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May 5, 2022

Luisa Oliveira  
Division of Public Space and Urban Forestry  
93 Highland Avenue  
Somerville, MA 02143

RE: Conway Park Project, LWCF #25-00559

Dear Ms. Oliveira:

I am pleased to confirm that the Conway Park Project has been selected by the Commonwealth of Massachusetts and the National Park Service to receive up to \$750,000 in federal Land and Water Conservation Fund grant assistance. Please note the project number associated with the project, listed above. You will use this project number in all future correspondence.

There will be a mandatory grant management workshop on Monday, May 16 at 11:00 am held via Microsoft Teams. Please RSVP to me to let me know who from your community will be in attendance. The calendar invite will be sent to that person via email. The workshop should run about an hour and will include critical information to enable participants to successfully complete their projects and receive their full reimbursements.

**Project deadline is June 1, 2024**

While Somerville's total grant award is \$750,000, I ask that you break down your spending by fiscal year on page two of the contract (attached). There may be some ability to move funding between the fiscal years, as LWCF grants are funded from federal sources. However, the project's budget should begin with the best estimate possible to ensure a smooth transition between fiscal years.

LWCF grants work on a reimbursement basis. The grant's reimbursement rate is 48.2%. We can only reimburse you 48.2% of what is spent during the contract period each fiscal year, even if this figure does not reach the maximum value of the grant award. The nuts and bolts of reimbursement requests will be discussed at the grants management workshop.

To move forward with the project, the following documents must be submitted to me:

**Local LWCF Project Agreement**

The Project Agreement is a local version of the agreement signed between EEA and NPS. It is signed by EEA and your chief executive officer. Note that by signing the Project Agreement, the chief executive officer agrees to comply with the program regulations of the Land and Water Conservation Fund as stipulated in the Project Agreement and the General Provisions. The Agreement must be recorded as an adjunct to the

property's deed, along with the town meeting or city council vote. Please send back **two signed copies**. You will then be sent a copy that has been signed by EEA to be recorded at the Registry of Deeds.

### **State Standard Contract**

A state standard contract enables the state to set up an account to pay for your project. Please complete the budget table on page two by writing in how much is needed in each fiscal year throughout the life of the project and have your community's CEO sign page 1 of the form.

### **Contractor Authorized Signatory Listing Form**

Please have your chief executive officer complete both sides of this form. The same person that signs the contract should sign both sides of this form.

### **GIS Data Entry Form**

This form, along with the required supplemental map, enables our GIS staff to enter your project into the Commonwealth's protected open space datalayer.

**All documents must be signed, scanned, and emailed to me no later than Thursday, June 16, 2022.** The hard copies can then be put mailed to me at my office.

### **Town Meeting/City Council Vote**

All projects must submit a successful vote as soon as possible. Your contract will not be signed until a successful town meeting or city council vote is submitted to EEA. If you have not yet had me review the vote language, please have me do so immediately.

### **Reimbursement Procedures**

Please do not begin construction or close on the property until you have received a signed contract back from me. Any costs incurred prior to that date are not eligible for reimbursement.

It is not possible for a final reimbursement request to be submitted until the project has been completed, but I think it is helpful to know at this stage what is required for a project to be considered complete. You may request a final reimbursement request after:

- a. The LWCF project agreement has been executed between your community and the state
- b. A state standard contract has been executed between your community and the state
- c. A Land and Water Conservation Fund acknowledgment sign is installed
- d. The LWCF project agreement and town meeting or city council vote have been executed and recorded as an adjunct to the deed for the properties

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

Remember that acceptance of this federal grant requires that the property remain open to the general public, not just Somerville's residents, and prohibits any other use other than appropriate outdoor recreation at the site in perpetuity. The land must be dedicated to Chapter 45, Section 3 or 14 (not both), in the case of recreation projects. The land must be dedicated to Chapter 40, Section 8C in the case of conservation projects. Conversion of the property to non-recreation or non-conservation use requires the recreation or conservation commission to abide by Article 97 of the Articles of Amendment to the State Constitution, as well as the federal Land and Water Conservation Fund Project Agreement. In other words, converted land must be replaced with other property of equal or greater monetary value and recreational use, all at your community's expense.

Please contact me with any questions or concerns you may have at any time. I can be contacted at [melissa.cryan@mass.gov](mailto:melissa.cryan@mass.gov) or (857) 274-7173 if you need further assistance. I look forward to seeing your project come to fruition!

Sincerely,

Melissa Cryan  
LWCF Stateside Coordinator