

Reimbursement Procedures

Once the city has completed the park construction, it may submit for reimbursement up to \$200,000 , which is the city's grant award amount. Reimbursement request documentation will be provided once the contract has been signed. Please note that we can only reimburse the city for costs incurred after the State Standard Contract has been signed and before it has expired.

Reimbursement will be contingent upon satisfying the following conditions:

1. A copy of the **Project Agreement**, which has been recorded at the Registry of Deeds (along with the city council vote for the project) and a marginal notation entered on the deed to the property, is provided to Melissa.
2. Copies of invoices and canceled checks are provided.

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.

If you have any questions in regards to the execution of the grant contract or anything else, feel free to be in touch with Melissa.

Sincerely,



Robert O'Connor
Director

enc.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
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Deval L. Patrick
GOVERNOR

Richard K. Sullivan, Jr.
SECRETARY

Tel: (617) 626-1000
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April 11, 2014

Luisa Oliveira
Parks and Open Space
93 Highland Avenue
Somerville, MA 002143

Re: Marshall Street Playground

Dear Ms. Oliveira:

I am pleased to officially confirm that the Marshall Street Playground project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$200,000 in state Our Common Backyards assistance. You will be working with Melissa Cryan of my staff on this project. She can be reached at (617) 626-1171 or melissa.cryan@state.ma.us.

Be advised that the sum of \$200,000 will be encumbered in FY15, which begins on July 1, 2014. All construction work must be completed and closed out by December 31, 2014. While the project must be completed by December 31, 2014, the city may submit its reimbursement no later than March 2, 2015.

Next Steps

1. Execute the **Project Agreements**. Enclosed are two copies of the Project Agreement to be signed by your Chief Executive Officer and a majority of the Park 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 EEA. One original will be returned to you to record 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. This form should be signed by whoever signed the 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. **City council vote** approving the submission of the grant application, appropriation of 100% of the total project cost, and statement of the land's dedication to park and recreation purposes is taken. Please have Melissa review the language before the vote is taken. The contract cannot be signed until this vote is taken.
4. The **property deed** and the **authority to apply** are submitted.
5. Provide an **updated project schedule** covering the period from the contract signature date to project completion (no later than December 31, 2014).