



CITY CLERK
GLOUCESTER, MA
12 MAY 11 AM 10:57

GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee

Thursday, May 17, 2012 – 5:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. ***Continued Business (from 05/03/12):***
 - A) Memorandum and Grant Application and Checklist from CAO re: Essex Heritage Visitor Center Grant
 - B) Review and Recommendations for the Disposition of Real Property for the Maplewood School
 - C) Memorandum from City Auditor re: Auditor's Office Reorganization Request
2. ***Memorandum from DPW Director re: Requesting permission to pay invoices for items procured without a Purchase order in place***
3. ***Memorandum from Harbor Planning Director re: Grant from Mass. Seaport Advisory Council in the Amount of \$4.536 million for the repair & reconstruction of Stacy Boulevard Sea Wall and the northeast Side of the Blynman Bridge***
4. ***Memorandum from Planning Director re: Childhood Obesity Grant in the amount of \$10,000 from Harvard Pilgrim Health Care Foundation***
5. ***Memorandum from Emergency Management Director re: Acceptance of a \$6,000 Emergency Management Performance Grant from FEMA***
6. ***Communication from Gloucester CERT Program Manager re: Acceptance of a \$2,500 grant from FEMA through MEMA's Citizen's Corps Program***
7. ***Memorandum from Emergency Management Director re: Request City Council accept donation of a fire Boat from the City of New Bedford***
8. ***Special Budgetary Transfer Request (#2012-SBT-35) from Treasurer's Office***
9. ***2011 Year End Report & Financial Summary from the Affordable Housing Trust***
10. ***Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report***

COMMITTEE

Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Michael Hale
Sara Garcia
Gregg Cademartori
Donna Compton
Deputy Fire Chief Miles Schlichte

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700

FAX 978-281-9738

jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

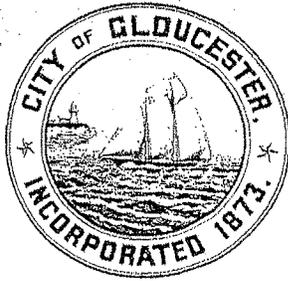
Date: April 13, 2012

Re: **Essex Heritage Visitor Center Grant**

Attached for your information is a grant application submitted to the Essex National Heritage Commission to support promotional material and activities for the volunteers at the Welcoming Center to familiarize themselves with the beautiful sights, museums, restaurants, shopping, motels and beaches of Gloucester.

Please refer this matter to Budget and Finance for their review and recommendation to the full City Council.

Thank you.



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal Other _____

Name of Grant: ESSEX HERITAGE VISITOR CENTER GRANT

Department Applying for Grant: MAYOR'S OFFICE

Agency-Federal or State application is requested from: NATIONAL PARK SERVICE

Object of the application: VOLUNTEER SUPPORT & PROMOTIONAL MATERIAL

Any match requirements: YES - MINIMUM OF \$2,500 IN TOURISM BUDGET (FY 12)

Mayor's approval to proceed: [Signature] 4/13/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

March 29, 2012

Ms. Susan Litman
Essex National Heritage Area
221 Essex Street, Suite 41
Salem, Massachusetts 01970

Re: Essex Heritage Visitor Center Grant – 2012 Season

Dear Ms. Litman,

The City of Gloucester is pleased to submit an application for the Essex Heritage Visitor Center Grant funded, by the National Park Service through the Essex National Heritage Commission.

The grant will assist the city's Welcoming Center Coordinator in coordinating a bus tour for all the volunteers to familiarize themselves with the beautiful sights, museums, restaurants, shopping, motels and beaches of Gloucester. Furthermore, the grant will assist in printing brochures to display at events and promotional material for a window display at our Welcoming Center located at Stage Fort Park of all the books written about Gloucester.

Thank you very much for this wonderful opportunity to help us share our beautiful city with all those who visit.

Sincerely,

A handwritten signature in black ink, appearing to read "James A. Duggan".

James A. Duggan
Chief Administrative Officer

Volunteer List

1. Begley, Peter
2. Bell, Jan
3. Bergmann, Virginia
4. Blitz, Bernice
5. Brigham, Anthea
6. Callahan, Maryellen
7. Chamberlin, Donna
8. Chandler, Lin
9. Cohen, Ginny
10. Cole, Jaxqui
11. Collins, Josiane
12. Curry Sally
13. Delaney, Charlene
14. Dexter, Steve
15. Diedrich, Winnifred
16. Dow, Laura
17. Gauthier, Rachel
18. Gilson, Kathie
19. Gold, Roz
20. Goodall, susan
21. Hansaon, Ed
22. Hendrickson, Cindy
23. Letendre, Anne
24. Lycett, Lorraine
25. Marrei, Harriet
26. Malloy, Maureen
27. McNeill, Carol
28. Mineo, Loretta
29. Mineo, Mike
30. Moody, Rauni
31. Morgan, Wendy
32. Morrow, John
33. Nash, Amanda
34. O'Hara, Alfreda
35. Payne, Kari
36. Segall, Rosie
37. Sanborn, Milly
38. Usewick, Diane
39. Young, Ester
40. Zafram, Lisa

City of Gloucester, Final Expense Budget Report, FY2012
 City Council budget as voted

101000 General Fund

Dept. 563 Tourist Commission

Personnel Expenses FY10 AS Voted FY11 AS Voted FY12 AS Voted

51100	Salaries/Wages - Full Time				
	Total for 101000.10.563.51100.0000.00.000.00.051	\$1	\$0	\$0	\$0
51200	SALWAGE-TEMP POS				
	Total for 101000.10.563.51200.0000.00.000.00.051	\$1	\$10,000	0.25 FTE	\$10,000
51400	SALWAGE-LONGEVITY				\$10,000
	Total for 101000.10.563.51400.0000.00.000.00.051	\$0	\$0		\$0
	Total for Personnel Expenses	\$2	\$10,000		\$10,000

Ordinary Expenses

52180	PURCHASED GOODS/SERVICES				
	Total for 101000.10.563.52180.0000.00.000.00.052	\$2,850			\$1,500
53500	Purchased Services				\$1,500
	Total for 101000.10.563.53500.0000.00.000.00.052	\$28,000			\$3,000
54210	OFFICE SUPPLIES				\$2,000
	Total for 101000.10.563.54210.0000.00.000.00.054	\$1	\$1		\$29,000
54890	SIGNS & MAPS				\$34,000
	Total for 101000.10.563.54890.0000.00.000.00.054	\$1	\$1		\$0
57300	Dues & Memberships				\$0
	Total for 101000.10.563.57300.0000.00.000.00.057	\$1	\$1		\$0
57310	TOURIST COMM, OTHER CHARGES & EXP, MARKETING/SPEC				\$0
	Total for 101000.10.563.57310.0000.00.000.00.057	\$1	\$1		\$0

	Total for Ordinary Expenses	\$30,854	\$20,854		\$35,500
	Total for Department 563	\$30,856	\$30,854		\$45,500

Phone and internet services \$1,500
 \$2,850

Committee for the Arts \$3,000
 Cultural Council \$2,000
 Tourism Commission \$29,000
 \$18,000

**Memorandum of Understanding
Between the Essex National Heritage Commission and
Visitor Centers/Heritage Information Sites**

This letter is to confirm our understanding that the City of Gloucester
(ORGANIZATION NAME HERE)
is designated an Essex National Heritage Area Visitor Center (VC)/Heritage Information Site (HIS) by the Essex National Heritage Commission (ENHC), and as such will adhere to the following conditions:

I. The following are requirements that are expected from all Visitor Centers and Heritage Information Sites:

- A. ENHC information requirements for VC/HIS Staff/Volunteers:
- VC/HIS staff/volunteers must be able to provide general information on Essex National Heritage Area
 - VC/HIS staff/volunteers must be able to provide information about the Essex National Heritage Area for free - without requiring the visitor to pay an entrance fee into the site
 - VC/HIS staff/volunteers must be able to provide information on the sites and resources within your cluster, and directions to these sites
 - VC/HIS staff/volunteers must collect visitor data, and share visitation data with ENHA on a monthly basis.
 - VC/HIS staff/volunteers must be able to provide directions to other VC/HIS in the Essex National Heritage Area.
 - VC/HIS staff/volunteers must be able to provide a general idea of resources in other VC/HIS clusters, and have access to that information.
 - VC/HIS staff/volunteers should be able to provide some general information on services such as restaurants and hotels, B&Bs and inns in the immediate area.
- B. ENHC VC/HIS Relationship Requirements:
- Area visitor centers must display all materials provided by the ENHC
 - Area visitor centers must distribute all materials provided by the ENHC

II. The following are ENHA goals for all Visitor Centers/Heritage Information Sites:

- Open to the public 6-7 days per week including both weekend days for at least 7 months per year April through October, with hours of operation posted prominently on the entrance
- Has access to public bathrooms - either in the facility or has made arrangements for free bathrooms in the immediate vicinity.
- Has a pay phone on the premise or has clear information on the nearest public phone.
- Parking for the visitor center should be clearly marked.
- Handicapped Accessible

III. Please provide details regarding the current status of the visitor center:

- A. Your hours of operation 5/31 - 10/15; 7 days a week 9 AM to 6 PM
- B. Do you have a restroom for public use on site? Yes
- If not, where do you provide access to restrooms? _____
 - Is this restroom location accessible all the hours that your VC/HIS is open? Yes
- C. Do you have a telephone for public use on site? Yes
- If not, where do you provide access to telephone? _____
 - Is this telephone location accessible all the hours that your VC/HIS is open? Yes
- D. Where is parking for the visitor center? On site
- Is parking free? Yes
- E. Is the visitor center handicapped accessible? Yes
- If not, are there any plans to make your building handicapped accessible? _____

IV. What is your current strategy and timeline for meeting the above mentioned goals? (Attach your strategy on a separate page)

I have been authorized by the appropriate governing body to hereby agree to the terms and conditions set forth in this memorandum of understanding.

NAME

City of Gloucester

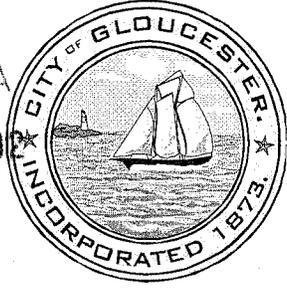
ORGANIZATION NAME

DATE

3/29/2012

CITY CLERK
GLOUCESTER, MA

12 MAY -7 PM 1:00



City of Gloucester

Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, MA 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



Request for Proposals #12165

Disposition by Sale of the Maplewood Avenue School

RFP Available to Proposers:

Date of Property Open House:

RFP Deadline for Submission @ 11:00 am
and Opening Date:



PART I NEWSPAPER ADVERTISING

To: Cape Ann Beacon
From: Donna Compton, Purchasing Agent
Date:

Please run this ad on Friday, and again on Friday,

**CITY OF GLOUCESTER
REQUEST FOR PROPOSALS #12165**

The City of Gloucester is seeking proposals for the purchase of City owned land and building located at 120 Maplewood Ave., shown on assessor's map 39, lot 4. The property is listed as 20,000 SF lot area and 27,420 SF gross building area. The Mayor and the City Council have declared this property available for disposition by sale. Sale of the property is subject to the terms and conditions contained in the RFP. The RFP will be available at the Office of the Purchasing Agent on . Proposals must be received at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than **@ 11 a.m..** An Open House is scheduled on **@ 10:00 am.** The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, MA.

**Donna Compton
Purchasing Agent**



**PART II SUMMARY INFORMATION
 REQUEST FOR PROPOSALS**

1. The City of Gloucester will receive sealed proposals for the purchase of the Maplewood Avenue School located at 120 Maplewood Avenue, shown on assessor's map 39, lot 4. at the

Office of the Purchasing Agent
 Attn: Donna Compton, Purchasing Agent
 9 Dale Avenue, Gloucester, MA 01930
2. On-site Open House Inspection will be held on @ 10:00 am.
3. Property descriptions and other pertinent information is available in Exhibit G, City Assessor's Information. All proposals require a bid deposit in the form of a certified check, made payable to the City of Gloucester in an amount of **\$5,000**. All proposals must be sealed and submitted to the Purchasing Director at the address above no later than @ 11:00am at which time the proposals will be publicly opened. *Late proposals will not be accepted for any reason.* All proposals must be complete and in compliance with the submission requirements outlined in the RFP.
4. The Mayor and the City Council have declared this property available for disposition by sale to promote the following public purpose: **To provide an Elderly and/or Veteran's housing facility, consisting of 12 one bedroom units.**
5. The City of Gloucester reserves the right to reject any and all proposals that do not meet the minimum requirements set forth in the RFP. The City of Gloucester has established a minimum bid price of **\$100,000** for the Maplewood Avenue School.
6. **Pilot Agreement:** If the successful proposer is a non profit organization that is exempt from real estate taxes, then it shall reach an agreement with the City regarding the valuation and assessment of the real and tangible personal property and enter into a payment in lieu of taxes agreement with the City.

PART III PROPERTY DESCRIPTION

The surplus property is located at 120 Maplewood Ave in Gloucester, MA.
 The building was built in the 1890's of brick exterior/ wood frame construction with a slate roof.

The property is approximately 20,000 sq ft. The building has 2 stories and a basement with above grade windows. Electricity was added in the 1920's and upgraded as needed since. Windows were replaced in the 1980's. An access ramp was provided for the first floor for a previous tenant. Rest facilities for both sexes are located on the basement level.

The successful purchaser/developer will need to provide architectural and engineering plans and services for the procurement of a building permit.

1. **Description of Property:**
 The property available for disposition is identified as **Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, Massachusetts 01930, Map 39, Lot 4.** For greater detail, please see the assessor's information (Exhibit G).
2. **Conditions of Property**
 The property is available for disposition "**AS-IS**" and the City of Gloucester will not make any improvements or changes to the property as a condition of the sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in-force and applicable to said parcels.
3. **MGL, Chapter 21E**
 The City of Gloucester does not warrant that the land parcel available for disposition is free and clear of any contamination as defined by MGL Chapter 21E. The Successful Proposer will assume all costs and responsibilities for any testing and/or removal of any contamination that may be present on the property, and will hold the City harmless for any costs to clean the property of any contamination. The results from such testing shall not be considered grounds to rescind the agreement.
4. **Permits and Approvals**
 All costs and responsibilities for obtaining construction permit approval, and releases for any easements, covenants, or any other restriction that may be present on the property will be the responsibility of the Successful Proposer.
5. **Massachusetts Historical Commission:** The Maplewood Avenue School is an MHC listed property and as such any new construction projects or renovations to existing buildings that require funding, licenses, or permits from any state or federal governmental agencies must be reviewed by the Massachusetts Historical Commission (MHC) for impacts to historic and archaeological properties. It is the nature of the federal or state agency involvement that triggers MHC review, not listing in the National or State Registers of Historic Places. A listing in either register does not necessarily require review and likewise, lack of listing does not eliminate the need for review. MHC review is conducted in compliance with both federal and state statutes and regulations.

**PART IV MINIMUM CRITERIA/QUALITY REQUIREMENTS
 MINIMUM CRITERIA**

The City of Gloucester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals **shall include** the following elements to be considered valid for this property sale:

1. **Description of Proposer and Affiliates** *(Insert information on Exhibit F)*
 A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.
2. **Proposer Contact Information** *(Insert information on Exhibit F)*
 Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.



3. **Bid Price Sheet** *(Insert information on Exhibit H)*
 The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a **minimum bid price of One hundred Thousand Dollars (\$100,000.00)**.
4. **Deposit** *(Place in sealed envelope with proposal)*
 All Proposers must submit a **\$5,000** certified bank check, made payable to the City. The successful proposer's deposit will be credited toward the sale price; while all other proposers will have their deposit returned upon the issuance of a notice of award.
5. **Evidence of Financial Ability** *(Insert information on Exhibit F)*
 Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.
6. **Evidence of Proposer Experience** *(Insert information on Exhibit F)*
 The City is establishing a quality requirement that a Proposer must have a minimum of **three years** of housing development experience and have completed a minimum of **three** housing construction or renovation projects of \$200,000 or more.
7. **Tax Compliance and Attestation Form** *(Insert information on Exhibit B)*
8. **Certificate of Non Collusion** *(Insert information on Exhibit C)*
9. **Release Regarding Hazardous Waste** *(Insert information on Exhibit D)*
11. **Project Description:** The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.

PART V SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed package clearly labeled with the following:

TITLE: "Proposal for Disposition of Maplewood School #12165
 FROM: Name and address of Proposer(s)
 TO: City of Gloucester
 Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA 01930
 DUE: @ 11:00am

ALL PROPOSALS MUST CONTAIN THE FOLLOWING:

1. **Exhibit B**, Tax Compliance & Attestation Statement
2. **Exhibit C**, Certificate of Non Collusion
3. **Exhibit D**, Hazardous Material Release
4. **Exhibit F**, Qualification & Proposal Information
5. **Exhibit I**, Price Proposal Sheet
6. **Deposit:** All Proposers must submit a deposit in the form of a certified bank check in the amount of **\$5,000** as part of their proposal. The check should be made out to the City of Gloucester. If the City chooses to sell the property to the successful Proposer, the Proposer's deposit will be nonrefundable and will be applied to the purchase price. A deposit received from a Proposer that was not accepted will be returned to the Proposer within five (5) business days after the City has determined the successful Proposal.

COMPARATIVE EVALUATION CRITERIA

General: The City reserves the right to award the contract to the most advantageous proposal, taking into consideration both technical and fee aspects of the proposals submitted and shall not be required to award to the firm submitting the highest price proposal. Technical proposals will be scored based on the criteria listed below. The Proposers shall be ranked in accordance with the following selection criteria and its associated weight as follows:

Highly Advantageous	Advantageous	Not Advantageous	Not Acceptable
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COMPLETENESS OF PROPOSAL

Rating	COMPLETENESS OF PROPOSAL
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Highly Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP
Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP with minor informalities.
Not Advantageous	Quality Requirements, Questionnaire, Comparative Criteria and forms submitted incomplete and not in the form requested in the RFP

Rating	YEARS OF RELATED EXPERIENCE
Highly Advantageous	Proposers with more than ten years of related experience
Advantageous	Proposers with more than five, but less than ten years of related experience
Not Advantageous	Proposers with more than one but less than five years of related experience
Not Acceptable	Proposers with less than one year of related experience

PART VI CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to the sale of the property described within this RFP:

1. **The City's Responsibility:**
 - a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)
2. **The Successful Proposer's Responsibility:**
 - a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
 - b. The Successful Proposer agrees to purchase the property **"AS-IS"**.
 - c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
 - d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
 - e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award, unless extended in writing by the City. The deposit of the successful proposer will be credited against the bid price.
 - f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award unless extended in writing by the City.

PART VII MISCELLANEOUS

1. **Amendments/Modifications to Proposals**
 The Proposer may at any time prior to the deadline for submission of the Proposals, amend or modify a Proposal by submitting the amendment/modification to the address specified in Part V of the RFP, in a sealed package and clearly marked with the following information:
 TITLE: "RFP 12165, Proposal for Disposition by Sale of Maplewood School"
 FROM: Name and address of Proposer(s)
 TO: City of Gloucester, Office of the Purchasing Agent
 9 Dale Avenue, Gloucester, MA 01930
DUE: @ 11:00 am
2. **Withdrawal of Proposals**
 Any Proposer may withdraw its Proposal at any time prior to the deadline established in this RFP. The Proposer wishing to withdraw a proposal must provide a written authorization and or acknowledgment that he or she is withdrawing the Proposal and the City of Gloucester is held harmless from any responsibility as a result of the Proposal withdrawal.
3. **Rejection of Proposals**
 The City of Gloucester reserves the right to reject any or all proposals. The City has established a minimum bid price of **\$100,000**.
4. **Authorization to Sell**
 All proposers are hereby notified that property described herein has been declared surplus property by the Gloucester City Council with the authorization to issue a Request for Proposals with conditions.
5. **Addendum**
 Any addendum to the RFP will be sent by mail or fax to those proposers who have registered with the Office of the Purchasing Agent and received a copy of the RFP. The City will not be responsible for notifying anyone who received a copy of the RFP from any other source. If it is not possible to notify all parties who received an RFP prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.
6. **Conditions**
 Submission of a proposal in response to this RFP constitutes an agreement by Proposer and any and all grantees in any



subsequent deed from the City to be bound by and comply with all provisions of the entire RFP, including the following conditions, which shall survive the execution and acceptance of a deed of the subject property.

- a. That the property in question, whether occupied or not shall be in compliance with any and applicable Building, Sanitary and Health Codes by the Successful Proposer.
- b. That upon conveyance, the deed and any other documents or plans relevant to the closing shall be recorded at the Successful Proposer expense in the Registry of Deeds.
- c. That the Successful Proposer shall also pay for any documentary tax stamps, as may be applicable to the sale of this property.
- d. That the Successful Proposer has paid all taxes as may be due in compliance with MGL, Chapter 62, Section 49A as amended. *See copy attached marked as Exhibit B.*
- e. That the Successful Proposer must comply with, execute, and include with the proposal the affidavit of compliance with the provisions of MGL, Chapter 7, Section 40J. *See copy attached marked Exhibit A.*
- f. That a failure by the Successful Proposer of the subject property, to comply with any provision or condition hereof shall, at the option of the City require that the Successful Proposer and any and all grantees shall re-convey the subject property to the City of Gloucester for the same price which Proposer paid for the acquisition thereof. This condition shall be applicable for four (4) years after the closing.
- g. That the Proposer has not relied upon any representations by the City regarding the presence of any hazardous materials on the property, and holds the City harmless from any and all liability for the same. *See copy hereto attached marked Exhibit D.*



EXHIBIT A MGL, CH. 7, SEC. 40J, CERTIFICATION REGARDING DISCLOSURE OF BENEFICIAL INTEREST STATEMENT
SUCCESSFUL PROPOSER ONLY

SUCCESSFUL PROPOSER DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE

MGLc 7, S 40J, requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected bidder's disclosure of beneficial interests must be filed with the Commissioner of the Division of Capital Asset Management (DCAM). No contract to lease or sell property is valid until the buyer or lessee files this form with DCAM. A form for this purpose is attached. An updated disclosure form must be filed within 30 days of any change in beneficial interests during the lease term.

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: **City of Gloucester, MA.**
2. Complete legal description of the property: **Maplewood School
120 Maplewood Avenue
Gloucester, MA 01930
Assessor's Map 39, Lot 4**
3. Type of transaction: **Sale: Yes**
Lease: N/A
4. Seller: Lessor: N/A
5. Purchaser: Lessee: N/A
City of Gloucester, Ma.
6. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or Position
_____	_____
_____	_____

5. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature: _____ Printed name: _____
 Title: _____ Date: _____



Exhibit B TAX COMPLIANCE & ATTESTATION STATEMENT

IF A CORPORATION:

State in which incorporated _____
 President _____
 Treasurer _____
 Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

Name	Address	City	State/Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

Name	Address	City	State/Zip
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

Name of Firm	Business Address
_____	_____

Name of Individual	Address	City	State/Zip
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to M.G.L. c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

_____	_____
<i>Social Security No. Or Federal Identification No.</i>	<i>Signature or Individual or Corporate Name</i>
<i>Corporate Officer (If Applicable)</i>	By: _____

EXHIBIT C CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____
 Address: _____
 By: _____

 (Signature of person authorized to sign this bid)
 Title: _____
 Telephone: _____

The City reserves the right to reject any and all bids or to accept the bid deemed in the best interest of the City of Gloucester, MA.

**EXHIBIT D HAZARDOUS MATERIALS RELEASE ("Hold Harmless" Agreement)
 RELEASE REGARDING HAZARDOUS MATERIALS
 Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, MA 01930**

The City assumes no liability for any release of hazardous materials on the property. The Proposer has not relied upon any representations by the City with respect to hazardous materials, except to the extent disclosed herein.

The Proposer agrees to release and hold harmless the City of Gloucester from any liability arising out of any hazardous materials that may be present on the property.

Proposer _____ Date: _____

EXHIBIT E PURCHASE & SALE AGREEMENT - DOCUMENT WILL BE SUPPLIED TO SUCCESSFUL PROPOSER



EXHIBIT F QUALIFICATION INFORMATION QUESTIONNAIRE

RFP No: 12165 Disposition by Sale of 120 Maplewood Avenue, Gloucester, MA.

Name of Proposer - Firm/Individual:

Address:

Type of Organization

(Proprietorship, Partnership, Corporation, etc.)

Year Established:

FID No.:

Tel.

Name & Title of Principal to contact

Principal contact's Tel. No.

Fax No.

Principal contact's email address

List of Partners

Name & Title

Telephone

Role in Proposal

Key Persons, Specialists and Individuals in your firm to be assigned to this project:

Name & Title

Mass Reg. No.

Discipline/Project Role

Key Persons, Specialists, Individuals in consultant firm to be assigned to this project:

Name & Title

Mass Reg. No.

Discipline/Project Role

Recent Projects Best Illustrating Qualifications for this Project: (additional information may be attached).

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	

Project Name		Location	
Project Cost		Year Comp	
Description			
References:			
Company		Contact & Title	
Telephone		Fax	



Evidence of Financial Ability *(additional information or reports may be attached).*

Evidence of proposed sources of funds and financing clearly demonstrates financial ability to acquire and develop the property. Proposer clearly identifies sources and uses of funds.

Financial Information *(List and attach information)*

Financial statements of proposed Buyer or affiliates. Letters of interest from lenders and lender references indicate level of financing proposed by each source.

Site Development Proposal *(additional information or reports may be attached).*

Proposed development with cost estimates.

Site Development Schedule *(additional information may be attached).*

Proposed/estimated completion schedule for development.



EXHIBIT H

PRICE PROPOSAL SHEET

RFP 12165

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "non-responsive" and their proposal may be rejected without further consideration

PRICE PROPOSAL

Location	Total Bid Price
Maplewood School, 120 Maplewood Avenue - AWARD LINE	

METHOD OF AWARD:

The City of Gloucester will review all proposals submitted for full compliance with the requirements contained in RFP #12165. The City's objective is to award an agreement to the responsive and responsible Proposer who is in full compliance with the requirements of the RFP and who submits the highest bid price. The highest bid must meet or exceed the minimum bid set by the City Council.

The following terms and conditions shall apply to the sale of the property described within this RFP:

3. The City's Responsibility:

- a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)

4. The Successful Proposer's Responsibility:

- a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- b. The Successful Proposer agrees to purchase the property "**AS-IS**".
- c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award, unless extended in writing by the City. The deposit of the successful proposer will be credited against the bid price.
- f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award unless extended in writing by the City, .

BIDDERS SIGNATURE:

I understand the terms and conditions contained in RFP 12165 and in accordance submit this bid.

Signature of proposer or authorized agent *Print or type name of proposer* *Title*

Name of Business *Business Address*

Telephone *Fax*

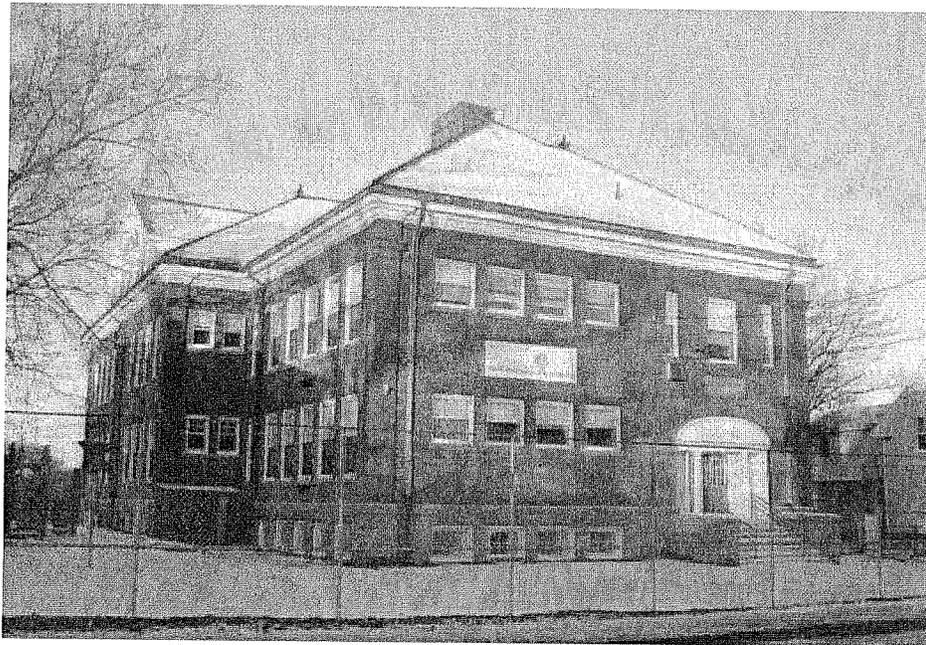


EXHIBIT G

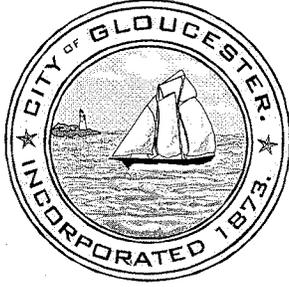
ASSESSOR'S INFORMATION



View from Acacia Street



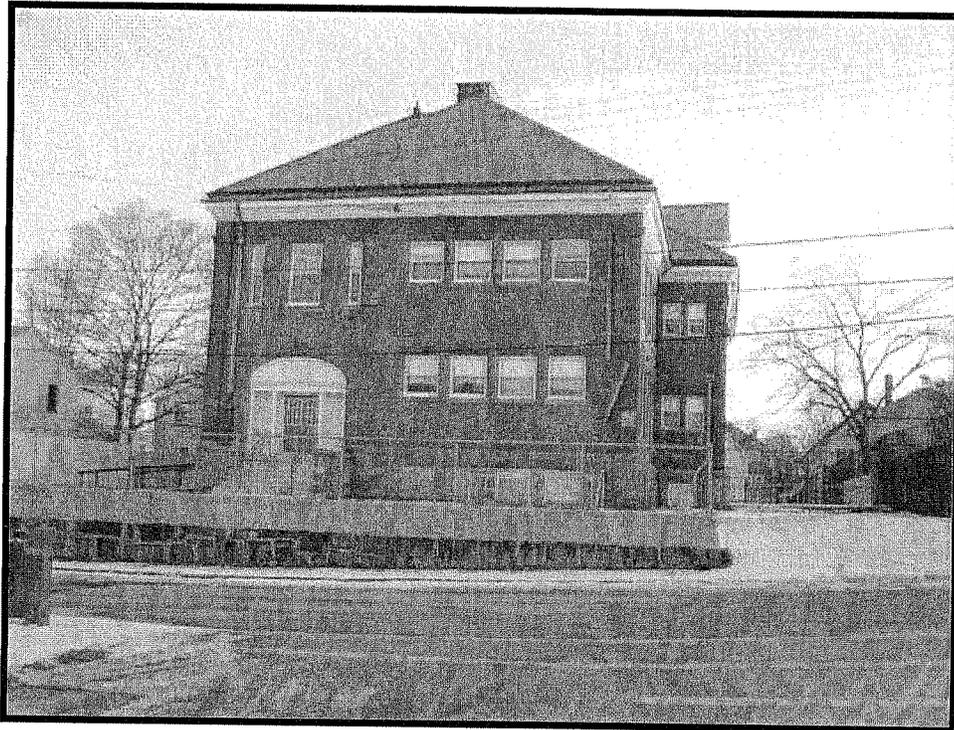
View from Maplewood Avenue



City of Gloucester

Office of the Purchasing Agent
City Hall, 9 Dale Avenue
Gloucester, MA 01930

Telephone 978 281 9710 Fax 978 281 8763
www.gloucester-ma.gov



Request for Proposals #12165

Disposition by Sale of the Maplewood Avenue School

RFP Available to Proposers:

Date of Property Open House:

RFP Deadline for Submission @ 11:00 am
and Opening Date:



PART I NEWSPAPER ADVERTISING

To: Cape Ann Beacon
From: Donna Compton, Purchasing Agent
Date:

Please run this ad on Friday, and again on Friday,

**CITY OF GLOUCESTER
REQUEST FOR PROPOSALS #12165**

The City of Gloucester is seeking proposals for the purchase of City owned land and building located at 120 Maplewood Ave., shown on assessor's map 39, lot 4. The property is listed as 20,000 SF lot area and 27,420 SF gross building area. The Mayor and the City Council have declared this property available for disposition by sale. Sale of the property is subject to the terms and conditions contained in the RFP. The RFP will be available at the Office of the Purchasing Agent on . Proposals must be received at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than @ 11 a.m.. An Open House is scheduled on @ 10:00 am. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, MA.

**Donna Compton
Purchasing Agent**



**PART II SUMMARY INFORMATION
 REQUEST FOR PROPOSALS**

1. The City of Gloucester will receive sealed proposals for the purchase of the Maplewood Avenue School located at 120 Maplewood Avenue, shown on assessor's map 39, lot 4. at the
 Office of the Purchasing Agent
 Attn: Donna Compton, Purchasing Agent
 9 Dale Avenue, Gloucester, MA 01930
2. On-site Open House Inspection will be held on @ 10:00 am.
3. Property descriptions and other pertinent information is available in Exhibit G, City Assessor's Information. All proposals require a bid deposit in the form of a certified check, made payable to the City of Gloucester in an amount of \$5,000. All proposals must be sealed and submitted to the Purchasing Director at the address above no later than @ 11:00am at which time the proposals will be publicly opened. *Late proposals will not be accepted for any reason.* All proposals must be complete and in compliance with the submission requirements outlined in the RFP.
4. The Mayor and the City Council have declared this property available for disposition by sale to promote the following public purpose: **To provide an Elderly and/or Veteran's housing facility, consisting of 12 one bedroom units.**
5. The City of Gloucester reserves the right to reject any and all proposals that do not meet the minimum requirements set forth in the RFP. The City of Gloucester has established a minimum bid price of \$100,000 for the Maplewood Avenue School.
6. **Pilot Agreement:** If the successful proposer is a non profit organization that is exempt from real estate taxes, then it shall reach an agreement with the City regarding the valuation and assessment of the real and tangible personal property and enter into a payment in lieu of taxes agreement with the City.

PART III PROPERTY DESCRIPTION

The surplus property is located at 120 Maplewood Ave in Gloucester, MA.
 The building was built in the 1890's of brick exterior/ wood frame construction with a slate roof.

The property is approximately 20,000 sq ft. The building has 2 stories and a basement with above grade windows. Electricity was added in the 1920's and upgraded as needed since. Windows were replaced in the 1980's. An access ramp was provided for the first floor for a previous tenant. Rest facilities for both sexes are located on the basement level.

The successful purchaser/developer will need to provide architectural and engineering plans and services for the procurement of a building permit.

1. **Description of Property:**
 The property available for disposition is identified as **Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, Massachusetts 01930, Map 39, Lot 4.** For greater detail, please see the assessor's information (Exhibit G).
2. **Conditions of Property**
 The property is available for disposition "AS-IS" and the City of Gloucester will not make any improvements or changes to the property as a condition of the sale. Conveyance to the successful Proposer shall be subject to all restrictions and conditions of record, insofar as they may be in-force and applicable to said parcels.
3. **MGL, Chapter 21E**
 The City of Gloucester does not warrant that the land parcel available for disposition is free and clear of any contamination as defined by MGL Chapter 21E. The Successful Proposer will assume all costs and responsibilities for any testing and/or removal of any contamination that may be present on the property, and will hold the City harmless for any costs to clean the property of any contamination. The results from such testing shall not be considered grounds to rescind the agreement.
4. **Permits and Approvals**
 All costs and responsibilities for obtaining construction permit approval, and releases for any easements, covenants, or any other restriction that may be present on the property will be the responsibility of the Successful Proposer.
5. **Massachusetts Historical Commission:** The Maplewood Avenue School is an MHC listed property and as such any new construction projects or renovations to existing buildings that require funding, licenses, or permits from any state or federal governmental agencies must be reviewed by the Massachusetts Historical Commission (MHC) for impacts to historic and archaeological properties. It is the nature of the federal or state agency involvement that triggers MHC review, not listing in the National or State Registers of Historic Places. A listing in either register does not necessarily require review and likewise, lack of listing does not eliminate the need for review. MHC review is conducted in compliance with both federal and state statutes and regulations.

**PART IV MINIMUM CRITERIA/QUALITY REQUIREMENTS
 MINIMUM CRITERIA**

The City of Gloucester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals **shall include** the following elements to be considered valid for this property sale:

1. **Description of Proposer and Affiliates** (Insert information on Exhibit F)
 A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.
2. **Proposer Contact Information** (Insert information on Exhibit F)
 Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.



3. **Bid Price Sheet** *(Insert information on Exhibit H)*
 The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a **minimum bid price of One hundred Thousand Dollars (\$100,000.00)**.
4. **Deposit** *(Place in sealed envelope with proposal)*
 All Proposers must submit a **\$5,000** certified bank check, made payable to the City. The successful proposer's deposit will be credited toward the sale price; while all other proposers will have their deposit returned upon the issuance of a notice of award.
5. **Evidence of Financial Ability** *(Insert information on Exhibit F)*
 Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.
6. **Evidence of Proposer Experience** *(Insert information on Exhibit F)*
 The City is establishing a quality requirement that a Proposer must have a minimum of **three years** of housing development experience and have completed a minimum of **three** housing construction or renovation projects of \$200,000 or more .
7. **Tax Compliance and Attestation Form** *(Insert information on Exhibit B)*
8. **Certificate of Non Collusion** *(Insert information on Exhibit C)*
9. **Release Regarding Hazardous Waste** *(Insert information on Exhibit D)*
11. **Project Description:** The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.

PART V SUBMISSION REQUIREMENTS

All proposals must be submitted in a sealed package clearly labeled with the following:

TITLE: "Proposal for Disposition of Maplewood School #12165
 FROM: Name and address of Proposer(s)
 TO: City of Gloucester
 Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA 01930
 DUE: @ 11:00am

ALL PROPOSALS MUST CONTAIN THE FOLLOWING:

1. **Exhibit B**, Tax Compliance & Attestation Statement
2. **Exhibit C**, Certificate of Non Collusion
3. **Exhibit D**, Hazardous Material Release
4. **Exhibit F**, Qualification & Proposal Information
5. **Exhibit I**, Price Proposal Sheet
6. **Deposit:** All Proposers must submit a deposit in the form of a certified bank check in the amount of **\$5,000** as part of their proposal. The check should be made out to the City of Gloucester. If the City chooses to sell the property to the successful Proposer, the Proposer's deposit will be nonrefundable and will be applied to the purchase price. A deposit received from a Proposer that was not accepted will be returned to the Proposer within five (5) business days after the City has determined the successful Proposal.

COMPARATIVE EVALUATION CRITERIA

General: The City reserves the right to award the contract to the most advantageous proposal, taking into consideration both technical and fee aspects of the proposals submitted and shall not be required to award to the firm submitting the highest price proposal. Technical proposals will be scored based on the criteria listed below. The Proposers shall be ranked in accordance with the following selection criteria and its associated weight as follows:

<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>	<i>Not Acceptable</i>
----------------------------	---------------------	-------------------------	-----------------------

COMPLETENESS OF PROPOSAL

Rating	COMPLETENESS OF PROPOSAL
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Highly Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP
Advantageous	All Quality Requirements, Questionnaire, Comparative Criteria and forms submitted complete and as requested in the RFP with minor informalities.
Not Advantageous	Quality Requirements, Questionnaire, Comparative Criteria and forms submitted incomplete and not in the form requested in the RFP

Rating	YEARS OF RELATED EXPERIENCE
Highly Advantageous	Proposers with more than ten years of related experience
Advantageous	Proposers with more than five, but less than ten years of related experience
Not Advantageous	Proposers with more than one but less than five years of related experience
Not Acceptable	Proposers with less than one year of related experience

PART VI CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to the sale of the property described within this RFP:

1. **The City's Responsibility:**
 - a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)
2. **The Successful Proposer's Responsibility:**
 - a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
 - b. The Successful Proposer agrees to purchase the property **"AS-IS"**.
 - c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
 - d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
 - e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award, unless extended in writing by the City. The deposit of the successful proposer will be credited against the bid price.
 - f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award unless extended in writing by the City.

PART VII MISCELLANEOUS

1. **Amendments/Modifications to Proposals**

The Proposer may at any time prior to the deadline for submission of the Proposals, amend or modify a Proposal by submitting the amendment/modification to the address specified in Part V of the RFP, in a sealed package and clearly marked with the following information:

TITLE: "RFP 12165, Proposal for Disposition by Sale of Maplewood School"
 FROM: Name and address of Proposer(s)
 TO: City of Gloucester, Office of the Purchasing Agent
 9 Dale Avenue, Gloucester, MA 01930
DUE: @ 11:00 am

2. **Withdrawal of Proposals**

Any Proposer may withdraw its Proposal at any time prior to the deadline established in this RFP. The Proposer wishing to withdraw a proposal must provide a written authorization and or acknowledgment that he or she is withdrawing the Proposal and the City of Gloucester is held harmless from any responsibility as a result of the Proposal withdrawal.

3. **Rejection of Proposals**

The City of Gloucester reserves the right to reject any or all proposals. The City has established a minimum bid price of **\$100,000**.

4. **Authorization to Sell**

All proposers are hereby notified that property described herein has been declared surplus property by the Gloucester City Council with the authorization to issue a Request for Proposals with conditions.

5. **Addendum**

Any addendum to the RFP will be sent by mail or fax to those proposers who have registered with the Office of the Purchasing Agent and received a copy of the RFP. The City will not be responsible for notifying anyone who received a copy of the RFP from any other source. If it is not possible to notify all parties who received an RFP prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.

6. **Conditions**

Submission of a proposal in response to this RFP constitutes an agreement by Proposer and any and all grantees in any



subsequent deed from the City to be bound by and comply with all provisions of the entire RFP, including the following conditions, which shall survive the execution and acceptance of a deed of the subject property.

- a. That the property in question, whether occupied or not shall be in compliance with any and applicable Building, Sanitary and Health Codes by the Successful Proposer.
- b. That upon conveyance, the deed and any other documents or plans relevant to the closing shall be recorded at the Successful Proposer expense in the Registry of Deeds.
- c. That the Successful Proposer shall also pay for any documentary tax stamps, as may be applicable to the sale of this property.
- d. That the Successful Proposer has paid all taxes as may be due in compliance with MGL, Chapter 62, Section 49A as amended. *See copy attached marked as Exhibit B.*
- e. That the Successful Proposer must comply with, execute, and include with the proposal the affidavit of compliance with the provisions of MGL, Chapter 7, Section 40J. *See copy attached marked Exhibit A.*
- f. That a failure by the Successful Proposer of the subject property, to comply with any provision or condition hereof shall, at the option of the City require that the Successful Proposer and any and all grantees shall re-convey the subject property to the City of Gloucester for the same price which Proposer paid for the acquisition thereof. This condition shall be applicable for four (4) years after the closing.
- g. That the Proposer has not relied upon any representations by the City regarding the presence of any hazardous materials on the property, and holds the City harmless from any and all liability for the same. *See copy hereto attached marked Exhibit D.*



EXHIBIT A MGL, CH. 7, SEC. 40J, CERTIFICATION REGARDING DISCLOSURE OF BENEFICIAL INTEREST STATEMENT
SUCCESSFUL PROPOSER ONLY

SUCCESSFUL PROPOSER DISCLOSURE OF BENEFICIAL INTEREST IN REAL ESTATE

MGLc 7, S 40J, requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected bidder's disclosure of beneficial interests must be filed with the Commissioner of the Division of Capital Asset Management (DCAM). No contract to lease or sell property is valid until the buyer or lessee files this form with DCAM. A form for this purpose is attached. An updated disclosure form must be filed within 30 days of any change in beneficial interests during the lease term.

Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: **City of Gloucester, MA.**
2. Complete legal description of the property: **Maplewood School
120 Maplewood Avenue
Gloucester, MA 01930
Assessor's Map 39, Lot 4
Lease: N/A**
3. Type of transaction: **Sale: Yes**
4. Seller: Lessor: N/A
5. Purchaser: Lessee: N/A **City of Gloucester, Ma.**
6. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or Position
_____	_____
_____	_____

5. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature: _____ Printed name: _____
 Title: _____ Date: _____



Exhibit B TAX COMPLIANCE & ATTESTATION STATEMENT

IF A CORPORATION:

State in which Incorporated _____
 President _____
 Treasurer _____
 Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

Name	Address	City	State/Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

Name	Address	City	State/Zip
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

Name of Firm	Business Address
_____	_____

Name of Individual	Address	City	State/Zip
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to M.G.L. c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

 Social Security No. Or Federal Identification No.

 Signature or Individual or Corporate Name

 Corporate Officer (If Applicable)

By: _____

EXHIBIT C CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____
 Address: _____
 By: _____

 (Signature of person authorized to sign this bid)

Title: _____
 Telephone: _____

The City reserves the right to reject any and all bids or to accept the bid deemed in the best interest of the City of Gloucester, MA.

EXHIBIT D HAZARDOUS MATERIALS RELEASE ("Hold Harmless" Agreement)

RELEASE REGARDING HAZARDOUS MATERIALS
Maplewood Avenue School, 120 Maplewood Avenue, Gloucester, MA 01930

The City assumes no liability for any release of hazardous materials on the property. The Proposer has not relied upon any representations by the City with respect to hazardous materials, except to the extent disclosed herein.

The Proposer agrees to release and hold harmless the City of Gloucester from any liability arising out of any hazardous materials that may be present on the property.

Proposer _____ Date: _____

EXHIBIT E PURCHASE & SALE AGREEMENT - DOCUMENT WILL BE SUPPLIED TO SUCCESSFUL PROPOSER



EXHIBIT F QUALIFICATION INFORMATION QUESTIONNAIRE

RFP No: 12165 Disposition by Sale of 120 Maplewood Avenue, Gloucester, MA.

Name of Proposer - Firm/Individual: _____

Address: _____

Type of Organization
 (Proprietorship, Partnership, Corporation, etc.) _____

Year Established: _____

FID No.: _____

Tel. _____

Name & Title of Principal to contact _____

Principal contact's Tel. No. _____

Fax No. _____

Principal contact's email address _____

List of Partners

Name & Title	Telephone	Role in Proposal
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key Persons, Specialists and Individuals in your firm to be assigned to this project:

Name & Title	Mass Reg. No.	Discipline/Project Role
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key Persons, Specialists, Individuals in consultant firm to be assigned to this project:

Name & Title	Mass Reg. No.	Discipline/Project Role
_____	_____	_____
_____	_____	_____

Recent Projects Best Illustrating Qualifications for this Project: (additional information may be attached).

Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____

Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____

Project Name	_____	Location	_____
Project Cost	_____	Year Comp	_____
Description	_____		
References:	_____		
Company	_____	Contact & Title	_____
Telephone	_____	Fax	_____



Evidence of Financial Ability *(additional information or reports may be attached).*

Evidence of proposed sources of funds and financing clearly demonstrates financial ability to acquire and develop the property. Proposer clearly identifies sources and uses of funds.

Financial Information *(List and attach information)*

Financial statements of proposed Buyer or affiliates. Letters of interest from lenders and lender references indicate level of financing proposed by each source.

Site Development Proposal *(additional information or reports may be attached).*

Proposed development with cost estimates.

Site Development Schedule *(additional information may be attached).*

Proposed/estimated completion schedule for development.



EXHIBIT H

PRICE PROPOSAL SHEET

RFP 12165

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "non-responsive" and their proposal may be rejected without further consideration

PRICE PROPOSAL

Location	Total Bid Price
Maplewood School, 120 Maplewood Avenue - AWARD LINE	

METHOD OF AWARD:

The City of Gloucester will review all proposals submitted for full compliance with the requirements contained in RFP #12165. The City's objective is to award an agreement to the responsive and responsible Proposer who is in full compliance with the requirements of the RFP and who submits the highest bid price. The highest bid must meet or exceed the minimum bid set by the City Council.

The following terms and conditions shall apply to the sale of the property described within this RFP:

3. The City's Responsibility:

- a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)

4. The Successful Proposer's Responsibility:

- a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- b. The Successful Proposer agrees to purchase the property "**AS-IS**".
- c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award, unless extended in writing by the City. The deposit of the successful proposer will be credited against the bid price.
- f. The Successful Proposer agrees to remit the full bid price minus the **\$5,000** deposit and complete the sales agreement and closing within **Ninety (90)** days from the Notice of Award unless extended in writing by the City, .

BIDDERS SIGNATURE:

I understand the terms and conditions contained in RFP 12165 and in accordance submit this bid.

Signature of proposer or authorized agent *Print or type name of proposerr* *Title*

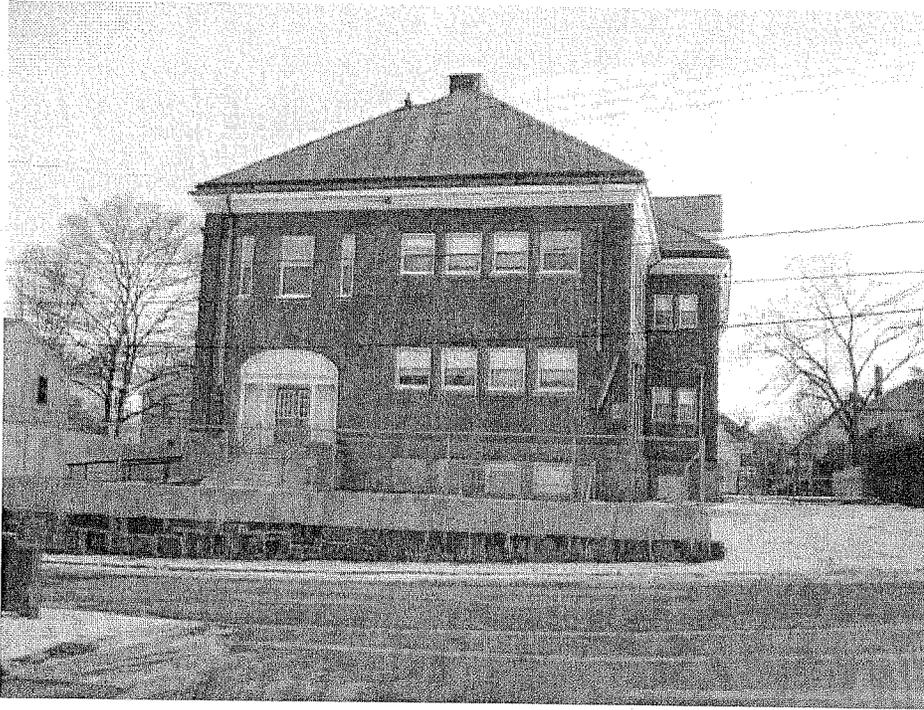
Name of Business *Business Address*

Telephone *Fax*

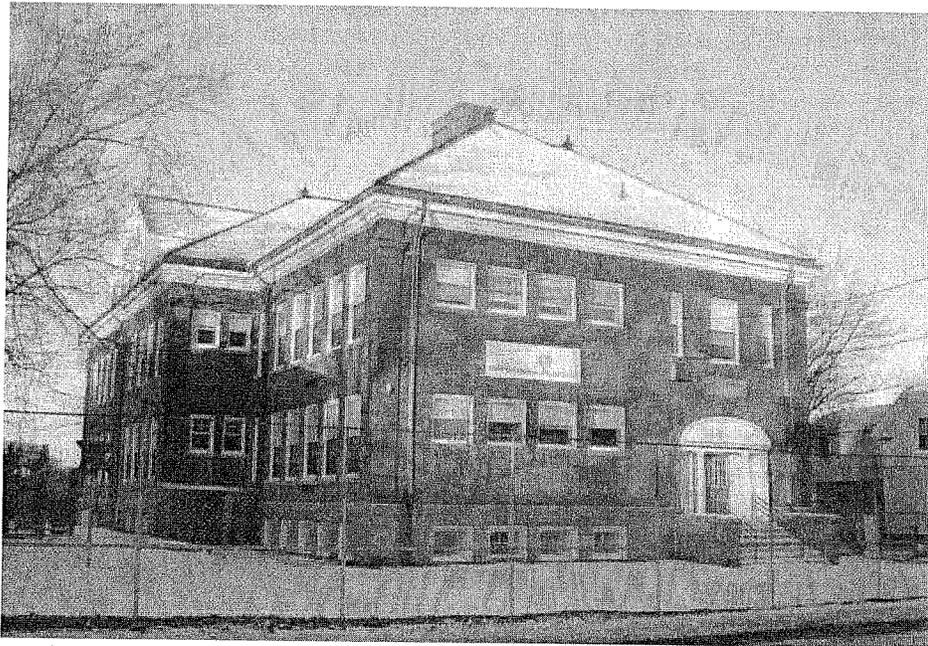


EXHIBIT G

ASSESSOR'S INFORMATION



View from Acacia Street



View from Maplewood Avenue

including but not limited to sale of a fee interest in said real property, the grant of an easement, license or any other less than fee simple interest, the leasing of city real property, or the exchange of real property.

(2) *Council authorization.* No building, land or other real property or rights or interests therein shall be disposed of without prior order from the city council authorizing said disposition by the mayor. The council may impose any condition, restriction, or other limitation on the building of property as it deems appropriate, consistent with the General Laws.

(3) *Method of dispositions.* All disposition of real property shall be pursuant to the bidding and proposal requirements of M.G.L.A. c. 30B unless the property is specifically excluded from chapter 30B.

(4) *Price.* A minimum bid price shall be established by the city council, with the assistance of the assessors, using comparable sales analysis based on the highest and best use of the land. Minimum bid and sale prices shall not be subject to change except by the city council. All prices shall include a two hundred dollar (\$200.00) charge for administrative costs.

(5) *Reserved.*

(6) *Splitting or combining of lots.* The mayor shall not recommend and the council shall not approve the sale or other disposition, except leasing, licensing or granting an easement, of any parcel of land that is less than an entire lot as shown on the city assessor's maps. The mayor may recommend and the council may approve the combining of lots for disposition subject to the laws relative to subdivision control.

(b) *Procedure For Sale.*

(1) [*Requests for disposition of property.*] Requests for council authorization for the disposition of city-owned real property may be initiated by the mayor or a member of the public.

a. *By the mayor.* The mayor shall from time to time, but at least annually, advise the council whether or not any city-owned real property has been determined to be surplus or otherwise appropriate for disposition. Prior to making such recommendations, said property shall be reviewed by the department of community development, department of public works, treasurer, general counsel, or any executive department agency, board or commission having jurisdiction over said property or who are otherwise deemed appropriate to comment, who shall make recommendations as to whether or not the property shall be disposed of and any conditions that should be placed upon said disposition.

b. *Preliminary review.* The mayor, on advice of the department of community development, prior to any review required by paragraph (b)(1)a, [shall] determine whether the property is subject to M.G.L.A. c. 40, §§ 15 or 15A, or Amendment Article 97 of the Massachusetts Constitution, or is a playground, parkland, or town landing and advise the council.

c. *By the public.* Any member of the public may make a written request through the city clerk to dispose of any real property owned by the city. Said request shall be submitted on forms provided by the city clerk and shall contain the person's name, address, telephone number, the assessor's map and lot number of the parcel, the street address of the parcel, the size of the parcel, current zoning applicable to the property and the proposed use of the parcel if disposition is authorized. However the member of the public making a request shall not be allowed to acquire the property except by following all applicable competitive procedures of M.G.L.A. c. 30B.

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9730
FAX 978 281 8472

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

CITY CLERK
GLOUCESTER, MA
12 APR 19 AM 10:59

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor *KC*
RE: Auditor's Office Reorganization Request
Date: April 13, 2012

The last two years, I have observed and assessed the efficiencies of the Auditor's Office. The Office is presently conducting business very efficiently and effectively with the 4 member team as currently constructed. My staff has implemented the changes I proposed to various policies and procedures including the revised Auditor's Grant Application & Checklist, new journal entry form, new inter-departmental reimbursement form, revised Year-end memo and new documentation policy for reimbursement of meals and travel. The balance sheet package that includes the ability to close the City's books is submitted each fall to the Massachusetts Department of Revenue for the City's certification of "Free Cash" is currently being prepared in-house as it has been outsourced in the past. Additionally, the City's Schedule A Report that is required by the Massachusetts Department of Revenue each year is currently being prepared in-house as it has been outsourced in the past. The ability to close the City's books and prepare financial reporting in-house is a cost savings and knowledge that stays with the City. I have promoted training and cross training within my office the last two years. My staff has gained a significant amount of knowledge in municipal finance in which is an investment to the City.

A major part of the reorganization request is the proposal of a new position to be named Grants Compliance Manager. The Grants Compliance Manager position would report directly to the City Auditor. The Grants Compliance Manager's role is to ensure the City is in Federal and State grant compliance in accordance with OMB Circulars A-133, A-87 and State requirements. This position is a management recommendation made by our external auditing firm. Our external auditors' have reported 70 federal grant findings over the last 3 years. The City's current structure places the responsibility of administering the grants at the Department level. I propose through the direction of the City Auditor, that the Grants Compliance Manager provide assistance to Departments to adhere with applicable compliance requirements of federal and state grants. The City is at risk if federal agencies require the City to repay monies related to questioned costs related to the auditors' grant report. Additionally, federal agencies may refuse to award grants to the City in the future due to non-compliance of internal controls related to the federal awards programs.

I recommend that the City issue a Comprehensive Annual Financial Report (CAFR) set forth with the reporting requirements of the Government Financial Officers Association. The City would receive a Certificate of Achievement for Excellence in financial reporting. The CAFR is a nationally recognized financial report and is viewed very favorably by Moody's rating agency. Only a handful of communities in Massachusetts issue a CAFR, which includes the Towns of Wellesley and Andover and Cities of Newton and Chelsea. I would like to encourage the City to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure.

I have increased the responsibilities of the Assistant City Auditor during my tenure as City Auditor. The Assistant City Auditor position is responsible for the Auditor's Office in my absence. Performs all duties of the City Auditor in his or her absence including the approval of the weekly warrant under the provisions of Massachusetts General Laws Chapter 41, Section 49A. The increased responsibilities are necessary to increase the efficiency of the office. The Assistant Auditor is responsible to prepare the balance sheet and Department of Revenue's reporting package for the City's yearly certification of "Free Cash." Assist the City Auditor with the preparation of the City's Tax Recapitulation report that is submitted annually to the Massachusetts Department of Revenue for approval. Prepare Schedule A Report with the guidelines set forth by the Department of Revenue. Review and provide guidance with the School Department's Annual End-of-Year Financial Report. Prepare 1099 reporting in accordance with Internal Revenue Service regulations. The above items and other responsibilities have been added to the Assistant City Auditor. Additionally, the Assistant City Auditor position has not been reviewed in over ten years.

I have increased the responsibilities of the General Ledger Accountant during my tenure as City Auditor. The General Ledger Accountant assists the Assistant City Auditor with maintaining the general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS). Prepare a reconciliation schedule for Chapter 90 projects between the General Ledger, Department of Public Works and Massachusetts Department of Transportation. Reviews all Massachusetts School Building Authority (MSBA) Gloucester School Projects and reconciles budgets to the general ledger; additionally prepares City reimbursement packages for submittal to MSBA. Budgets are now input into the system to track project budgets. This is a great tool to prevent deficit spending. The General Ledger Accountant plays an integral role to prevent deficit spending in grants, capital projects and other funds. Prepares requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Gloucester Cultural Council. The above items and other responsibilities have been added to the General Ledger Accountant.

I have increased the responsibilities of the Account Specialist during my tenure as City Auditor. The Account Specialist audits both City and School payroll for availability of funds in each department's accounts. The preparation of a warrant to pay Gloucester's Non-Contributory Retirees. The Account Specialist manages the City contract book for the Auditor's Office. Also, prepares the budget entries for ordinary budget transfers.

Prepares Gloucester's Non-Contributory Retiree's State Reporting with the guidelines set forth by the Massachusetts State Retirement Board. Posts Revenue Sense deposits to the general ledger and investigates any discrepancies. The above items and other responsibilities have been added to the Account Specialist.

The Grants Compliance Manager is a new proposed position to the City. This position has been highly recommended by our external auditing firm. Under the direction of the City Auditor, the Grants Compliance Manager shall perform responsible duties in Federal and State grant compliance in accordance with OMB Circular A-133, A-87 and State grant requirements. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and Federal and State law. The position will monitor compliance with grant terms and conditions of applicable federal, state and local rules and regulations. In the last three fiscal year audits, our external auditors have reported 70 federal grant findings in their Reports on Internal Control Over Financial Reporting, Compliance and Federal Awards Programs.

I respectfully request that the Auditor's Office reorganization plan be presented to the City Council and Sub-committee for consideration.

Grants Administration

Comment

Our past three audits (including fiscal year 2011) have reported 70 federal grant findings in our *Reports on Internal Control Over Financial Reporting, Compliance and Federal Awards Programs*. To put this number into perspective, the number of findings was generated from 30 out of 94 (32%) of the federal grants reported on the City's Schedule of Expenditures of Federal Awards over the past three audit periods. The following summarizes the findings reported:

Grant Program	Internal Control Findings	Material Noncompliance Findings	Other Noncompliance Findings	Total Findings
Special Education Cluster.....	7	3	6	16
Community Development Block Grant - Entitlement Grants Cluster..	5	1	6	12
Title I, Part A Cluster.....	5	3	3	11
Public Health Emergency Preparedness.....	5	1	4	10
Brownfields Assessment and Cleanup Cooperative Agreements.....	4	2	2	8
Child Nutrition Cluster.....	3	1	3	7
Capitalization Grants for Clean Water State Revolving Funds.....	2	-	2	4
ARRA State Fiscal Stabilization Fund.....	1	1	-	2
Totals.....	<u>32</u>	<u>12</u>	<u>26</u>	<u>70</u>

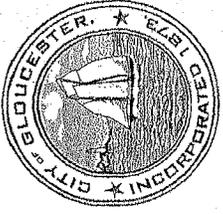
The City's current structure places the responsibility of administering grants at the Department level. The current structure is inadequate as the administration and adherence to the applicable compliance requirements of federal grants is significantly lacking.

The City is at risk if federal agencies were to require the City to repay monies related to the questioned costs identified in our *Reports on Internal Control Over Financial Reporting, Compliance and Federal Awards Programs*, or they may refuse to award grants to the City in the future due to the inadequacy of the internal controls surrounding the federal awards programs.

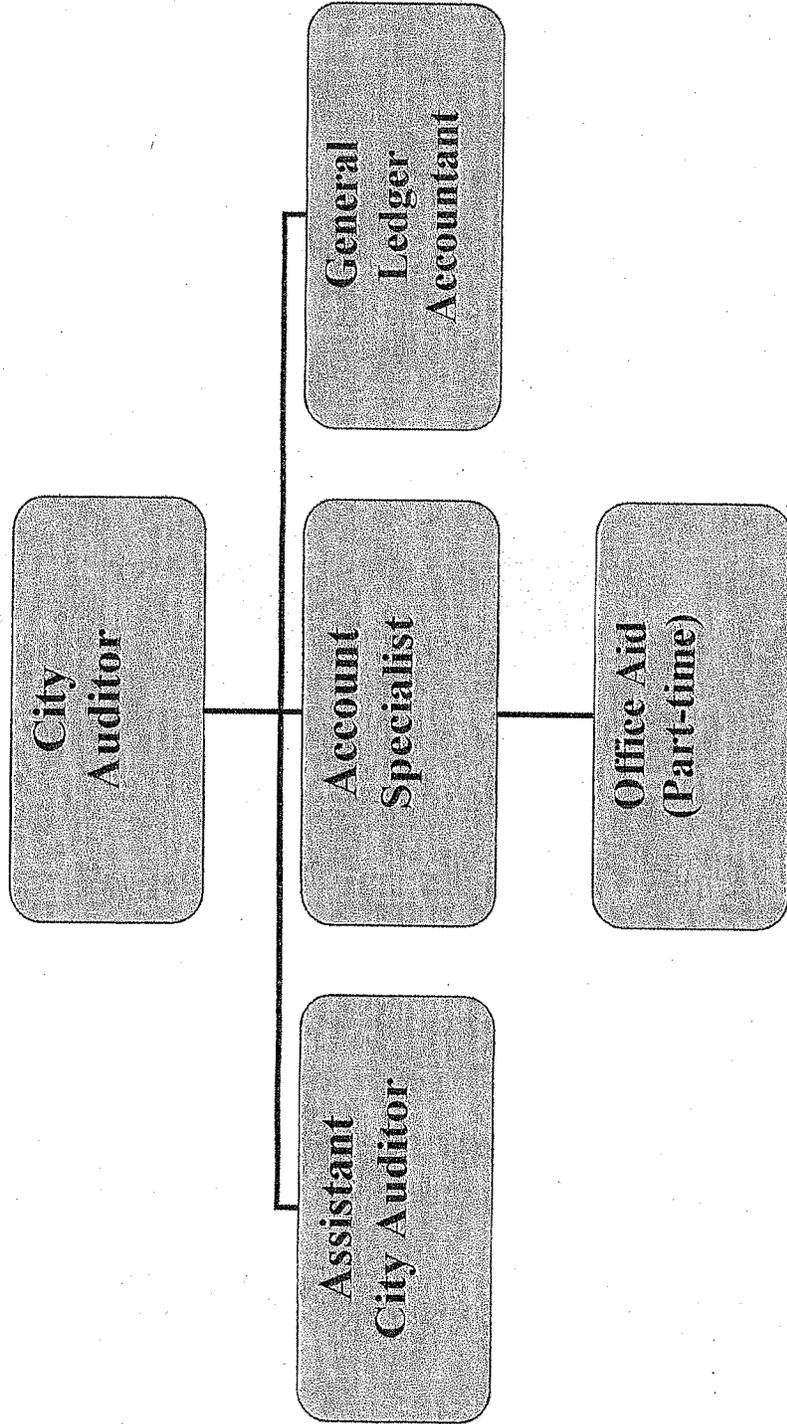
Recommendation

We recommend the City consider employing a City-wide Grants Administrator (federal and state grants) that possesses significant knowledge of federal and state guidelines (i.e., OMB Circulars A-133, A-87, etc.) and compliance requirements, and is familiar with federal and state grant contracts and agreements.

Management's Response

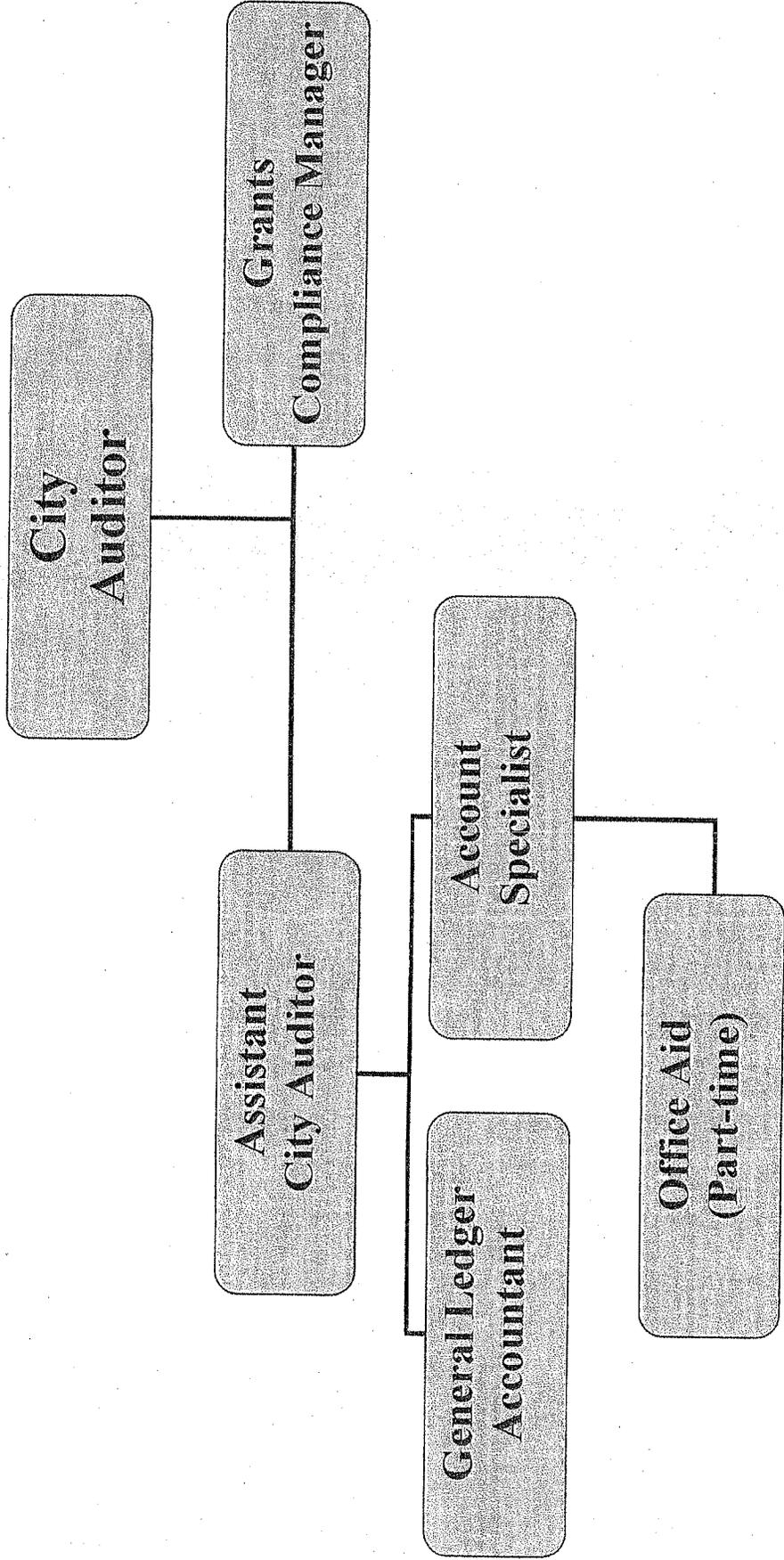


City of Gloucester Auditor's Office Pre Re-Organization Plan





City of Gloucester Auditor's Office Re-Organization Plan



Auditor's Office									
Salary Survey Fiscal Year 2012									
	Andover	Belmont	Beverly	Chelmsford	Chelsea	Danvers	Falmouth	Franklin	Medford
City Town									
Population	33,418	23,291	39,343	34,409	41,577	26,762	32,123	32,148	56,173
Sq. ft. Miles	31.10	4.59	15.14	22.54	1.86	13.64	44.52	26.8	8.10
Median Income	\$ 104,820.00	\$ 95,057.00	\$ 66,486.00	\$ 82,676.00	\$ 32,130.00	\$ 70,865.00	\$ 57,422.00	\$ 81,826.00	\$ 70,102.00
Assistant City Auditor									
Minimum Annual Salary	\$ 60,349.00	\$ 56,611.00	\$ 44,720.00		\$ 54,000.00			\$ 46,127.00	
Maximum Annual Salary	\$ 76,831.00	\$ 79,255.00	\$ 51,264.00		\$ 63,706.00			\$ 62,885.00	\$ 63,725.00
General Ledger Accountant									
Minimum Annual Salary									
Maximum Annual Salary									
Accounting Specialist									
Minimum Annual Salary	\$ 44,378.00		\$ 42,900.00		\$ 34,000.00				
Maximum Annual Salary	\$ 56,494.00		\$ 49,244.00		\$ 40,380.00				\$ 49,318.00

Auditor's Office Salary Survey Fiscal Year 2012									
City/Town	Medford	N. Andover	Peabody	Salem	Somerville	Waltham	Waterford	Woburn	
Population	47,255	27,522	51,331	41,256	75,754	60,632	32,365	36,871	
Square Miles	22.25	26.63	16.45	7.99	4.12	12.73	4.06	12.86	
Median Income	\$ 61,822.00	\$ 91,105.00	\$ 65,483.00	\$ 55,635.00	\$ 69,471.00	\$ 66,346.00	\$ 67,441.00	\$ 66,346.00	
Assistant City Auditor									
Minimum Annual Salary	\$ 72,427.00	\$ 35,210.00							
Maximum Annual Salary		\$ 48,750.00		\$ 66,694.00	\$ 70,000.00	\$ 99,970.00	\$ 59,542.00	\$ 60,500.00	
General Ledger Accountant									
Minimum Annual Salary					\$ 60,609.00				
Maximum Annual Salary					\$ 62,095.00	\$ 68,963.00			
Accounting Specialist									
Minimum Annual Salary									
Maximum Annual Salary	\$ 51,215.00			\$ 44,212.00	\$ 50,406.00	\$ 62,360.00	\$ 47,780.00	\$ 47,368.00	

Auditor's Office		Gloucester		Gloucester Actual		Variance		Percentage (%)	
Salary Survey Fiscal Year 2012		Average		Gloucester		Gloucester Actual		Percentage (%)	
City/Town				30,243					
Population				26.18					
Square Miles									
Median Income			\$ 58,459.00						
Assistant City Auditor									
Minimum Annual Salary	\$ 47,885.43	\$ 50,260.77			\$ 2,375.34			4.96%	
Maximum Annual Salary	\$ 65,989.36	\$ 59,468.85		\$ 59,468.85	\$ (6,520.51)			-9.88%	
Assistant Budget Accountant									
Minimum Annual Salary	\$ 60,609.00	\$ 47,410.65			\$ (13,198.35)			-21.78%	
Maximum Annual Salary	\$ 65,529.00	\$ 56,088.90		\$ 48,835.71	\$ (9,440.10)			-14.41%	
Account Specialist									
Minimum Annual Salary	\$ 40,426.00	\$ 33,726.42			\$ (6,699.58)			-16.57%	
Maximum Annual Salary	\$ 49,877.70	\$ 47,063.52		\$ 44,999.01	\$ (2,814.18)			-5.04%	

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8: 18

Title: Assistant Auditor

Supervisor: City Auditor

Grade: M7

Civil Service: Provisional **Union:** GMAA

Responsibilities: Under the general direction of the City Auditor, the Assistant Auditor shall perform responsible duties in the maintenance of fiscal control records. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and State and Federal law. The Assistant Auditor has access to department related confidential or discretionary information.

Duties:

- ♦ Maintains general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS), with each fund containing revenue, appropriation and balance sheet accounts.
- ♦ Assist City Auditor in the preparation of the City's Annual Tax Recapitulation
- ♦ Assist City Auditor with City's Annual Financial Statement Audit
- ♦ Assist City Auditor with compiling financial and statistical information for the City's Comprehensive Annual Financial Report (CAFR)
- ♦ Review and provide guidance with the School Department's Annual End-of-Year Financial Report
- ♦ Acts as personnel back up to posts cash receipts for the Account Specialist.
- ♦ Reviews and prepares journal entries and budget adjustments to the general ledger.
- ♦ Reviews and prepares monthly closing entries and prepares month-end trial balances and reports.
- ♦ Reconciles all receivables with the Collector
- ♦ Reconciles departmental receivables with various departments
- ♦ Reconciles cash and tax title with the Treasurer
- ♦ Monitors all balance sheet, liability, fund balance, revenue and expenditure accounts with all departments during the fiscal year and at fiscal year-end.
- ♦ Prepares budget and actual journal entries for the Community Preservation Fund from City Council Certificate of vote.
- ♦ Prepares 1099 reporting in accordance with Internal Revenue Service regulations.

- ◆ Reviews all city contracts, reviews expenditures from loan order authorization from City Council vote and revenue source, through project completion
- ◆ Reviews and prepares the City's Fixed Assets Reports to be included with the City's Annual Financial Statement
- ◆ Reviews and prepares schedules for Short-term and Long-term Debt issued, paid, returned cash, rescinded and pay downs by the Treasurer
- ◆ Assists City Auditor in closing fiscal year
- ◆ Reviews and prepares year-end closing entries, encumbered monies and carryforwards, fund balances brought forward and prepares the balance sheet and Department of Revenue's reporting package for the City's yearly certification of "Free Cash"
- ◆ Reviews and maintains "Free Cash" Balance Schedule
- ◆ Reviews and prepares Schedule A Report with the guidelines set forth by the Department of Revenue.
- ◆ Reviews and coordinates year end school entries with School Department personnel.
- ◆ Performs internal audits; reviews departmental internal controls, policies and revenue source, making recommendations as needed.
- ◆ Assists with the annual updates of the Preliminary Official Statement for statistical and program data required for bond issue.
- ◆ Performs audits on group insurance payroll deductions in conjunction with Personnel Office.
- ◆ Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed.
- ◆ Performs all duties of the City Auditor in his or her absence including the approval of the weekly warrant under the provisions of Massachusetts General Laws Chapter 41, Section 49A.
- ◆ Supervises the General Ledger Accountant and Account Specialist
- ◆ May perform other duties as assigned by the City Auditor

Qualifications:

- ◆ B.A. degree in Accounting or Business Administration with coursework specific to municipal accounting and computer systems preferred.
- ◆ Minimum 4 years of previous municipal work experience, including working knowledge of Microsoft Office Suite, and advanced accounting systems; demonstrated knowledge of UMAS accounting principles and methods.
- ◆ Working knowledge of Federal and State laws relating to taxes and wages.
- ◆ Ability to maintain complex records and prepare reports from such records.
- ◆ Strong oral and written communication skills.
- ◆ Ability to assess problems and follow through to project completion.
- ◆ Ability to plan, organize and direct long-range plan and specific work projects with attention to detail.
- ◆ Ability to work well independently.
- ◆ Ability to establish and maintain effective working relationships with other employees and the public.

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA

12 APR 30 AM 8: 18

Title: General Ledger Accountant

Supervisor: City Auditor

Grade: M6

Civil Service: Provisional **Union:** GMAA

**Supervision
Exercised:** N/A

Responsibilities: The General Ledger Accountant shall prepare, review, reconcile, and enter data into the General Ledger and maintain fiscal records and systems. Focus is primarily on Grants, Chapter 90, MSBA Reimbursements, Fixed Assets, Capital Project work, and Betterment's.

Duties:

- ◆ Assists Assistant Auditor with maintaining the general ledger as prescribed by the Uniform Massachusetts Accounting System manual (UMAS), with each fund containing revenue, appropriation and balance sheet accounts.
- ◆ Creates Funds and accounts for Capital Project Loan Orders, City and School grants approved by the School Committee and City Council and in accordance with UMAS; additionally assigns accounts to Departments
- ◆ Creates City/School Grants and Capital Projects budgets in the general ledger to ensure efficiency of monitoring budgets by all departments. Maintains all grant and loan order documentation and monitors grant and capital projects budgets and expenditures to ensure no deficit spending.
- ◆ Reviews, approves, and prepares reports for all requisitions and purchase order revisions for all departments. Prepares requisition and purchase order revision reports for City Auditor to review.
- ◆ Reviews and records adjusting journal entries and inter-departmental reimbursements submitted by departments.
- ◆ Reviews and processes School Disbursement Warrants in accordance with established City policies, City ordinances, and State Laws and Federal regulations.
- ◆ Reviews and processes Tax Refund, Debt Service and Capital Project Warrants.
- ◆ Acts as personnel backup for City Disbursement Warrant and both Payroll Warrants for Account Specialist.
- ◆ Reconciles Chapter 90 projects between the General Ledger, Department Public Works and Massachusetts Department of Transportation
- ◆ Reviews all Massachusetts School Building Authority (MSBA) Gloucester School Projects and reconciles budgets to the general ledger; additionally prepares City reimbursement packages for submittal to MSBA.
- ◆ Assists Assistant Auditor in the preparation of the Fixed Assets schedule as prescribed by municipal fund accounting principles (UMAS) and GASB #34.
- ◆ Assists Assistant Auditor in the record keeping and maintains schedules of annual additions/disposals for each fund.
- ◆ Assists Assistant Auditor with depreciation schedules and posts entries.

- ◆ Assists Assistant Auditor with the capital project and grant accounting activity from contract approval to capitalization of the asset in the Fixed Asset Module.
- ◆ Reviews all contracts and change orders to encumber funds for governmental activities, grants, capital projects and all other projects.
- ◆ Prepares Capital Project Schedules, Project Budgets and all related short and long term debt and reconciles with general ledger.
- ◆ Acts as personnel back up for maintaining all City contracts for the Account Specialist
- ◆ Tracks and monitors expenditures from loan order authorization of the City Council vote or the other funding source through project completion and capitalization.
- ◆ Assists City Auditor in closing fiscal year.
- ◆ Assists Assistant City Auditor in the preparation of year-end closing entries, schedules, and reconciliation's.
- ◆ Assists in developing and in coordinating year end audit schedules and reports.
- ◆ Acts as personnel back up to record motions voted at City Council meetings to the Assistant City Auditor.
- ◆ Performs internal transition reviews, reviews department internal controls, policies, and funding sources, making written recommendations for policies and procedures as needed.
- ◆ Assists Assistant City Auditor with the preparation of the Schedule A Report with the guidelines set forth by the Department of Revenue.
- ◆ Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed
- ◆ Prepares journal entry for quarterly Cherry Sheet Assessments
- ◆ Acts as personnel back up to prepare requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Auditor's Office to the Account Specialist.
- ◆ Prepares requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Cultural Council.
- ◆ Assist Gloucester Cultural Council with Annual Financial Report with the guidelines set forth by the Massachusetts Cultural Council.
- ◆ Reviews all Special Revenue and Trust Funds balances and manually rolls forward all fund balances from the previous fiscal year to the next fiscal year.
- ◆ May perform other duties as assigned by the Assistant Auditor and City Auditor

Qualifications:

- ◆ B.S. degree in Accounting preferred.
- ◆ 4 years of previous municipal accounting experience or equivalent combination of education and experience.
- ◆ Thorough knowledge of municipal fund accounting theory, principles and practices, and generally accepted accounting principles.
- ◆ Knowledge of internal control procedures and bookkeeping and accounting procedures and systems.
- ◆ Working knowledge of the organization and operation of City departments.
- ◆ Working knowledge of computer applications for accounting and financial management.
- ◆ Working knowledge of Microsoft Office Suite.
- ◆ Ability to maintain complex records and prepare reports.
- ◆ Ability to carry out assigned projects to their completion.
- ◆ Ability to communicate effectively verbally and in writing.
- ◆ Ability to think work through and anticipate impediments.
- ◆ Ability to effectively coordinate and supervise the work of others.
- ◆ Ability to operate a keyboard and calculator at efficient speed and to sit at a computer for long periods of time.

CITY OF GLOUCESTER

Job Description

CITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:18

Title: Account Specialist

Department : Auditor's

Supervisor: City Auditor

Grade: 8A

Civil Service: Provisional

Union: AFSCME - B

Supervision Exercised:

May supervise a group of employees including Account Clerks, Senior Account Clerks, summer seasonal employees and other clerical personnel involved in the maintenance of all types of financial and fiscal accounts.

Responsibilities:

In addition to performing specialized account work of more than ordinary difficulty relating to more complex phases of accounts maintenance work, instructs all departments on Financial System software functions, procedures and methods of obtaining the account information needed to perform their duties in their departments and advises them on solutions to resolve unusual problems. Maintains an effective working relationship with other departments and employees.

Duties:

- Audits both City and School payroll for availability of funds in each department's accounts; reconciles discrepancies with payroll supervisor, department head or their designee.
- Responsible for Accounts Payable; audits availability of funds in each City department's ordinary budgeted and grant accounts for correct account and correct purchase order charge orders; processes remittances and creates check hold list for the Treasurer's office.
- Resolves all issues that pertain to the City invoice warrant. Creates any non-check warrant needed for wired funds; writes, creates and runs general ledger reports to verify the availability of funds in City Account and funds available in the school function codes. Creates and processes emergency and special warrants needed by various departments.
- Serves as office manager; fills out PAF forms, orders supplies, inputs Auditor's office payroll into the payroll system; keeps office calendar and absentee calendars; creates written office procedures for invoice warrants, maintains file of payroll and vendor signature authority, keeps file of requests for carryover vacation time for all city departments; creates Auditor's office requisitions and invoices.
- Prepares Gloucester's Non-Contributory Retiree's State Reporting with the guidelines set forth by the Massachusetts State Retirement Board.
- Prepares a warrant to pay Gloucester's Non-Contributory Retirees.
- Acts as personnel backup for recording City ordinary budget transfers

- Manages the sign in and sign out contract book for the Auditor's Office; City/School contract tracking system
- Handles and resolves inquiries, requests, telephone calls, emails and questions from all department's employees and visitors to the office.
- Prepares year-end memo dates schedule, written step-by-step directions and verbal instructions regarding the year-end process to all managers and/or invoice and purchase order processors for each City and School department.
- Instructs each department how to run the year end crystal report to view their purchase orders that will carry over. Audits and recalculates year end carryover purchase order balances for correctness of funds and form. Prepares spreadsheets of all departments regarding the funds they use and the available amounts to rollover to new year. Contacts all financially involved employees with year end dates and instructions to finish out the year, rollover their purchase orders and open the new year.
- Researches and creates financial reports of the overdrawn accounts, account aging report and other information requested by the City Council Budget and Finances Committee as assigned by the City Auditor; checks validity of dollar amount on contracts, requisitions, requisition modifications and purchase orders. Enters purchase orders and invoices for departments that do not have access to the General Ledger. Assists in finding financial information needed by the outside Auditors.
- Supervises part time Office Aide and instructs her/him in proper procedure of the filing system and General Ledger accounts for quick and accurate availability of all invoices, purchase orders and contracts. Instruct the Office Aide as to her/his part in the year end procedures.
- In the absence of the Assistant Auditor or General Ledger Accountant fills in to pull over from Revenue Sense the refunds and creates a warrant to pay.
- Posts Revenue Sense deposits to the general ledger and investigates any discrepancies
- May perform other duties as assigned by the Assistant Auditor and City Auditor

Qualifications:

- High school graduate with advanced course work in accounting systems. Associates Degree preferred.
- A minimum of five years previous responsible work experience in account maintenance.
- Demonstrated computer proficiency in data retention, Excel spreadsheets and Microsoft Office
- Experience with accounts payable, auditing payrolls and office management.
- Demonstrated ability to interact positively with all levels of personnel in City government.

CITY OF GLOUCESTERCITY CLERK
GLOUCESTER, MA
12 APR 30 AM 8:18CITY OF GLOUCESTER
Job Description**Title:** Grants Compliance Manager**Supervisor:** City Auditor**Grade:** M7**Civil Service:** Provisional **Union:** GMAA

Responsibilities: Under the general direction of the City Auditor, the Grants Compliance Manager shall perform responsible duties in Federal and State grant compliance in accordance with OMB Circular A-133 and State grant requirements. Duties require the use of judgment and analysis within the framework of prescribed policies and procedures and in accordance with standard municipal accounting practices, City ordinances, and Federal and State law.

Duties:

- ◆ · Monitors compliance with grant terms and conditions of applicable federal, state and local rules and regulations.
- ◆ · Assess internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal and State programs. Notes any potential material weakness and significant deficiency.
- ◆ · Coordinates with appropriate City/School department staff to develop and submit completed applications for federal and state entitlements and continuation grants
- ◆ · Coordinate with appropriate City/School department staff to ensure awarded grants have been accepted by City Council or School Committee with the requirements set forth by the City's Grant Checklist
- ◆ · Depending on the nature of the grant, coordinates review sessions with appropriate City/School department managers regarding the purpose, scope and budget for each grant to ensure its consistency with the goals and objectives of the City/School department. Initiates meetings with City/School staff charged with implementing grant proposals to ensure that the grant is successfully completed and funds are expended as intended by the grant application and award.
- ◆ · Perform payroll, vendor and other types of testing as necessary
- ◆ · Works with the City Auditor's Office and external auditors to facilitate the completion of annual audits and other financial or programmatic reviews.
- ◆ · Works with City/School departments to resolve findings from the Federal Grant Report issued by the external auditors.

- ◆ · Coordinates and responds to requests for information from other departments; provides assistance to other departments as needed.
- ◆ · Review purchase order requisitions, invoices, general ledger detail and time sheets charged to grant accounts to ensure compliance with grant requirements and budgets, purchasing procedures and other applicable policies and procedures. Coordinates with the City/School department personnel office, City Auditor's Office and the School department business office to ensure proper accounting of grant related expenditures.
- ◆ · Makes recommendations to City/School department staff to ensure compliance of applicable federal, state and local rules and regulations.
- ◆ · Assists City/School department staffs to implement grant policies and procedures.
- ◆ · May be assigned to represent the City Auditor's Office on various boards or committees.
- ◆ · Establish a Federal indirect cost rate factor to be applied to federal grants for indirect costs. Rate is subject to approval of the Federal Agency.
- ◆ · May perform other duties as assigned by the City Auditor

Qualifications:

- ◆ · B.A. degree in Accounting or Business Administration with coursework specific to municipal accounting and computer systems preferred.
- ◆ · Minimum 4 years of previous municipal work experience, including working knowledge of Microsoft Office Suite, and advanced accounting systems; demonstrated knowledge of UMAS accounting principles and methods.
- ◆ · Working knowledge of Federal and State laws relating to OMB Circular A-133 & A-87 and State grant requirements
- ◆ · Ability to maintain complex records and prepare reports from such records.
- ◆ · Strong oral and written communication skills.
- ◆ · Ability to assess problems and follow through to project completion.
- ◆ · Ability to plan, organize and direct long-range plan and specific work projects with attention to detail.
- ◆ · Ability to work well independently.
- ◆ · Ability to establish and maintain effective working relationships with other employees and the public.

**City Of Gloucester
Auditor's Office**

Position Title	Current Grade	Current Salary Range	Proposed Grade	Proposed Salary Range
Assistant City Auditor	M5	\$50,260.77 - \$59,468.85	M7	\$58,628.43 - \$69,352.92
General Ledger Accountant	M4	\$47,410.65 - \$56,088.90	M6	\$54,280.17 - \$64,219.05
Account Specialist	8	\$33,726.42 - \$47,063.52	8A	\$36,521.73 - \$49,219.38
Grants Compliance Manager	N/A	N/A	M7	\$58,628.43 - \$69,352.92

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL: 978-281-9780
FAX: 978-281-8173
CITY CLERK
GLOUCESTER, MA

12 MAY -1 PM 2:46

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor 
RE: Auditor's Office Reorganization Request
Date: April 13, 2012

With the suggestion of the Ordinance & Administration Committee, below is an outline of the job responsibilities of the Grants Compliance Manager position and added responsibilities to the Assistant City Auditor, General Ledger Accountant and Account Specialist to justify the new proposed pay grades.

New Position: Grants Compliance Manager

- The Grants Compliance Manager position would report directly to the City Auditor. The Grants Compliance Manager's role is to ensure the City is in Federal and State grant compliance in accordance with OMB Circulars A-133, A-87 and State requirements.
- This position is a management recommendation made by our external auditing firm. Our external auditors' have reported 70 federal grant findings over the last 3 years.
- The City is at risk if federal agencies require the City to repay monies related to questioned costs related to the auditors' grant report.
- Additionally, federal agencies may refuse to award grants to the City in the future due to non-compliance of internal controls related to the federal awards programs.
- Makes recommendations to City/School department staff to ensure compliance of applicable federal, state and local rules and regulations.
- Assists City/School department staffs to implement grant policies and procedures.
- Establish a Federal indirect cost rate factor to be applied to federal grants for indirect costs. Rate is subject to approval of the Federal Agency.
- Works with City/School departments to resolve findings from the Federal Grant Report issued by the external auditors.
- Monitors compliance with grant terms and conditions of applicable federal, state and local rules and regulations.
- Assess internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal and State programs. Notes any potential material weakness and significant deficiency.
- The Grants Compliance Manager position is an audit function of grants. This position is not a duplicate function to any position in the City or School.

Added new responsibilities to Assistant City Auditor:

- The Assistant City Auditor position is responsible for the Auditor's Office in my absence. Performs all duties of the City Auditor in his or her absence including the approval of the weekly warrant under the provisions of Massachusetts General Laws Chapter 41, Section 49A.
- The Assistant Auditor is responsible to prepare the balance sheet and Department of Revenue's reporting package for the City's yearly certification of "Free Cash."
- Assist the City Auditor with the preparation of the City's Tax Recapitulation report that is submitted annually to the Massachusetts Department of Revenue for approval.
- Prepare Schedule A Report with the guidelines set forth by the Department of Revenue.
- Review and provide guidance with the School Department's Annual End-of-Year Financial Report.
- Prepare 1099 reporting in accordance with Internal Revenue Service regulations.
- Additionally, the Assistant City Auditor position has not been reviewed in over ten years.

Added new responsibilities to General Ledger Accountant:

- Prepare a reconciliation schedule for Chapter 90 projects between the General Ledger, Department of Public Works and Massachusetts Department of Transportation. Work closely with DPW Director to reconcile any discrepancies.
- Reviews all Massachusetts School Building Authority (MSBA) Gloucester School Projects and reconciles budgets to the general ledger; additionally prepares City reimbursement packages for submittal to MSBA.
- Budgets are now input by the General Ledger Accountant into the system to track project budgets. This is a great tool to prevent deficit spending. The General Ledger Accountant plays an integral role to prevent deficit spending in grants, capital projects and other funds.
- Prepares requisitions and purchase order revisions, maintains purchase orders and prepares invoice processing for the Gloucester Cultural Council.
- Record inter-departmental reimbursements between departments. The City no longer needs to cut checks to itself. This is a great internal control that was put into place last year.

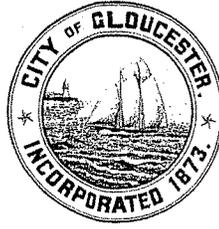
Added new responsibilities to Account Specialist:

- The preparation of a warrant to pay Gloucester's Non-Contributory Retirees.
- Acts as a personnel back up in the preparation of the budget entries for ordinary budget transfers.
- Prepares Gloucester's Non-Contributory Retiree's State Reporting with the guidelines set forth by the Massachusetts State Retirement Board.
- Posts Revenue Sense deposits to the general ledger and investigates any discrepancies.
- Manages City Auditor's Office contract log book.

RECEIVED

APR 24 2012

Mayor's Office



Public Works
28 Poplar Street
Gloucester, MA 01930

TEL 978-281-9785
FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: James Duggan, Chief Administrative Officer
FROM: Michael B. Hale, DPW Director *MH*
RE: Attached Request from James Hafey for Invoice Payment
DATE: April 20, 2012

I am requesting that the attached invoice be sent to Council for approval to pay. With the recent change in ownership and business name for our local concrete supplier from Gloucester Ready Mix to Gloucester Transit Mix, there was confusion regarding the purchase order. Public Works had purchase orders with both companies, and mistakenly ordered materials from Gloucester Ready Mix (Benevento) rather than with our current vendor, Gloucester Transit Mix.

Thank you for your assistance.

Council: Council Req Concrete

DPW/Schools
6 School House Rd.
Gloucester, MA 01930



TEL 978-281-9807
FAX 978-281-1304
jhafey@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS / CITY SCHOOLS

April 19, 2012

To: Michael B. Hale, Director
From: James M. Hafey, Facilities Manager
Subject: Benevento Concrete Corp. Invoice

Attached is the invoice for Benevento. The items noted were purchased without an adequate PO in place which would cover these purchases.

We were under the misunderstanding that Benevento was also known as Gloucester Transit Mix.

We respectfully request that this bill be presented to the Mayor and City Council for payment.

Benevento CONCRETE CORP.

PLANT
404 EAST MAIN ST.
GEORGETOWN, MA 01833

"Since 1934"

MAIL
P.O. BOX 459
WILMINGTON, MA 01887

TEL. (978) 352-4570 • FAX (978) 658-9580

INVOICE	204039
PAGE	1
DATE	3/31/12
TERMS	Net 30 Days

ACCOUNT NO. 1948

SOLD TO City of Gloucester DPW
9 Dale Ave.
Gloucester, Ma. , 01930

Ticket	Date	P.O.	Order	Location	Product	Qty	---Material---		---Freight---		Fee	Tax	Total
							Rate	Amount	Rate	Amount			
55586	03/30/12	GLOUCESTER		6	3000 3/4 No	5.50	97.00	533.50	0.00	0.00	0.00	0.00	533.50
Subtotal						5.50	CY	\$533.50		\$0.00	\$0.00	\$0.00	\$533.50
55586	03/30/12	GLOUCESTER		6	Winter Servi	5.50	5.00	27.50	0.00	0.00	0.00	0.00	27.50
Subtotal						5.50	CY	\$27.50		\$0.00	\$0.00	\$0.00	\$27.50
Invoice Total						11.00	CY	\$561.00		\$0.00	\$0.00	\$0.00	\$561.00

Total Invoice ----- > \$561.00

JUD

City Hall
Three Pond Road
Gloucester, MA 01930



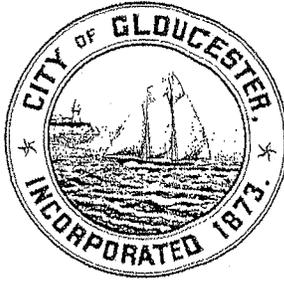
CITY OF GLOUCESTER
HARBOR PLANNING

TEL 978-282-8017
FAX 978-281-9779
sgarcia@gloucester-ma.gov

MEMO

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia *Sarah Garcia*
RE: Application for funding from Seaport Advisory Council
DATE: April 27, 2012

Please forward our request for funding from the MA Seaport Advisory Council for the repair and reconstruction of the Stacey Boulevard seawall and the northeast side of the Blynman Bridge to the City Council for their review and approval. This request for \$4.536 million of state funding requires a city match of 20%, which comes to \$1.134 million. Thank you.



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal Other

Name of Project: Blynman Canal and Stacey Blvd Seawall Reconstruction

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Seaport Advisory Council

Object of the application: see attached and above

Any match requirements: yes - 20 %

Mayor's approval to proceed:

Signature

Date

City Council's referral to Budget & Finance Standing Committee:

Vote

Date

Budget & Finance Standing Committee:

Positive or Negative Recommendation

Date

City Council's Approval or Rejection:

Vote

Date

City Clerk's Certification of Vote to City Auditor:

Certification

Date

City Auditor:

Assignment of account title and value of grant:

Title

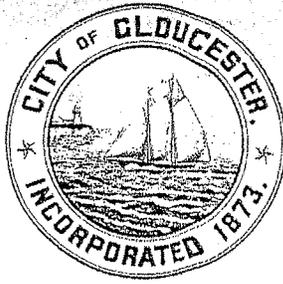
Amount

Auditor's distribution to managing department:

Department

Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



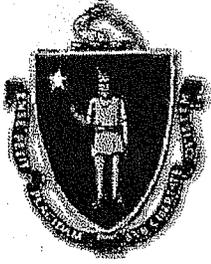
City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



Commonwealth of Massachusetts

Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

TELEPHONE
(508) 999-3030

FAX
(508) 999-6442

DEVAL L PATRICK
GOVERNOR

TIMOTHY P MURRAY
LIEUTENANT GOVERNOR
COUNCIL CHAIRMAN

LOUIS ELISA
EXECUTIVE SECRETARY

SEAPORT PROJECT REVIEW FORM

COMMONWEALTH OF MASSACHUSETTS SEAPORT ADVISORY COUNCIL

SEAPORT IMPROVEMENT GRANTS

Date April 26, 2012

Project Name or Title: Blynman Canal & Stacey Blvd Seawall Reconstruction Project

Waterway or Water-Dependent Facility: Annisquam River and Gloucester Harbor

City/Town: Gloucester, MA

Municipal Contact Person: Michael Hale, Director of Public Works

Address: 28 Poplar Street

City/Town: Gloucester, MA Zip Code: 01930

Telephone: (978) 281-9785 Fax: (978) 281-3896

E-mail: mhale@gloucester-ma.gov

Brief Description of Project:

(Include summary of proposed project, project benefits to the commercial maritime industry, cost estimate, and any related issues)

The proposed project will reconstruct/repair two collapsing sections of seawall that support the Boulevard connecting the city's primary visitor's welcoming center at Stage Fort Park to the new Inner Harbor/Downtown Harbor Walk. In addition to the waterfront public access central to the city's economic development plans, the city's primary water main and vessel access through the Annisquam River are protected by these seawalls.

The deteriorated present condition of the existing bulkhead along Stacy Boulevard and the Lucy Davis Walkway is prone to possibly catastrophic and costly damage. Several sections along the existing bulkhead have failed over the past decade. These areas have been temporarily stabilized with dumped stone placed along the seaward face of the structure. The project reconstruction/repair will consist of approximately 2,000 linear feet of the existing stone bulkhead. The project will stabilize and protect existing underground utilities that run along Western Avenue, including the primary water trunk line to the

island from its western water reservoirs. This site also is the home the Fisherman's Wives Memorial which overlooks Gloucester Harbor.

The portion of the project where Stacey Boulevard crosses the Annisquam River consists of the reconstruction of approximately 200 linear feet of the northeast portion of the Blynman Canal seawall, situated along the northeast side of the existing Western Avenue drawbridge. The Blynman Canal consists of an 8-foot deep, 60-foot wide navigation channel that provides access to/from the Annisquam River and Gloucester Harbor. The seawall provides protection to the drawbridge that spans over the canal along Western Avenue, shoreline stabilization to Stacy Boulevard and associated underground utilities and allows for the safe passage of boaters/vessels transiting between the Annisquam River and Gloucester Harbor.

During the reconstruction, the project will also provide public restroom facilities in conjunction with the private facility that now serves the bridge tender, consistent with the city's attraction of significant visitors from the Stage Fort Park Visitor's Center, across the bridge and boulevard, and to the new HarborWalk in the downtown harbor district. The 1.0 mile promenade has restrooms at the beginning and end of the walk, but lacks necessary facilities in the middle where people gather at the Fisherman's Statue, the Fishermen's Wives Statues, and for events such as the parade of sail for the annual Schooner Festival.

The engineering and permitting for the proposed project is 90% complete, and has been funded through the SAC. With the availability of funds, construction is anticipated to commence in the Fall, 2012. It is anticipated that the project will span two years.

Project Information

Type of Project (Coastal Facilities Improvement / Dredge / Sunken Vessel / Fisheries / Other – Please describe)

Reconstruct/repair two collapsing sections of seawall that support the Boulevard connecting the city's primary visitor's welcoming center at Stage Fort Park to the new Inner Harbor/Downtown Harbor Walk. Seawall reconstruction along Stacey Boulevard and Lucy Davis Walkway and on the northeast side of Blynman Canal restore connection from the Stage Fort Park Visitor's Center to the downtown Harbor Walk and maintain safe navigation to/from the Annisquam River and Gloucester Harbor.

Cost Estimate - please detail:	Estimated Construction Cost	\$ 5,520,000
Other Related Costs (if any):	Estimated Construction Oversight Services	\$ 150,000
Total Estimated Project Cost: (Construction Phase)		\$ 5,670,000
Proposed Local Cost Share:	(20%)	\$ 1,134,000

Source of local funds (Please identify funds from federal or other state funding sources)

Municipal

If Local Cost Share is to be all or part In-Kind Services in Lieu of Cash, Please Describe:

Project Schedule:
(Construction projects)

Engineering/Design/Permitting

Start Date: June 2007

End Date: May 2014

Construction/Implementation

Start Date: Oct 2012

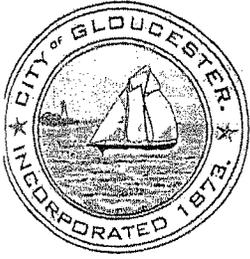
End Date: May 2014

Design Consultant (if selected): GZA (formerly Vine Associates, Inc.)

Current Project Status:

(Circle one)

Initial Feasibility:	<input checked="" type="radio"/> Y	<input type="radio"/> N
Design / Engineering Complete:	<input type="radio"/> Y	<input checked="" type="radio"/> N (90% complete)
Permits Acquired:	<input type="radio"/> Y	<input checked="" type="radio"/> N
Construction Started:	<input type="radio"/> Y	<input checked="" type="radio"/> N
Permits in Hand or Applied for:		
Environmental Notification Form filed?	<input type="radio"/> Y	<input checked="" type="radio"/> N/A
Notice of Intent	<input checked="" type="radio"/> Y	<input type="radio"/> N (filing pending)
Water Quality Certificate application filed?	<input type="radio"/> Y	<input checked="" type="radio"/> N/A
Chapter 91 Permit application filed?	<input type="radio"/> Y	<input checked="" type="radio"/> N/A
CZM Consistency Certification filed?	<input type="radio"/> Y	<input checked="" type="radio"/> N/A



CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
3 POND ROAD, GLOUCESTER, MA 01930

MEMORANDUM

DATE: April 26, 2012
TO: Mayor Carolyn Kirk
FROM: Gregg Cademartori, Planning Director *GC*
CC: Stephen Winslow, Senior Project Manager, Noreen Burke, Health Director

Re: Get Fit Gloucester! Mass in Motion
**Application for Harvard Pilgrim Health Care Foundation
Childhood Obesity Prevention Grant**

The Community Development Department seeks the permission of the Administration and City Council to secure a grant for \$10,000 in funds from Harvard Pilgrim Health Care Foundation to continue funding the Senior Project Manager position in this Department that oversees the Get Fit Gloucester! program.

The HPHC Foundation has been a key partner in the MA Department of Public Health's Mass in Motion (MiM) program that has funded this position for the past three years. HPHC funds along with a prior Boston Public Health Commission grant, will allow the City to continue to fund this position from mid-May until mid-September 2012, by which time this Department anticipates a 4th year of Mass in Motion will be offered and in place. This "bridge" funding will ensure continued progress and dedication of staff on such projects including, but not limited to, the Newell Renewal, Washington Street improvements and the North Gloucester Woods preservation efforts. Please forward the enclosed Grant Application and Checklist and supporting materials to the City Council for review and recommendation.



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal _____ Other

Name of Grant: Harvard Pilgrim Health Care Foundation

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: _____

Object of the application: Support the Get Fit Gloucester Program

Any match requirements: 0

Mayor's approval to proceed: [Signature] 5/2/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Community Development
 ACCOUNT NAME: Harvard Pilgrim Health Care Foundation
 FUND NUMBER AND NAME: (N/A FOR NEW FUND) _____
 CFDA # (Required for Federal Grants): 0
 DATE PREPARED: 4/27/2012

APPROVED
 AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)	\$10,00,00			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
Salary Wages	\$9200,00			\$0.00
Fringe Benefits	\$800,00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$10,000.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE _____
 DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

The Deliverables: Proposal Response (no more than two pages)

1) *Lead Agency Contact Information:*

Gregg Cademartori, City Planner
City of Gloucester Community Development Department
3 Pond Road Gloucester, MA 01930 978-281-9781
gcademartori@gloucester-ma.gov

Alternative Contact:
Stephen Winslow, Senior Project Manager, Get Fit Gloucester
swinslow@gloucester-ma.gov

TAX ID: 04-6001390

2) *Qualifications: Please state what your community has done to reduce or prevent childhood obesity? Who are the community leaders supporting your work? Please provide very brief evidence of their support. (up to half page)*

Gloucester has received a Mass in Motion grant that has supported the work of the Get Fit Gloucester! Partnership. The City, led by the Community Development Department, has initiated community-wide efforts to create a Fit-Friendly Gloucester including: (1) over \$150,000 invested in improved sidewalks including those by Gloucester High, Veterans and Plum Cove Elementary Schools, (2) Developing a \$3.5 million funding plan for the complete reconstruction the athletic field, track and stands at Newell Stadium (expected to be bid by July 2012) and (3) improvements to Green Street Park and Burnham's Field. Mayor Kirk and the Gloucester City Council have been key supporters of these initiatives, bonding funds for the Newell Project and dedicating of CDBG funds for sidewalk and park improvements. The Gloucester Fishermen's Athletic Association is raising \$1.5 million in funds towards the Newell Stadium project.

Get Fit Gloucester! Partners also have many accomplishments. Gloucester Public Schools has completely re-vamped the school food service to include fresh fruits and vegetables on a daily basis and to eliminate competitive foods. Additional work at schools has been the development of school yard gardens and associated curriculum. The Food Project, CitySprouts and the Cape Ann Farmers Market Backyard Growers programs have all been key participants in the development of schoolyard gardens. The Open Door Food Pantry and the Cape Ann YMCA have teamed up for the Passports to Fitness program at the Veterans School that provides a highly nutritious after school snack with a fitness program. The Open Door offers mobile markets targeted towards low-income families include a market at the Veterans School.

The Northeast Health System (Addison Gilbert Hospital) provided \$20,000 to expand schoolyard, backyard and community gardens and to support the Cape Ann YMCA's Gloucester Walks program. NEHS and The North Shore United Way have supported the Open Door mobile markets and the development of the Passports to Fitness program.

3) *Target Audience: Briefly describe the target audience. How many people will be served, over what period of time and how often?*

Get Fit Gloucester! seeks to create a Fit Friendly! Gloucester for our 27,000 residents.

Gloucester Public Schools serve 3400 children. Project partners such as the Open Door target 5400 low-income adults and children in Gloucester.

- 4) ***Desired Goal(s) and Description of Evidence-based Strategy:*** Describe the strategy to be used to prevent childhood obesity. How will impact be measured? How will data be collected? (up to half page)

GFG! partners work to build community awareness of the increasing prevalence of obesity and the associated health risks in order to inspire community-wide environmental changes that will support more active lifestyles and increase the availability of healthy and affordable foods. The overall goals of *Get Fit Gloucester!* include increasing rates of physical activity of all types and consumption of healthier foods. Those goals will be achieved through efforts to create more accessible and enjoyable options for physical activity, especially walking and bicycling, and increase access to and appreciation of healthy and affordable foods, including locally or regionally harvested foods.

The City performed a community assessment using the CDC CHANGE tool in 2010 and is in the process of completing an update in 2012. The City Community Development Department has conducted baseline counts of pedestrian and bicycling activity that can be updated as sidewalk and bicycle improvements are implemented.

The City School Department tracks Body Mass Index of various grades of students. The Health Department conducts a Youth Risk Behavior survey that includes questions related to obesity, nutrition and physical activity. Various organizations keep track of the number of participants.

- 5) ***Budget:*** Please provide a line item budget with a budget narrative. The budget should not exceed \$10,000. Please list all other relevant funding sources. Proposals that have an indirect rate of 10% or less are viewed more favorably.

See attached. The Project Manager will be responsible for furthering the completion of the updated Get Fit Gloucester! Action Plan including: (1) co-ordinating the Get Fit Gloucester Partnership!, (2) serving as project manager for the Newell Renewal and Washington Street Streetscape projects, and (3) implementing other aspects of the GFG! Community Action Plan, Open Space and Recreation Plan, North Gloucester Woods Preservation Plan and Gloucester Complete Streets Plan.

- 6) ***Visibility for HPHC Foundation:*** Please provide 3-4 sentences on visibility opportunities for Harvard Pilgrim.

Get Fit Gloucester! will feature Growing Up Healthy on its web page and any literature published during the grant period and will add line to its letterhead indicating support from Growing Up Healthy. Other opportunities for visibility could include: (1) highlighting a Gloucester Walk as a Growing Up Healthy event and (2) invitations to upcoming ground breakings and ribbon cuttings for Get Fit Gloucester! related projects.

Get Fit Gloucester!
Proposed Project Budget Thru 9/15/2012
Harvard Pilgrim Health Care Foundation Grant

Sources	
Harvard Pilgrim Grant	\$10,000
Total Sources	\$10,000

Uses	Description	Fiscal Quarter Expenses Expected	Amount
Personnel			
Get Fit Gloucester/ Project Manager	Project management		\$9200
Fringe Benefits			\$800
Total Direct Expense			\$10,000
TOTAL Direct and Indirect Expenses			\$10,000

Zimbra

swinslow@gloucester-ma.gov

Harvard Pilgrim Health Care Foundation - Targeted Funding Announcement

From : Judi Foley <jfoley@hria.org>
Subject : Harvard Pilgrim Health Care Foundation - Targeted Funding Announcement

Wed, Apr 18, 2012 02:26 PM

 2 attachments

To : Koren Cappiello <kcappiello@cobma.us>, swinslow@gloucester-ma.gov, nbourdon@springfieldcityhall.com, Derek S. Brindisi <BrindisiD@worcestermma.gov>, Valerie Sullivan <vsullivan@weymouth.ma.us>, pauline hamel <pauline.hamel@newbedford-ma.gov>, pauline hamel <pauline.hamel@newbedford-ma.gov>, Nicole Valentine <valentinen@worcestermma.gov>, Kathleen O'Brien <Kathleen.O'Brien@ci.everett.ma.us>

Cc : Lea Susan Ojamaa <lea.ojamaa@state.ma.us>, Maria Evora-Rosa (DPH) <Maria.Evora-Rosa@state.ma.us>, Lissette Blondet (DPH) <lissette.blondet@state.ma.us>, Donna Salloom (DPH) <Donna.Salloom@state.ma.us>, Steve Ridini <sridini@hria.org>, Michael Devlin <michael_devlin@harvardpilgrim.org>, mary brush <mary.brush@state.ma.us>

Hello Mass in Motion Coordinator,

Your community has been chosen by the Harvard Pilgrim Health Care Foundation as an eligible candidate to apply for additional funding to support the expansion of evidence-based policy, systems, environmental change approaches to address childhood obesity within your community. The Mass in Motion Communities of Brockton, Everett, Gloucester, New Bedford, Springfield, Weymouth, and Worcester have been selected based on criteria set by the Foundation and their focus on childhood obesity prevention. Please see the attached Request for Proposals for more details.

Should you have any questions please contact Mike Devlin at 617-509-9414 or Mike_Devlin@harvardpilgrim.org.

Best,
Judi Foley

Judith Foley

Director of Special Projects
ifoley@hria.org
Health Resources in Action, Inc.
95 Berkeley Street
Boston, MA 02116
P: 617.279.2240, ext 302
C: 617.922.5632
F: 617.451.0062
<http://www.hria.org>



Health Resources in Action (HRIA) is a nonprofit public health organization dedicated to promoting individual and community health through prevention, health promotion, policy, and support of medical research. HRIA is the parent organization of The Medical Foundation division for medical research grants programs and philanthropic advisory services.



image001.gif
2 KB

 **Mass in Motion- HPHC FDN Request for Proposals 412.doc**
225 KB



Health Resources in Action
Advancing Public Health and Medical Research

Request for Proposal for Childhood Obesity Prevention Efforts

This Request for Proposals is for a select number of Mass in Motion communities interested in receiving up to \$10,000 to support the expansion of evidence-based policy, systems, environmental change approaches to address childhood obesity within their respective community.

- This RFP will award up to \$10,000 for enhancements to current evidence-based healthy eating/active living efforts that:
 - Address policy, systems, or environmental change approaches impacting childhood obesity;
 - Measure impact;
 - Have the support of top leaders in the community;
 - Provide ample visibility for Harvard Pilgrim Health Care Foundation; and
 - Comply with end-of-year reporting on progress made.
- The proposal is due by on **Monday, May 14, 2012 by 5:00PM** to:
Judi Foley, Director
Health Resources in Action
95 Berkeley Street, Boston, MA 02116
617.451.0049 x 302
jfoley@hria.org
E-mailed responses are preferred.

The Harvard Pilgrim Health Care Foundation and Mass in Motion

Created in 1980, The Harvard Pilgrim Health Care Foundation supports Harvard Pilgrim's mission to improve the quality and value of health care for the people and communities we serve by providing the tools, training, and leadership to help build healthy communities throughout New Hampshire, Massachusetts, and Maine. Since its inception, the Foundation has distributed more than \$123 million in funds. In 2011, the Harvard Pilgrim Health Care Foundation awarded more than \$1.3 million in grants to almost 1,000 nonprofit organizations within the three states. For more information, please visit www.harvardpilgrim.org/foundation. The three key parts of the Foundation are:

- *Growing Up Healthy*: The Foundation's eight year, \$9.5 million commitment to prevent childhood obesity in Massachusetts, New Hampshire, and Maine.
- *Community Connection*: Harvard Pilgrim's employee service and giving initiative.
- *Culture InSight*: Cultural competency training and consultation.

Mass in Motion, a program of the Massachusetts Department of Public Health has been supported by the Harvard Pilgrim Health Care Foundation since its inception. In fact, the Foundation sponsored the MA Department of Public Health Obesity Task Force that resulted in the creation of Mass in Motion.

The Criteria: Proposal Requirements

The Harvard Pilgrim Health Care Foundation has been supporting evidence-based strategies that improve environments where children and their families live, work and thrive. We want to continue to do this through this special RFP which provides a maximum of \$10,000 for childhood obesity policy, systems, or environmental change approaches that:

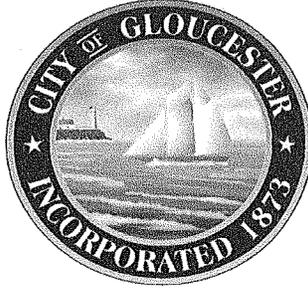
- Provide an evidence-based healthy eating/active living policy, systems, or environmental change approach;
- Assist low-income children and/or families;
- Collect and measure evidence of impact;
- Provide consistency of programming or availability;
- Provide visibility for Harvard Pilgrim's support (logo on materials and in press releases, speaking opportunities if appropriate, etc.); and
- Provide a year-end report on the progress made.

The Deliverables: Proposal Response (no more than two pages)

- 1) **Lead Agency Contact Information:** Name, address, telephone and e-mail as well as the tax exempt ID number required for the lead non-profit or government agency.
- 2) **Qualifications:** Please state what your community has done to reduce or prevent childhood obesity? Who are the community leaders supporting your work? Please provide very brief evidence of their support. (up to half page)
- 3) **Target Audience:** Briefly describe the target audience. How many people will be served, over what period of time and how often?
- 4) **Desired Goal(s) and Description of Evidence-based Strategy:** Describe the strategy to be used to prevent childhood obesity. How will impact be measured? How will data be collected? (up to half page)
- 5) **Budget:** Please provide a line item budget with a budget narrative. The budget should not exceed \$10,000. Please list all other relevant funding sources. Proposals that have an indirect rate of 10% or less are viewed more favorably.
- 6) **Visibility for HPHC Foundation:** Please provide 3-4 sentences on visibility opportunities for Harvard Pilgrim.

Application Deadline and/or Questions: The application is due on **Monday, May 14, 2012 at 5:00PM** and should be e-mailed to Judi Foley at: jfoley@hria.org. Questions are welcome; please contact Mike Devlin at: 617.509.9414 or Mike_Devlin@harvardpilgrim.org.

Award Announcements: All applicants will be notified of award decisions no later than May 31, 2012.



**City of Gloucester
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for Grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors Office.

City of Gloucester



GLOUCESTER EMERGENCY MANAGEMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



4/20/2012

MEMO: Regarding Award of Grant

Dear Mayor Kirk,

I am pleased to inform you that Gloucester Emergency Management has been awarded a \$6,000 Emergency Management Performance Grant from FEMA (see attached email).

Equipment that will be purchased with this grant will include:

- Monitors and equipment for use with PC's repurposed from other City departments.
- Video Monitors for the Emergency Operations Center, and installation.
- Software and supplies for needed to credential Emergency Operations Center officials and volunteers.
- Creation of a media area at the Emergency Operations Center.
- CERT Training materials and supplies.

This grant enables Gloucester Emergency Management to move another step forward in establishing a fully functional Emergency Operations Center, that may also serve as a regional EOC as recommended in the after action report from the Regional Ice Storm Tabletop.

Permission to apply for this grant was approved at the April 5th B&F meeting.

Could you please add this to the Mayor's Report so I may continue the process and get the necessary contract in place so I can try to expend the grant before the end of the City fiscal year? I am aware that expending the grant before the end of the City fiscal year works best for the City Auditor and Treasurer even though the grant award itself extends beyond the end of the City fiscal year.

Thank you,

Deputy Chief Miles Schlichte-Emergency Management Director

Zimbra

jduggan@gloucester-ma.gov

Fwd: EMPG 2010 \$6000 grant approved

From : Miles Schlichte <mschlichte@gloucester-ma.gov> Fri, Apr 20, 2012 01:46 PM
Subject : Fwd: EMPG 2010 \$6000 grant approved 2 attachments
To : Jim Duggan <jduggan@gloucester-ma.gov>
Cc : Carol McMahon <carol.mcmahon@comcast.net>, Miles Schlichte <milesschlichte@comcast.net>

Hi Jim,

As you can see from this email Carol was able to get confirmation of the approval of the \$6,000 EMPG grant for the EOC.

You will recall that the April 5 B&F meeting approved my applying for the grant. To my knowledge, accepting the actual grant has not yet been approved by the council.

By getting this grant confirmation today, I hope you can place this email and the accompanying cover letter on the Mayors Report so that I can hopefully expend these grant funds before the end of the city fiscal year as I am aware that Kenny and Jeff prefer that to going beyond the end of the fiscal year.

I have attached a cover letter also.

thanks,
Miles

From: "Carol McMahon" <carol.mcmahon@comcast.net>
To: "Miles Schlichte" <mschlichte@gloucester-ma.gov>
Sent: Friday, April 20, 2012 1:20:00 PM
Subject: Fwd: EMPG 2010

As discussed.

Sent from my iPhone

Begin forwarded message:

From: "Trask, Jeffrey (CDA)" <jeffrey.trask@state.ma.us>
Date: April 20, 2012 1:02:04 PM EDT
To: "carol.mcmahon@comcast.net" <carol.mcmahon@comcast.net>
Cc: "Main, Mikael (CDA)" <mikael.main@state.ma.us>, "White, Sarah (CDA)" <sarah.white@state.ma.us>, "Timperi, Jeff (CCJ)" <jeff.timperi@state.ma.us>
Subject: **FW: EMPG 2010**

Good Afternoon Carol,

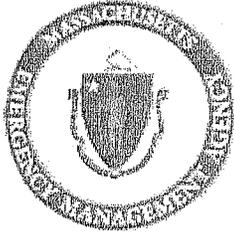
The City of Gloucester has been awarded 6,000.00 dollars of FFY2010 EMPG funds by the Massachusetts Emergency Management Agency. This funding will be become available via a reimbursement process upon the successful completion on all grant

related paperwork. The community may not spend funds until the contract has been signed by MEMA. Please let me know if you have any questions or concerns.

Thank you,

Jeff

Jeffrey A. Trask, MaCEM, PCP
Project Management Office Coordinator
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(Phone: (508) 820-2053
(Blackberry: (508) 400-0340 (iPhone: (413) 348-4450
(Fax: 508-820-2030
+ Email: jeffrey.trask@state.ma.us - www.mass.gov/mema



From: Main, Mikael (CDA)
Sent: Thursday, April 19, 2012 2:45 PM
To: Trask, Jeffrey (CDA); Timperi, Jeff (CDA)
Subject: FW: EMPG 2010

Hi Jeff and Jeff,

Carol just called asking if we could send her a confirmation that they will be receiving the \$6,000 award amount. They need this in order to go before the City Council and let them know that they will be getting this grant. Can you send her an email confirming that they will be receiving the grant money as soon as the contracts are completed?

Thank you,

Mike Main
MEMA Region 1
978-328-1502

From: carol.mcmahon@comcast.net [<mailto:carol.mcmahon@comcast.net>]
Sent: Thursday, April 19, 2012 2:43 PM
To: Main, Mikael (CDA)
Cc: miles schlichte
Subject: Re: EMPG 2010

Mike,

To answer your questions:

1. The Camera feed is a digital feed.

2. We are not going to purchase mounting brackets - the monitors can be placed on stands.
3. The type of CERT equipment that we intend to purchase is backpacks, equipment and vests for the upcoming CERT trainees. There is insufficient funding in the CERT grant to purchase enough for the team.

If this is acceptable, please acknowledge the award of the \$6,000.00 grant via email as soon as possible. The process to accept a grant in Gloucester takes a minimum of 4 weeks, and the deadline for next month is tomorrow before noon.

Thank you for your assistance in this matter.

Carol McMahon, MA-CEM, AEMsm
Assistant Emergency Management Director
Gloucester MA
978-290-1080

IMPORTANT/CONFIDENTIAL: This message contains information which may be privileged, confidential, or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, retention, archiving, or copying the communication is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the document.

From: "Mikael Main (CDA)" <mikael.main@state.ma.us>
To: "MilesSchlichte" <milesschlichte@comcast.net>, "carol mcmahon" <carol.mcmahon@comcast.net>
Cc: "Jeffrey Trask (CDA)" <jeffrey.trask@state.ma.us>
Sent: Friday, April 13, 2012 11:19:04 AM
Subject: EMPG 2010

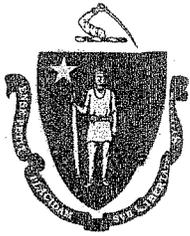
Hi Deputy and Carol,

We have finished reviewing the EMPG applications and just had a few questions for you. First, can you clarify for us how the camera feed is going to be installed at the EOC? Is it wireless or are cables going to be run into the EOC, etc. Next, for the monitors and video equipment, can you tell me how old the building is if you plan on mounting them on the walls? We just want to make sure we do not have to do an EHP review. Last, one of the items on the application is CERT Equipment. Could you break that down into what equipment you are looking to get for the CERT?

Any questions, please let me know.

Thanks,

Mike Main
Local Coordinator
MEMA Region 1
P.O. Box 116
Tewksbury, MA 01876
Cell: (508)-922-4582
Office: (978)-328-1502
Fax: (978)-851-8218



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Deval L. Patrick
Governor

Kurt N. Schwartz
Director

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

**Federal Fiscal Year (FFY) 2010
US DHS/FEMA Emergency Management Performance Grant (EMPG)
Application for Grant Funding (AGF)**

Overview

Through this AGF, the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from municipalities and Federally-recognized Tribes with local emergency management departments for FFY 2010 EMPG Funding.

MEMA plans to, via this grant process, make available approximately \$1.8M to eligible entities.

This document provides a brief overview of the FFY 2010 EMPG and specific guidance for entities applying for funds. The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. The applicant is responsible for ensuring that its proposed project fully complies with the federal and State guidance for the EMPG. Links to the federal guidelines for this program and other pertinent documents that must be consulted when preparing the application are found within this document.

MEMA will conduct 5 general informational sessions regarding this AGF. Attendance at these sessions is optional. The same information will be presented at each session. The sessions will be held on:

March 1, 2012 at 10AM and 6PM	MEMA Region III - 1002 Suffield Street, Agawam, MA 01001
March 6, 2012 at 10:00AM	MEMA Region II - 12-I Rear, Admin. Road, Bridgewater, MA 02324
March 8, 2012 at 1:00PM	MEMA Region I - 365 East Street, Tewksbury, MA 01876
March 15, 2012 at 10:00 AM	MEMA Region IV - 37 Carter Street, Leominster, MA 01453

Submission Process

Completed applications - using the Template found on pgs 3-12 - must be received no later than 3/23/12.

Completed applications must be emailed to your respective MEMA Regional Contact (see below) with a cc to Jeffrey.Trask@state.ma.us.

MEMA Region I: Michael Main, Mikael.Main@state.ma.us , 978-328-1500

MEMA Region II: James Mannion, james.a.mannion@state.ma.us , 508-427-0400

MEMA Region III: Bruce Augusti, bruce.augusti@state.ma.us , 413-750-1400

MEMA Region IV: Jeff Zukowski, jeffrey.zukowski@state.ma.us , 413-750-1400

Late applications will not be accepted; hand-written applications will not be accepted.

3. Project Summary

Using the format below, please provide below a clear and comprehensive summary (1 ½ pages maximum) that includes response to the following:

- the proposed project;
- why this is needed, and how this need was identified;
- if applicable, the usage plan for equipment;
- expected outcomes; and
- how outcomes may be measured.

IMPORTANT: All costs must be allowable under the FFY 2010 EMPG grant program. Please refer to pgs 13-14 ('Allowable Costs' and 'Unallowable Costs') of this AGF for detail on what is/is not allowable.

PROJECT SUMMARY (1 ½ pages maximum):

FY 2010 EMPG PROGRAM GRANT PROJECT SUMMARY

PROGRAM NAME: GLOUCESTER EMERGENCY MANAGMENT PERFORMANCE GRANT
COMPLETED BY: MILES SCHLICHTE-EMERGENCY MANAGEMENT DIRECTOR
DATE COMPLETED: March 22, 2012
TELEPHONE: (978) 836-8016 CELL
E-MAIL: MSCHLICHTE@GLOUCESTER-MA.GOV

It is the intent of the City of Gloucester to continue to utilize the supplemental FY2010 EMPG funding to purchase equipment to make fully functional the Gloucester Emergency Operations Center.

These grant funds are to be used to meet the rapidly increasing use of the Emergency Operations Center, and to purchase materials and equipment to train CERT volunteers.

While the creation and use of the EOC has been a great success, the past four activations have illustrated major shortcomings in our information gathering ability. The lack of access to the weather and news channels was repeatedly mentioned in the After Action Reports (AAR) reports submitted post event by the staff who were working in the EOC during these recent events. Also, over a year ago, a grant from Homeland Security allowed the City to install security cameras at key locations around the harbor. We would like to be able to further utilize this grant funded equipment that was put in primarily for security for a secondary purpose. By installing a second feed from these cameras into the EOC we can use this resource also as a means of monitoring the waterfront from the EOC during weather events. These camera feeds are currently only visible at the police station.

There is currently no reliable credentialing program available. We were able to procure a used ID machine through the State of Massachusetts Surplus Program and will purchase the software and supplies needed to be able to utilize this piece of equipment.

We intend to purchase a stand up podium for use in the media area of the EOC.

The remainder of the grant will be used to purchase educational equipment and supplies for the existing CERT team and for the upcoming CERT class that will take place in the spring of 2012.

Equipment that will be purchased with this grant will include:

- Monitors and equipment for use with PC's repurposed from other City departments.
- Video Monitors for the EOC, and installation.
- Software and supplies for needed to credential EOC officials and volunteers
- Creation of a media area at the EOC
- CERT Training materials and supplies (CCP Grant will be exhausted prior to the award of this grant)

Our usage plan for the equipment is to fully utilize the EOC during incidents and planned events in addition to scheduling trainings and functional exercises at the EOC utilizing the new technology.

With respect to the request for equipment for the EOC, the improvement of having a fully functional and efficient Emergency Operations Center will be easily measured by comparing past activations with no technology, to our next activation by reviewing the AAR's of these events.

All future participants in any EOC activation will be credentialed via photo ID.

A designated Media area will be created the media, city administration, and the event PIO for interviews and a podium will be installed in this designated area.

All equipment will be housed at the Emergency Operations Center. The CERT equipment and supplies will be utilized in the spring with the commencement of the next CERT training class. Outcomes will be measured by the completion of these tasks.

4. Funding Amount

Amount of EMPG funding: \$6,000.00

All eligible entities will receive, under separate cover, their proposed funding award amount. If you have not received this, please contact your respective MEMA Regional Office. Please enter this proposed funding amount below. **Your budget must equal your proposed funding amount.**

5. Match

Applicants **must** provide a 100% (dollar-for-dollar) cash or in-kind match. Please provide below:

Match amount: \$6,000.00

Type of match: ___ cash ___X___ in-kind

Specific match source: 60% of the Emergency Management Director's \$10,000 annual stipend will be used to provide the required \$6,000.00 match.

The match must be available during your Project Period.

6. Interoperable Communications Investment Proposal (ICIP)

If your Project has an interoperable communications component, please complete the following table on pgs 7-9:

If your Project does NOT have an interoperable communications component, you do NOT have to complete the following table on pgs 7-9.

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP table, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.

Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:				Committee Chairperson:			
Investment Name:			Applicant Organization:			Applicant Signature:	
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status						SIEC Member Signature	Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							

Communications Interoperability Problem Description-

Background Information / Detailed Investment Description-

Expected Outcomes-

Describe the communications interoperability gaps that will be addressed

SCIP Goal-

Identify each SCIP goal that this investment will support and describe how that support will be accomplished.

See Appendix "B" for a listing of SCIP goals.

Goal

Describe support

Governance

SOP

Technology

Training & Exercise

Usage

Ownership-

Identify the proposed owners of all assets procured with this investment (add additional lines as needed)

Organization

Asset Description

Usage Plan-

Describe the usage plan for the equipment / project

Disciplines- <ul style="list-style-type: none"> • Identify each responder discipline that will enhance its communications interoperability from this investment • Describe the interoperability enhancement 	Discipline	Enhancement
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ - HAZMAT; PW - Public Works; PH - Public Health; GA - Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other	
Multi-Jurisdictional Interoperability- All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.		

7. Budget Detail

The Budget **must** align with your Project Summary **and** equal your proposed funding amount. All costs must be identified below. Insert additional rows if needed. For equipment, list the EMPG Authorized Equipment List (www.rkb.us) Reference number.

Applicants may include up to, but no more than, three (3) % of their request for 'Management and Administration' (M&A) costs. M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. Applicants are reminded to be mindful of supplanting and/or dual compensation.

If your proposed project will extend beyond 6/30/12, two (state fiscal year) budgets must be submitted.

One budget would be for activities from Projected Start Date to 6/30/12; the second budget would be for activities from 7/1/12 to 9/30/12.

**** Budget from Projected Start Date to 6/30/12: ****

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
Equipment	System credentialing	04AP-05-CRED	1	\$	\$500.00
Equipment	Hardware Computer	04HW-01-INHW	1	\$	\$1123.65
Equipment	Display Video	04MD-03-DISP	3	\$	\$1959.92
Equipment	Equipment and Supplies EOC	21GN-00-OCEQ	1	\$	\$217.99
Equipment	Shipping	21GN-00-Ship		\$	\$285.13
Installation	Installation of Video equipment	21GN-00-Inst	1	\$	\$620.00
Equipment	Wireless Data card	06CC-02-DSAD	1	\$	\$605.00
Equipment	CERT equipment	21GN-00-CCEQ		\$	\$688.31
				\$	\$
				\$	\$
				\$	\$
				\$	\$
GRAND TOTAL					\$6,000.00

9. EHP Review

Is a formal Environmental & Historic Preservation (EHP) review required for this project? If yes, please note here reasons why.

If no, please provide a brief reason why a formal review is not required.

A formal review is not needed for this project as there are no projects in this grant application that include Physical security enhancements, renovations/upgrades/modifications to structures or any projects with the potential to cause adverse impacts to natural, biological or cultural resources (including historic properties).

Please refer to FEMA Informational Bulletins #271 and #345 for further detail.

If EHP review is required, MEMA will work with successful applicants to develop their 'EHP Screening Memo'. This Memo does not need to be submitted with the application.

General Guidance for Applicants

Applicants do not need to provide response to this section.

1) Non-Supplanting

Federal grant funds must supplement state or local initiatives and **shall not replace (or supplant)** funding appropriated from State and local governments with their Federal grant funding.

2) Specificity

Specificity in your 'Project Summary'. To the extent applicable -- follow the 'Who, What, When, Where, Why, and How' approach.

Who (specifically) is benefiting from this proposal, and who is implementing?

What (specifically) is being proposed? (Define the project and its scope)

When will the project(s) begin and end?

Where will any equipment be housed?

Why is this project important? How was this determined?

How will the project be implemented?

Please note that these questions above are provided as a guide. For instance, a proposal stating "two generators will be procured" does not provide enough detail.

3) Budget Section: All costs must be allowable under the EMPG

Allowable cost information may be found in the FFY 2010 EMPG grant guidance and/or Authorized Equipment List.

The FFY 2010 EMPG Guidance may be found on FEMA's website here:
http://www.fema.gov/pdf/government/grant/2010/fy10_empg_kit.pdf

The Authorized Equipment List may be found on-line here:
<https://www.rkb.us/mel.cfm?subtypeid=549>

Important: all equipment must be allowable under the EMPG; applicants should ensure that the AEL number provided is specific to the EMPG grant.

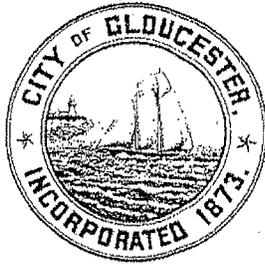
For instance, if two generators are to be procured, this section would provide the total estimated costs. Further, the information provided here must align with your Project Summary Section.

4) Grammar Counts

We are requesting concise proposals that provide adequate detail and are written clearly so the review team can provide appropriate review. Hand-written applications will not be accepted.

5) Allowable Costs

For further detail on allowable costs, please refer to the FFY 2010 EMPG Guidance. In general, EMPG funds may be spent in the following areas:



CITY CLERK
GLOUCESTER, MA
12 MAY -9 AM 7:53

City of Gloucester
Grant Application and Check List

Granting Authority: State Federal _____ Other _____

Name of Grant: 2009 Citizens Corps Program Grant

Department Applying for Grant: Civil Defense

Agency-Federal or State application is requested from: MEMA

Object of the application: Funding for CERT Team \$2,500.00

Any match requirements: none

Mayor's approval to proceed: [Signature] 12/7/11
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



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www.icent.com/unlock.htm



GLOUCESTER COMMUNITY EMERGENCY RESPONSE TEAM

c/o Gloucester Emergency Management Department
4 Schoolhouse Road • Gloucester, Ma. 01930
Carol McMahon, Program Director
978-290-1080

FFY 2009 Citizens Corps Program (CCP) – Application for Grant Funding (AFG)

Project Summary for Gloucester CERT

The Gloucester CERT Program will celebrate the completion of a successful first year on December 11, 2011. Since our "Graduation" of 30 members, we have been activated by the Emergency Management Director (EMD) for 4 separate events, three of which became Presidential Declarations. The CERT team assists the EMD in the Emergency Operations Center and also assesses City neighborhoods in field teams. The team volunteered in non-emergency events also, such as multiple road races and a Triathlon where CERT members cross trained as radio operators assisted with event communications. This proposal will continue to assist the City of Gloucester in its emergency response activities by having a team of volunteers that is trained to take an active role in providing critical support in a safe manner to emergency service personnel during disasters/emergencies.

We are proposing to increase the size of our current team from 30 members to 50 active members by offering a CERT training class, run by a certified CERT training instructor. We have also started the planning process to hold HSEEP compliant Workshops, seminars and tabletops to test and improve our plans and procedures. These planned exercises will target the opening and operating of a large shelter and the evacuation of a neighborhood at risk. We will continue to do emergency preparedness education for our Gloucester residents using brochures and media interviews.

This project will begin in February, 2012 and run through June of 2012.

New CERT members will be issued a CERT kit which will include a vest, bump hat with chin strap, Gas shut off tool, flashlight, Duct tape, work gloves, lanyard, Safety glasses, whistle, N95 masks and protective gloves. Members are responsible for their kits. If a member leaves the team, they will surrender their kit so it can be reissued.

The continued growth of the CERT team is extremely important to the city as these trained volunteers act as force multipliers both in the EOC and on the streets during a planned or unplanned event. As is the case with most communities in this economy, there is a shortage of paid personnel, and our CERT team is one way of helping to fill this shortage. This project will be implemented by the CERT Program Manager, the Emergency Management Director and the Police liaison to CERT.

Thank you for your consideration.

Carol McMahon, MA-CEM
Administrative Assistant
Gloucester Emergency Management
978-290-1080

Application for Grant Funding Template

Please use this Template. Please do not alter this Template. If the proposal contains an interoperable communications component, then the entire Template must be completed.

Applications should be based on an identified gap, and not at the prompting of a vendor that stands to benefit from the awarding of a grant.

1. Entity submitting this Application for Grant Funding

Point of Contact (including contact information):

2. Project Period

(Estimated begin/end dates for the proposed project in MM/YYYY format). For planning purposes please use a projected start date of 2/6/12. **Your end date will be 6/30/12.**

3. Project Summary

Using the format below, please provide a clear and comprehensive summary (1 ½ pages **maximum**) that includes response to the following:

- the proposed project;
- how this need was identified;
- if applicable, the usage plan for equipment;
- expected outcomes; and
- how outcomes may be measured.

IMPORTANT: All costs must be allowable under the FFY 2009 CCP grant program. Please refer to pgs 11-12 ('Allowable Costs' and 'Unallowable Costs') of this AGF for detail on what is/is not allowable.

4. Funding Amount Requested

All eligible CERTs will receive, under separate cover, their proposed funding award amount. If you have not received this, please contact your respective MEMA Regional Office. Please enter this proposed funding amount above. Your proposed budget (below) must align with your proposed funding amount.

5. Interoperable Communications Investment Proposal (ICIP)

If your Project has an interoperable communications component, please complete the following table on pgs 5-7:

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP table, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.
 Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:			Committee Chairperson:				
Investment Name:		Applicant Organization:			Applicant Signature:		
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="checkbox"/> Governance <input type="checkbox"/> SOP <input type="checkbox"/> Technology		<input type="checkbox"/> Training & Exercise <input type="checkbox"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status						SIEC Member Signature	Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							

Communications Interoperability Problem Description-

Background Information / Detailed Investment Description-

Expected Outcomes-

Describe the communications interoperability gaps that will be addressed

SCIP Goal-

Identify each SCIP goal that this investment will support and describe how that support will be accomplished.

See Appendix "B" for a listing of SCIP goals.

Goal

Describe support

Governance

SOP

Technology

Training & Exercise

Usage

Ownership-

Identify the proposed owners of all assets procured with this investment (add additional lines as needed)

Organization

Asset Description

Usage Plan-

Describe the usage plan for the equipment / project

Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 	Discipline	Enhancement
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ - HAZMAT; PW - Public Works; PH - Public Health; GA - Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other	
Multi-Jurisdictional Interoperability- All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.		

Milestone	Tasks/Activities	Start Date	Completion Date
2	Provide out-reach education for Gloucester residents to be better prepared to respond to emergency situations	2/6/2012	6/30/2012
3	Exercise CERT team members with Workshops, Seminars and Table top activities	2/6/2012	6/30/2012

8. EHP Review

Is a formal Environmental & Historic Preservation (EHP) review required for this project? If yes, please note here reasons why.

If no, please provide a brief reason why a formal review is not required.

No Formal review is required as there is no involvement with any historic area or building.

Please refer to FEMA Informational Bulletins #271 and #345 for further detail. If EHP review is required, MEMA will work with successful applicants to develop their 'EHP Screening Memo'. This Memo does not need to be submitted with the application.

9. Please provide response to the following questions:

- Has your CERT registered on FEMA's CCP website and maintained your program and contact information on this site? This is a requirement of CCP grant funding.

Yes, our CERT is registered on the FEMA Site.

- How many members of your CERT have completed the NIMS course IS-700? All FFY 2009 CCP grantees must complete this course by 12/31/12. This course is available on-line at FEMA's EMI website here:
<http://training.fema.gov/emiweb/is/is700a.asp>

All team members have completed IS-700

- Has your CERT been registered on the Massachusetts Health and Homeland Alert Network (HHAN)?

As CERT Program Manager, I am registered on HHAN.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



Contract Form issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed version of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract amendments or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: CITY OF GLOUCESTER (and d/b/a): Gloucester CERT	COMMONWEALTH DEPARTMENT NAME: Massachusetts Emergency Management Agency MMARS Department Code: CDA
Legal Address: (W-9, W-4,T&C): 9 DALE AVE STE 9, GLOUCESTER, MA 019303000	Business Mailing Address: 400 Worcester Road, Framingham, MA 01702-5399 MA 01702-5399
Contract Manager: John P. Maney, Ph.D.	Billing Address (if different):
E-Mail: carol.mcmahon@comcast.net	Contract Manager: Jeffrey Timperi
Phone: 978-282-1991 Fax:	E-Mail: Jeff.Timperi@state.ma.us
Contractor Vendor Code: VC6000192096	Phone: 508-820-2019 Fax: 508-820-2030
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): FY122009CCPGLOUCESTR RFR/Procurement or Other ID Number:
<p style="text-align: center;"><input checked="" type="checkbox"/> NEW CONTRACT</p> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<p style="text-align: center;"><input type="checkbox"/> CONTRACT AMENDMENT</p> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____ Enter Amendment Amount: \$ _____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). \$2,500.00	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (<u>G.L. c. 29, § 23A</u>); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: The CERT intends to offer a CERT training class, purchase approved CERT equipment, and conduct an exercise.	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2012</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (Incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Jeffrey C Towne</u> Date: <u>3/20/12</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Jeffrey C Towne</u> Print Title: <u>CFO</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>David Mahr</u> Date: <u>4-3-12</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>



GLOUCESTER EMERGENCY MANAGEMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



April 20, 2012

Subject: Acceptance of Fire/Rescue Boat from New Bedford to Gloucester

Mayor Kirk,

The Department of Homeland Security built a new fireboat for the City of Boston. Boston then donated their used fireboat to the City of New Bedford. In addition New Bedford acquired a surplus Coast Guard vessel which they converted into a fireboat. The end result of New Bedford's acquisitions was New Bedford now had a surplus fire boat.

Chief Mike Gomes contacted me and I went and retrieved the boat before another community could take it. The boat is currently at the Fuller EOC awaiting City acceptance of this gift. I have had the Fire Department's mechanic Bud Doucette evaluate the boat and his evaluation is attached. I have asked Mark Cole to have a DPW mechanic also evaluate the boat but have not gotten a report back yet. I will make that report available as soon as I get it.

As the Emergency Management Director for the City my primary task is resource management. Acquiring this vessel at no cost to the city to back up or supplement all city departments who use boats is a good use of limited resources. It is also a good use of Federal tax dollars as Boston passed resources to New Bedford at no cost which is now passing resources to Gloucester with the same intent.

The boat is a 25ft Parker built as a custom Fire/Rescue boat for the City of New Bedford with a fire pump and dive rescue/work door. The boat comes with complete electronics including radar, GPS, track plotting, sounding machine and marine radio. All these items are working along with the emergency lights and sirens. The remote controlled thermal imaging camera (FLIHR) that was in the boat had to be removed and placed on New Bedford's new vessel as it was purchased with Homeland Security money. I will look for a grant to replace that item. The fire pump has just been serviced and is fully operational. Both engines were also just serviced in anticipation of being in service this summer.

This boat is fully capable of performing any of the tasks that the Harbormaster, Police Department, Fire Department, DPW, or Emergency Management may need it for. I am requesting that the boat be left under the direction of Emergency Management/Civil Defense to ensure that it remains a multiple department resource while also ensuring that a single agency remains responsible for maintenance and upkeep.

Therefore, I respectfully request that the acceptance of this donation be placed on the Mayor's Report to start the process of formal acceptance.

Deputy Chief Miles Schlichte-Emergency Management Director



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Mechanics Report re New Bedford donated Fire Boat

April 20, 2012

1994 25ft Parker Marine Custom Fire/Rescue boat

Serial # PKMKH220I394

Overall the boat is in excellent shape. It does have some surface scratches and dings as would be expected of a work boat of this age. There is no significant damage or deterioration of the fiberglass anywhere.

All electronic systems on the boat are operational with the exception of a damaged VHF radio antenna. The radar, GPS, track plotter and sounding machine all work.

The boat was repowered with new Yamaha outboards in 2005. The engines have limited hours (325) on them as this boat was only used as a backup to the New Bedford Fire Department primary fireboat. Both engines were just serviced by the marina that maintained the boat for the NB Fire Department. Service included fuel filters, screens, new thermostats, plugs, internal and external zincs and test run. They are ready to go.

All ancillary electrical items such as running lights, emergency lights, spotlight, deck light, bilge pump, trim tabs and the like all work. All main wiring to batteries, battery switches, switch panel and the like are clean and corrosion free.

The Hale fire pump was also just serviced, test run and is ready to go. I started the fire pump and confirmed its operation. I'm estimating a fire flow of around 250-300 GPM from the nozzle mounted on the forward deck.

The boat could be stored on the trailer and launched when needed but if the boat is to be trailered for any amount then the trailer needs to have the wiring harness and lights replaced. My understanding is that the trailer never left the marina where the boat was stored and was only used for winter storage. It is the correct size trailer and the tires all appear good but again, if used for more than winter storage, a complete light and wiring set needs to be installed.

Basically all the boat really needs is a good cleaning inside and out for cosmetic purposes.

Sincerely,

FF/Mechanic Buddy Doucette

Thanks Mark,

The engines were actually just serviced by the yard in New Bedford and I have all the New Bedford mechanic and boat yard mechanic shop and maintenance records.

Please tell Ron that I said thanks for checking the boat out for me. Councilor Hardy had requested the DPW mechanic look over any mechanical donations that I come across for Emergency Management.

And just so you know, my intent is for it to be available for any city department that has a use for it including the DPW as a work boat for divers since it does have a dive door and ladder for that purpose. I did see the contract divers working for the city (or maybe it was the State) parked on the boulevard last week.

Jim, please add this email to the Mayor's report as having the DPW mechanic look at the boat.

thanks,

Miles

Deputy Fire Chief Miles Schlichte
MSEM,CEM@,MA-CEM,CFO,MIFireE,CHS-IV
City of Gloucester Emergency Management Director
Gloucester MA Fire Department
FEMA MATF-01 Safety Officer
cell (978)836-8016

From: "Mark Cole" <mcole@gloucester-ma.gov>
To: "Schlichte Miles" <mschlichte@gloucester-ma.gov>
Sent: Thursday, April 26, 2012 5:11:19 PM
Subject: Boat inspection

Miles

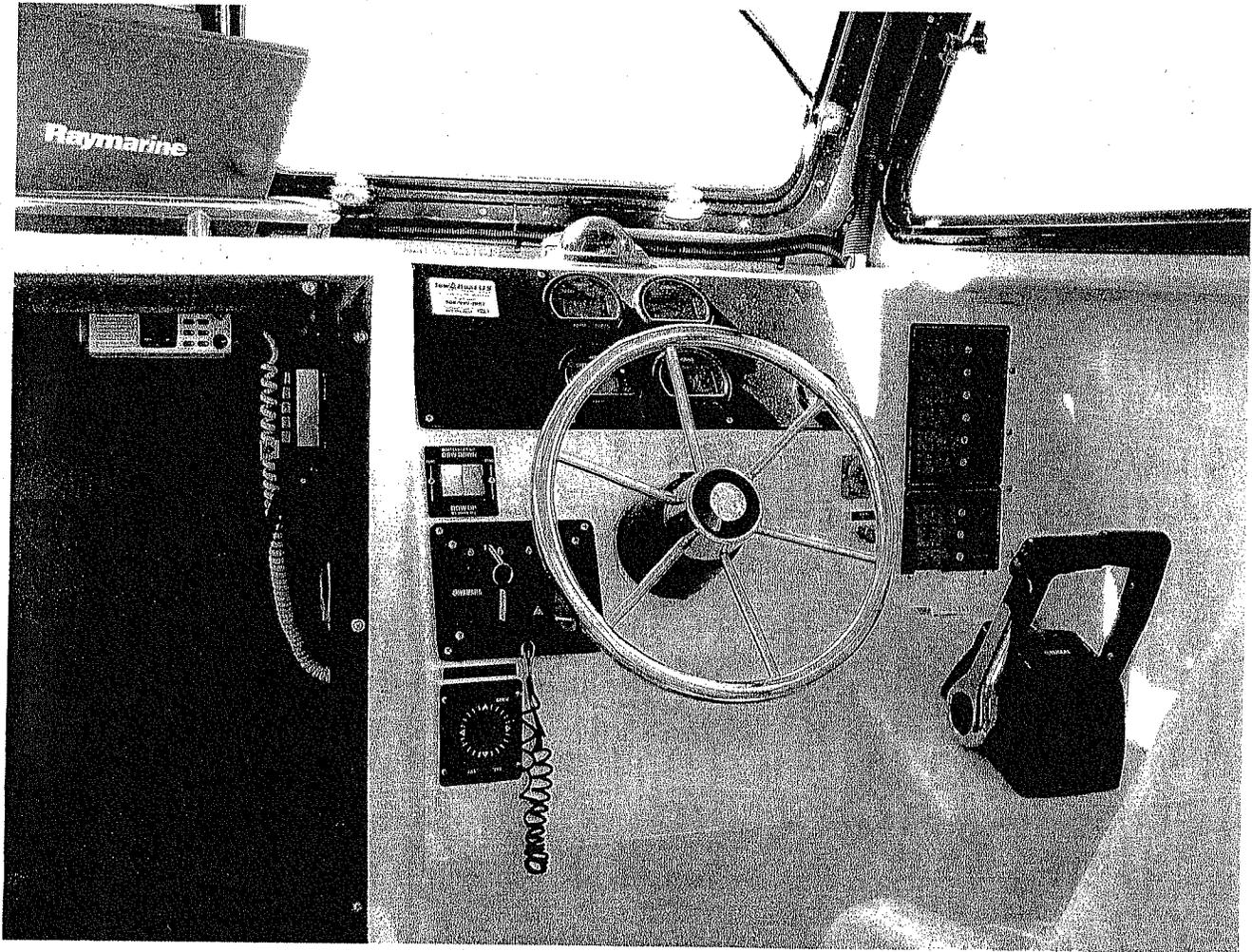
Ron looked at the boat and it looks good to him. His suggestion was to take it to one of the Marinas and have them check the motor

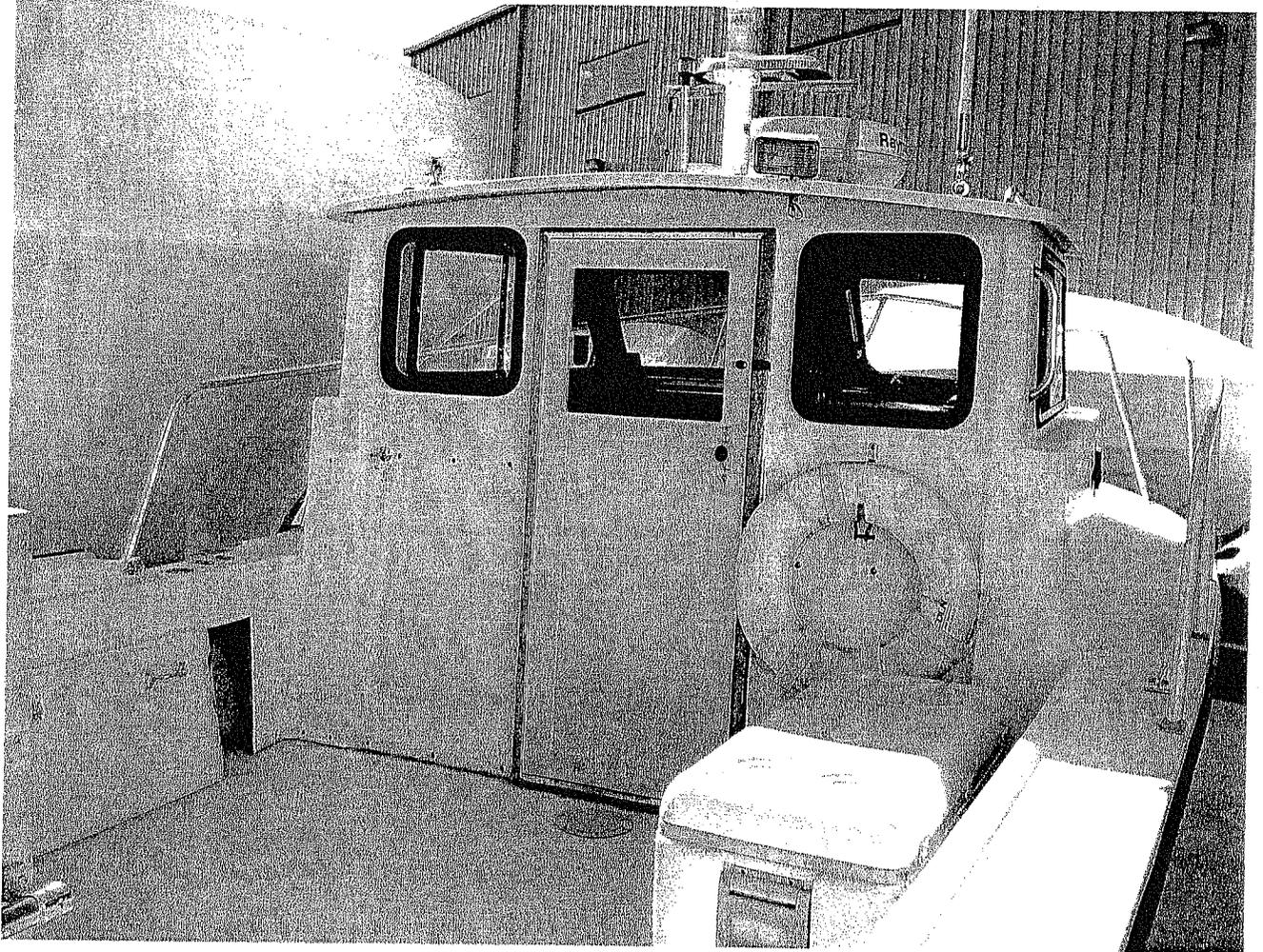
Mark

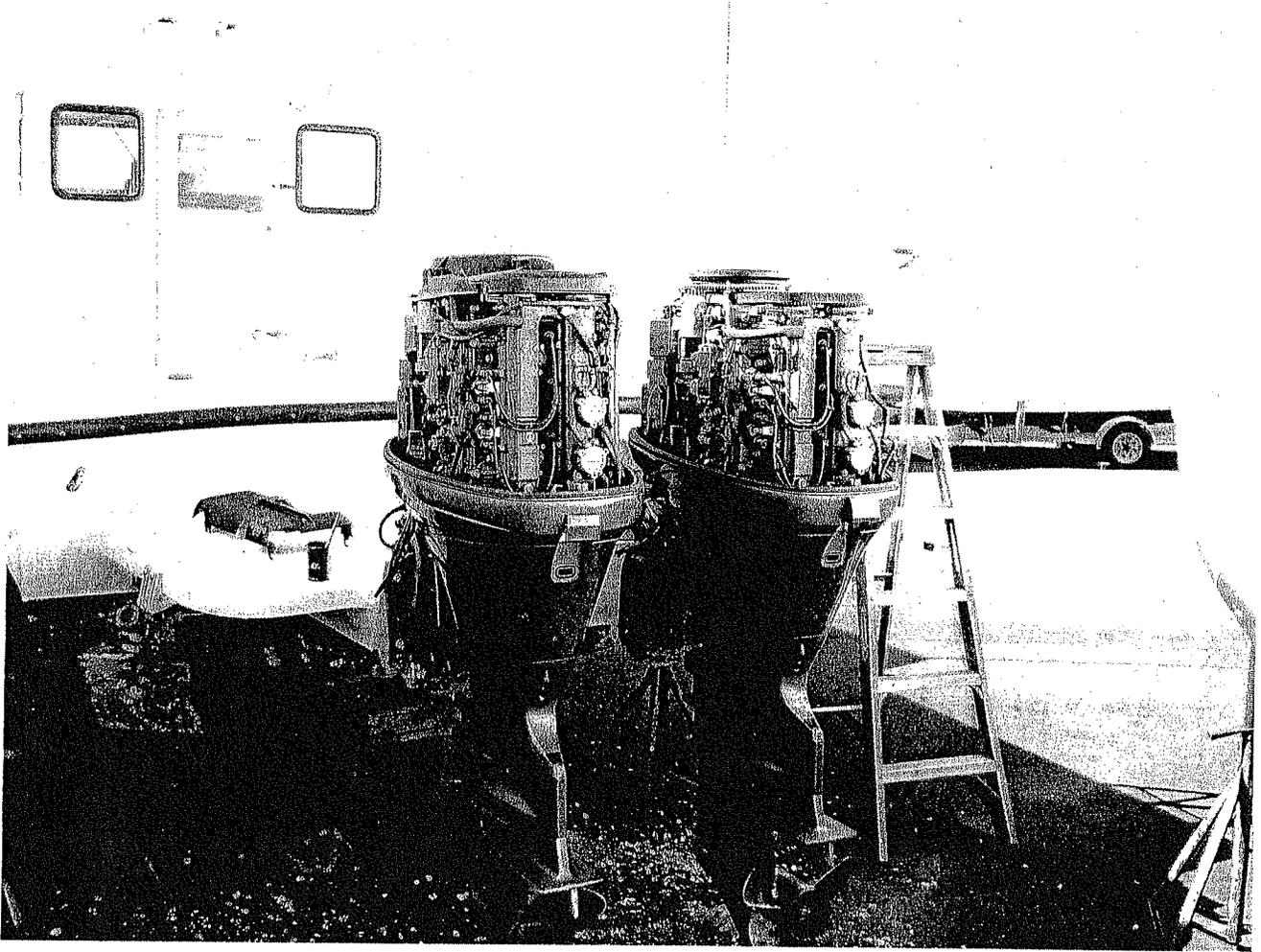
Sent from my iPhone

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**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

 X INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2012-SBT- 35 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer _____

DATE: 5/1/2012 BALANCE IN ACCOUNT: \$ 100,000.42

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*

 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
 101000.10.145.59100.0000.00.000.00.058
 Treas/Collector, Debt Service Principal
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds budgeted in case 1/2 year principal payment would be due.
 Was not converted to long-term until April therefore payment not
 due until next September.

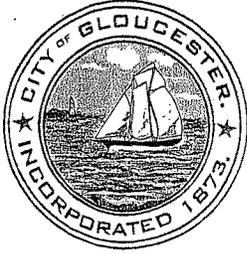
(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*

 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
 101000.10.152.52000.0000.00.000.00.052
 Personnel, Contract Services
Account Description

DETAILED ANALYSIS OF NEED(S): Returning funds transferred out of this account earlier in year to settle a
 personnel matter.

TOTAL TRANSFER AMOUNT: \$ 18,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 82,000.42
 TO ACCOUNT: \$ 5,453.52

APPROVALS:
 DEPT. HEAD: _____ [Signature] DATE: 5/1/12
 ADMINISTRATION: _____ [Signature] DATE: 5/2/12
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



CITY OF GLOUCESTER

Affordable Housing Trust

MEMORANDUM

Date: April 27, 2012
To: Mayor Carolyn Kirk
From: George Sibley, Chair
Subject: Year End Report and Financial Summary

Please find attached the Year End Report for 2011 and Financial Summary from the Affordable Housing Trust for your review and submission to the City Council.

This report is for information only, the Trust is available at any time for further discussion.





City of Gloucester

Affordable Housing Trust Year End Report 2011

The Affordable Housing Trust ("AHT") is a funding resource for the preservation and creation of affordable housing in Gloucester.

The Trustees, as appointed by the Mayor and confirmed by the City Council are:

George Sibley, Chair
Mike Luster
Mary John Boylan
Ruth Pino

Mary E. Works
Sarah Buck Garcia – ex officio
Mayor Carolyn A. Kirk – ex officio

Staff: Sandy Shea, Community Development Project Manager

In 2011 the AHT set forth a Statement of Funding Preferences, as follows:

The Trust will consider for funding all projects which provide housing in the City of Gloucester for persons and families whose incomes fall within the "low income" category (as set periodically by the U.S. Department of Housing and Urban Development).

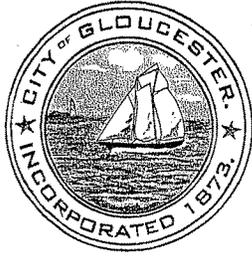
All other criteria being equal the AHT has a preference for projects which have been fully vetted and for which all research and development, feasibility studies, city permits and neighborhood support have been obtained.

All other criteria being equal, the AHT prefers projects that contemplate the addition of new (additional) units to the city's affordable housing stock.

All other criteria being equal, the AHT prefers projects that will utilize AHT funds to leverage the granting or loan of funds sufficient to complete the contemplated project.

In 2011 the AHT met on a near-monthly basis and

- heard updates from Andy DeFranza on the state of affordable housing on the North Shore.
- over the course of a number of meetings considered the ongoing application of Action, Inc. for its Marsh Street (Home Together) project. The AHT voted to recommend that the City Council appropriate \$40,000 from AHT funds for architectural and engineering cost for this development.
- over the course of a number of meetings considered the ongoing application of Gardiner & Company for its 10 Taylor Street project. The AHT voted to recommend that the City Council appropriate \$30,000 from AHT funds for this development.
- reviewed the City's subsidized housing inventory
- devised a project signage policy



City of Gloucester

Affordable Housing Trust

Financial Statement

As of March 30, 2012, the Affordable Housing Trust has \$251,862.45 available for funding.

The Bank Gloucester AHT Statement balance as of March 30, 2012, is \$321,862.45, of which \$70,000 has been encumbered (\$40,000 Marsh Street & \$30,000 Taylor Street) leaving a total of \$251.862.45 funds currently available.





Main Office
160 Main Street
Gloucester, MA 01930
Phone
978-283-8200
Web Address
www.BankGloucester.com

160 Main Street, Gloucester, MA 01930
RETURN SERVICE REQUESTED

Account Number: [REDACTED]
Statement Date: Mar 01, 2012 thru Mar 30, 2012

Summary - All Accounts

Business Money Market	[REDACTED]	\$321,862.45
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000428

|||||
CITY OF GLOUCESTER
GLOUCESTER AFFORDABLE HOUSING TRUST FUND
9 DALE AVENUE
GLOUCESTER MA 01930-3009

Business Money Market - 35246687

Mar 30	BEGINNING BALANCE		\$321,770.14
	Credit Interest	92.31	321,862.45
	ENDING BALANCE		\$321,862.45

Balance Summary

Date	Balance	Date	Balance
3/01	321,770.14	3/30	321,862.45

Account Summary

Previous Date	Beginning Balance	Deposits	Interest Paid	Withdrawals	Service Charge	Ending Balance
3/01/2012	\$321,770.14	\$0.00	\$92.31	\$0.00	\$0.00	\$321,862.45

Interest Summary

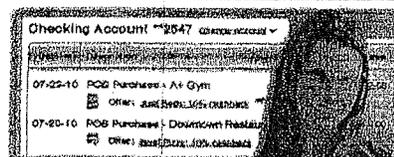
Average Daily Balance	Minimum Balance for Rebate	Interest Period	Days in Period	Interest Earned	Annual % Yield (APY)	Interest Paid (D)
\$321,770.14	\$321,770.14	03/01/2012-03/30/2012	30	\$92.31	0.35%	\$279.94

Interest Rate Summary

Date	Rate	Date	Rate
10/01	0.35%		

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