



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
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Charles D. Baker
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SECRETARY

Tel: (617) 626-1000
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October 4, 2019

Cortney Kirk
Office of Strategic Planning & Community Development
93 Highland Avenue
Somerville, MA 02143

Re: Central Hill Playground, PARC #28

Dear Ms. Kirk:

I am pleased to officially confirm that the Central Hill 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 my staff on this project. She can be reached at (617) 626-1171 or melissa.cryan@mass.gov.

Project deadline is June 1, 2021

Be advised that the sum of \$0 for design costs has been set-aside for encumbrance and expenditure in FY20. Please note that this figure is solely for expenditure in FY20. The remaining \$400,000 for construction will be executed for encumbrance of funds in FY21, which begins July 1, 2020. All construction work must be completed and closed out by June 1, 2021. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 58%. We can only reimburse your community for 58% of what you spend, even if this figure does not reach the maximum value of the grant award for that specific fiscal year.

The project must be completed by June 1, 2021 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. Take a **City Council or Town Meeting vote** if you have not done so already. Melissa must have the vote in hand by December 31, 2019. If you have not had her review the vote language, please do so immediately.
2. 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 Kathleen Theoharides, Secretary of EEA. One original will be returned to you to record, along with the town meeting or city council vote, property deed, and boundary map, at the Registry of Deeds, and to be copied for your audit file.
3. 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.

4. After the state contract has been signed and returned to you, you may proceed with the final design of your project. You may not start construction until July 1, 2020. Please note that we are unable to reimburse your 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 the first business day of March, June, September, and December while the project is active.

Reimbursement will be contingent upon 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 boundary map) and a marginal notation entered on the deed to the property, is returned.
2. The construction must be started on July 1, 2020 and closed out by June 1, 2021.
3. A site inspection form is completed for all Land and Water Conservation Fund projects in Somerville. The list of LWCF projects and forms are enclosed.
4. Completion of outstanding CRs on parcels acquired with the use of CPA funds. Applicants that have purchased real property interests for open space or recreational purposes using money from the Community Preservation Fund must have all conservation restrictions required by Section 12 of Chapter 44B approved by the Secretary of Energy and Environmental Affairs and recorded prior to receipt of project reimbursement from the Executive Office of Energy and Environmental Affairs. Please submit to DCS documentation showing the conveyance of approved CRs to an appropriate entity on the below listed properties acquired with the use of CPA. Documentation should include the grantee, date of conveyance, and registry book/page of the CR document.

Legally Protected Recreation Land – Somerville’s Commitment

Please remember that according to Article 97 of the Amendments to the Massachusetts Constitution, 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 Thursday, October 17, 2019 at 11:00 am at 100 Cambridge Street, 9th Floor. The second will be held on Wednesday, October 23, 2019 at 2:00 pm at the Department of Agricultural Resources office in West Springfield at 42 Century Way. 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

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