restoration	Historic Preservation	FY24	\$ 113,440	Awaiting GA	Waiting for Grant Agreement to be signed
Funds Spent/Committed to Historic Preservation Projects				\$ 8,985,717		
22 Vinal Ave	Somerville Community Growing Center	Open Space/Recreation	Mult.	\$ 434,911	Complete	
Not specified	Healey to Mystic	Open Space/Recreation	FY15	\$ 45,000	Complete	
Not specified	School Garden Classrooms	Open Space/Recreation	FY15	\$ 45,373	Complete	
Cedar to Grove Streets	Community Path Repaving	Open Space/Recreation	FY16	\$ 140,000	Complete	

CPA Project Status - December 4, 2023

Project Location	Project Name	Category	Year	CPA Funds	Status	Project comments
30 Allen St	Allen St. Park Renovation Design	Open Space/Recreation	FY16	\$ 20,000	Complete	
115 Central St	Hoyt Sullivan Playground Renovation	Open Space/Recreation	FY16	\$ 400,000	Complete	
198 South St	South Street Farm	Open Space/Recreation	FY16	\$ 54,144	Complete	
Not specified	Community Path	Open Space/Recreation	Mult.	\$ -	Cancelled	FY16 Design/Invasives + FY17 Survey - Funds returned
Summer St & Craigie St	Community Pollinator Garden	Open Space/Recreation	FY17	\$ 11,576	Complete	
5 Meacham St	Healey School Yard Design and Tot Lot Construction	Open Space/Recreation	Mult.	\$ 453,413	Complete	FY17 Schoolyard Design + FY21 Tot Lot Construction complete under budget - some funds likely to be returned
115 Sycamore St	Winter Hill School Yard	Open Space/Recreation	FY17	\$ 500,000	Complete	
32 Shore Dr	Blessing of the Bay	Open Space/Recreation	Mult.	\$ 447,202	Phase 1 design complete; meadow in progress; path design starting	FY17 Design+FY18 Meadow installation; Contract extended through June 2025. Plantings finished, one more season of monitoring. Design starting for path.
70 Partridge Ave	Henry Hansen Park	Open Space/Recreation	Mult.	\$ 806,376	In progress	FY17 Design + FY23 Construction; Design nearly completed, then going out to bid
Not specified	Land Acquisition Fund Study	Open Space/Recreation	FY17	\$ 40,000	?	Need to review how this will be used, and whether MOA to see if it needs to be amended for future use
5 Palmer	Glen Park Community Garden	Open Space/Recreation	Mult.	\$ 716,200	Acquisition and CR completed; Garden in progress	FY18 land acquisition+FY19 CR+FY22 Community Garden Expansion; garden breaking ground
35 Richardson	Open Space Land Acquisition	Open Space/Recreation	FY18	\$ 210,000	TBD	Anticipate final request for modification to be reviewed by PSUF to make recommendation to CPC
110 Alewife Brook Parkwa	Dilboy Auxiliary Fields Design	Open Space/Recreation	FY18	\$ 90,000	In progress	Need to finish design before it can go to construction
177 Powderhouse Blvd	Brown School and West Somerville Design	Open Space/Recreation	FY18	\$ 140,000	In Progress	Design complete.
5 Cherry St	Kennedy Schoolyard	Open Space/Recreation	FY19	\$ 65,000	Stalled	Anticipate start in 2024 pending new grant
	ArtFarm	Open Space/Recreation	FY19	\$ -	Stalled	CPC recommended this project, however this has not been voted on by CC. May want to consider rescinding this recommendation and asking the City to reapply when they have a more defined project. As it is, CPC needs to keep these funds available as long as the recommendation is in limbo.
79 Highland Ave	Central Hill Playground	Open Space/Recreation	FY20	\$ 506,080	Complete	
1060 Broadway	Lou Ann David Park	Open Space/Recreation	FY20	\$ 122,000	Complete	
Not specified	OS Acquisition Fund	Open Space/Recreation	Mult.	\$ 500,000	N/A	FY20+FY21+FY22

CPA Project Status - December 4, 2023

Project Location	Project Name	Category	Year	CPA Funds	Status	Project comments
2 Woodbine Street	Somerville Junction Park	Open Space/Recreation	Mult.	\$ 500,000	In progress	FY22 Design + FY23 Construction; FY22 funds repurposed for construction. Design complete; construction in progress
217 Somerville Ave	217 Somerville Ave Design	Open Space/Recreation	FY23	\$ 100,000	Design in progress	
201 Willow Ave	Brown School Construction	Open Space/Recreation	FY24	\$ 97,000	Nearly complete	Pending final punchlist items in spring 2024
Funds Spent/Committed to Open Space/Recreation Projects				\$ 7,322,142		