



SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

April 5, 2022

Gregory Jenkins
Somerville Arts Council
50 Evergreen Avenue
Somerville, MA 02145

Dear Mr. Jenkins,

On behalf of the Somerville Housing Authority Board of Directors, I am pleased to announce the 2022-2023 Provider Grant Awards. In another difficult year when so many resources have been reduced, we feel fortunate to be able to provide funding to your organization.

We have awarded the DREAM Program: \$ 3,000.00 for this service year: **April 1, 2022-March 31, 2023.**

As part of compliance with Federal and State requirements, the Resident Services Committee had adopted the following requirements which must be fulfilled in order for your agency to receive the grant awards.

- Attendance at the quarterly Provider's meeting is mandatory. A representative from your agency must be present at these to-be-scheduled meetings.
- Grants will be awarded for Somerville Housing Authority fiscal year: **April 1, 2022-March 31, 2023.**
- All funds must be used during that period. **No invoices will be accepted after March 31st.** Any remaining funds will be retained by Somerville Housing Authority.
- **A quarterly report of activity with names and addresses of Somerville Housing Authority residents participating.**
- Attached is the **Memorandum of Understanding.** Please sign and return the Memorandum of Understanding and return to SHA on or before April 25, 2022.

We look forward to working with you again in the coming year. If you have any questions or concerns regarding the policies or the funding, please do not hesitate to contact Shannon Bennett, LCSW, Director of Resident Services at 617-625-1152, extension 323 or shannonb@sha-web.org. Congratulations!

Sincerely,

Shannon Bennett, LCSW
Director of Resident Services

CC: Joseph Macaluso
Executive Director



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Provider Grant Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) outlines the agreement between the Somerville Housing Authority (Grantor) and the Somerville Art Council (SAC). This agreement is to provide services for residents of SHA properties. In order to remain in compliance with this award the SAC's Mystic Mural Program must adhere to the following guidelines:

- Attendance at the quarterly Provider's meeting is mandatory. A representative from your agency must be present at each meeting.
- Grants will be awarded for Somerville Housing Authority's fiscal year: **April 1, 2022 thru March 31, 2023.** **Please note, grant awards are distributed on a reimbursement basis for accrued expenses related to the funded program.** Only activities that take place during the awarded FY will be reimbursed.
- Quarterly submissions will be reviewed by SHA for accuracy and eligibility of costs in a timely manner provided the quarterly submission is complete and incorporates all relevant explanatory materials and data. All information in the quarterly report should pertain to activities in that quarter.
- Required Reporting Information: Grantee must submit a list of SHA residents participating in the awarded program or service. Persons receiving services MUST be identifiable as a SHA residents by address or Head of Household. Supporting documentation required, i.e. sign in sheet showing resident participation, application for services or certificates of program completion. PLEASE NOTE: A quarterly report of activities MUST be submitted, even if Grantee is not requesting reimbursement.
- Reporting deadlines are as follows:

Quarter	Period of Activities	Due Dates
1st Quarter	April 1 - June 30	July 31
2nd Quarter	July 1 - Sept 30	October 31
3rd Quarter	October 1 - Dec 31	January 31
4th Quarter	January 1 - March 31	March 31

- All invoices and reports must be submitted by email to: shannonb@sha-web.org.
- No invoices for FY 2022-2023 will be accepted after 30 days after the end of the Fiscal Year. Any remaining funds will be retained by Somerville Housing Authority.

This MOU shall be in effect from April 1, 2022 and shall end on March 31, 2023. This MOU may be terminated prior to the effective end date upon the full written approval of all the partners.

Grantor:
Name: _____
(Please Print)

Signed: Joseph R Macaluso

Dated: 4-7-22

Grantee:
Name: GREGORY JENKINS
(Please Print)

Signed: [Signature]

Dated: 4/12/2022

Translation and interpretation services are available upon request by appointment only
Sevis tradiksyon ak interpretasyon disponib si w bezen
Servicio de traducción e interpretación están disponibles, con cita, una vez que lo solicite
Serviço de tradução e interpretação estão disponíveis somente após agendamento

