



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
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Tel: (617) 626-1000
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December 4, 2015

Arn Franzen
Office of Strategic Planning and Community Development
93 Highland Avenue
Somerville, MA 02143

Re: Hoyt Sullivan Playground, PARC #24

Dear Mr. Franzen:

I am pleased to officially confirm that the Hoyt Sullivan 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@state.ma.us.

Project deadline is June 1, 2017

Be advised that the sum \$400,000 for construction will be executed for encumbrance of funds in FY17, which begins July 1, 2016. All construction work must be completed and closed out by June 1, 2017. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 62%. We can only reimburse your community for 62% 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, 2017 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

73. 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, 2015**. If you have not had her review the vote language, please do so immediately.
74. 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 Matthew Beaton, Secretary of EEA. One original will be returned to you to record, along with the town meeting or city council vote, at the Registry of Deeds, and to be copied for your audit file.
75. 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.

76. 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, 2016. 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 by the first business day of March, June, September, and December while the project is active.

Reimbursement will be contingent upon satisfying the following conditions:

- 65. 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 a marginal notation entered on the deed to the property, is returned.
- 66. The construction must be started on July 1, 2016 and closed out by June 1, 2017.
- 67. Completion of CRs on parcels acquired with the use of Community Preservation Act funds. Communities that have purchased real property interest for open space or recreational purposes using money from the Community Preservation Fund must show evidence that conservation restrictions as required by Section 12 of Chapter 44B have been approved by the Secretary of Energy and Environmental Affairs and recorded. Please submit to DCS documentation showing the conveyance of CRs to an appropriate entity on properties acquired with CPA funds. 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 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.

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 Wednesday, January 6, 2016 at 12:00 pm at the Department of Agricultural Resources office in Amherst at 101 University Drive, Suite C4. The second will be held on Thursday, January 7, 2016 at 12:00 pm at 100 Cambridge Street, 9th Floor. 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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