



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, April 17, 2014 – 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. Memorandum from Community Development Director re: City Council acceptance of anticipated Program Year 2014 CDBG & HOME Grants**
- 2. Special Budgetary Transfer Request (2014-SBT-30) from Police Department**
- 3. Special Budgetary Transfer Request (2014-SBT-31) from Police Department**
- 4. Special Budgetary Transfer Request (2014-SBT-32) from the Department of Public Works**
- 5. Special Budgetary Transfer Request (2014-SBT-33) from the Department of Public Works**
- 6. Special Budgetary Transfer Request (2014-SBT-34) from the Department of Public Works**
- 7. Memorandum & Grant Application Checklist from Public Health Director re: City Council acceptance of a NACCHO grant award in the amount of \$3,500**
- 8. Communication from Judith Hoglander, Chair of the Committee for the Arts re: Roger Armstrong's proposed restoration of eight bronze cenotaphs & plaques at City Hall**
- 9. Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report**

COMMITTEE
Councilor Melissa Cox, Chair
Councilor William Fonvielle, Vice Chair
Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
John Dunn
Tom Daniel
Police Chief Leonard Campanello
Mike Hale
Noreen Burke
Judith Hoglander

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.

3 Pond Road
Gloucester, MA 01930



Tel 978-282-3027
Fax 978-282-3035

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
GRANTS OFFICE

Memorandum

TO: Carolyn Kirk, Mayor
FROM: Tom Daniel, Community Development Director
CC: Deborah Laurie, Senior Project Manager
DATE: March 28, 2014

Re: Program Year 2014 CDBG & HOME Grants

We are preparing Program Year 2014 (PY14/FY15) - July 1, 2014 to June 30, 2015) of our Community Development Block Grant (CDBG) and HOME Funding Annual Appropriations.

The Request for Proposals was issued on January 17, 2014, with applications being received February 27, 2014. Two public hearings were held: an informational public hearing on February 6, 2014, in the Friend Room of the Sawyer Free Library and a public hearing on March 6, 2014, in the Friend Room, Sawyer Free Library, to hear the presentations of the submitted RFPs. The city's proposed allocation of funds was advertised for public comment on April 4, 2014. This ad included instructions for any individual interested in examining the Draft 2014 Annual Action Plan to do so at the Grants Division, City Clerk's Office, Sawyer Free Library or on the city's website at www.gloucester-ma.gov. The final version of this plan will be submitted to the US Department of Housing and Urban Development (HUD) on or about May 5, 2014.

Please request that City Council accept the **anticipated** CDBG Grant in the amount of \$633,507 in CDBG Funds from HUD, reprogram \$104,024 of program income and unprogrammed CDBG funds from prior years and utilize \$10,000 of anticipated program income in PY14 for administration costs, for a total of \$747,531 of CDBG funds and \$66,411 of HOME funds for PY14/FY15 beginning July 1, 2014 and ending June 30, 2015. The city proposes to use these funds for the following activities:

First-Time Housing Opportunities:

HOME Funds - The city will allocate \$66,411 to support the First-Time Homebuyers Program. The First-Time Homebuyers Program expands access to homeownership for low and moderate-income persons, with a long-term benefit from a relatively small investment by the city (a maximum of \$10,000). With HOME funds, the city will provide down payment and/or closing cost assistance to approximately six (6) low and moderate-income households.

Economic Development:

\$20,000 is awarded to Action, Inc. for their Home Health Aide Training Program and a new Nurse Aide program to support job training to obtain jobs as a home health aide or nursing assistant. Action, Inc.'s program includes life skills and career readiness components, pivotal for student entry into the job market. The program has a 100% graduation rate and a 71% employment rate within two months of graduation. The Home Health Aide and Nurse Aid Program goal is to assist 40 students.

\$15,000 is awarded to the Open Door for job creation to expand their Food Pantry Staff. This program helps leverage and distribute more than 1 million pounds of much needed purchased and donated food throughout the year, provides needed financial stability and will help meet the challenge of a capital campaign to support better community health of the underserved in Gloucester.

The City, Community Development Department, will allocate \$130,000 for financial assistance for businesses through Gloucester's Loan Programs and technical assistance. The City's Grants Division and a Review Committee are responsible for administration of funds. One full-time job or an aggregate amount of part-time jobs must be created or retained for each \$35,000 borrowed. The business must create or retain, within established guidelines, at least 51% of the jobs to low to moderate income Gloucester residents. The program is designed to complement investor equity and bank financing. The average amount received is \$35,000 to \$50,000

The City will continue to offer the Brownfields Cleanup Revolving Loan (BCRLF) and the Brownfield Assessment program to businesses requiring assistance with cleanup of contaminated properties. This program is funded with a grant from the Environment Protection Agency.

Housing Rehabilitation Programs:

The Low to Moderate Homeowner Rehabilitation Program provides deferred, 0% loans to low/mod income homeowners to address health, safety, energy issues and code violations in their homes. The loan will be due upon the transfer or sale of the property, if the property is no longer the principal place of residence of the original applicant and sometimes upon refinancing.

The city will allocate \$260,664 for this program, including project delivery. With these different initiatives within the Housing Rehabilitation Program, Gloucester will better be able to achieve comprehensive rehabilitation services with a positive impact on housing

quality, affordability and neighborhood improvements. The Housing Rehabilitation Program goal is to assist 10 units of housing.

Public Services:

CDBG provides both a safety net for unmet needs in the community, as well as a leveraging tool for state, federal, and private funding of the strong nonprofit agencies that provide so many services in the community. The city will allocate \$116,944 for programs, which includes \$1,944 in project delivery costs. CDBG intends to fund the following programs and projects:

Family, Special Needs and Elderly

- \$6,000 is awarded to NAMI Cape Ann, Inc. for the Cape Ann Social Club which is a community based group of individuals who are over 18 years old that suffer with serious and emotional challenges and mental health disabilities. The program provides social, recreational and rehabilitative support to these adults who have been stigmatized due to their disabilities.
- \$4,000 is awarded to Cape Ann Interfaith Commission (CAIC) to support their Rental Assistance Program. CAIC will assist at least 8 households and approximately 16 individuals to help alleviate homelessness in Gloucester. Since CAIC is an all-volunteer program, 100% of CDBG funds received directly assist their recipients to obtain housing.
- \$10,000 is awarded to Gloucester Housing Authority's Cape Ann Home Ownership Center "Pre/Post Home Homebuyer Education and Foreclosure Program" which will serve approximately 300 low to moderate income clients prior to and for three years after purchasing a home.
- \$6,000 is awarded to HAWC for services in Gloucester for their Community Based Domestic Violence Crisis Intervention and Prevention Program. They assist in domestic violence issues and serve approximately 200 clients in crisis.
- \$10,000 is awarded to The Grace Center, Inc. for a day, drop-in center that serves low-income and homeless adults in crisis. Staff and volunteers will perform assessments, coordinate program evaluation, supervise data retrieval and increase prevention screening for major mental and physical health conditions. Program will serve approximately 120 clients in crisis.
- \$10,000 is awarded to The Open Door to support their Connecting People to Good Food campaign. A variety of programs provide nutritious, fresh produce and other foods to Gloucester's low income individuals and families.

Youth and Young Adult Employment

- \$40,000 is awarded to the YMCA's Youth Employment Program to employ approximately 150 teens as the Downtown Clean Team. This program provides employment opportunities and ensures our residents and tourists will not encounter litter as they travel through downtown Gloucester.
- \$10,000 is awarded to the YMCA "ACCESS" program to provide scholarships for children and families to participate in YMCA programs through a variety of free memberships and programs that include, but are not limited to: summer camp, swimming lessons, instructional classes and more. Anticipate approximately 200 youths will be served.
- \$7,000 is awarded to North Shore Community Action Program/Salem Cyperspace for the Gloucester College Success Program. This program will provide approximately 35 – 40 Gloucester High School students with free educational and advisory services that will assist them in career exploration and the entire college prep, access and financing process. The goal is to increase high school and college graduation rates and to better prepare students for success in college.
- \$3,000 is awarded to the Schooner Thomas E. Lannon for their "Schooner Sails Fifth Grade Educational Program" which will serve 250 students with two hours of hands on sailing experience.

Employment and Educational Training:

- \$9,000 is awarded to Wellspring House for their Adult Learning Initiative Program to provide adults with a range of programs including, GED, education and job training, and career development. This program plans to serve up to 45-50 adults.

Public Facilities:

Under the CDBG Program, funds may be used to undertake a variety of public facilities and public improvement projects. The city will allocate \$58,222 for programs and \$20,000 for project delivery. Public facilities and public improvements are interpreted to include all facilities and improvements that are publicly owned or owned by a non-profit organization and open to the general public. CDBG intends to fund the following programs and projects:

- \$7,100 is awarded to the City of Gloucester, Burnham's Field Park for improvements to the already successful community garden by expanding the garden and providing materials. They will also be providing two handicap accessible planting plots for the disabled.
- \$51,122 is awarded to the City of Gloucester for Accessible Park and Street/Sidewalk improvements.

Planning and Administration:

- \$126,701 is allocated for the Planning and Administration of the CDBG grant. The city plans to further the goals of Economic Development, Brownsfield Remediation, Housing Rehabilitation, and Public Services and Facilities.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

TRANSFER # 2014-SBT- 32 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ **DPW** _____

DATE: 4/1/2014 BALANCE IN ACCOUNT: \$ 1,300.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.421.57200.0000.00.000.00.057
DPW Administration Out of State Travel
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.472.52170.0000.00.000.00.052
Facilities Heating Oil
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to help lessen large FY14 deficit.

TOTAL TRANSFER AMOUNT: \$ 1,300.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ 1,300.00

APPROVALS: 

DEPT. HEAD: Michael S. Hill DATE: 4/1/14
 ADMINISTRATION: [Signature] DATE: 4/2/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

TRANSFER # 2014 SBT- 34 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ **DPW** _____

DATE: 4/1/2014 BALANCE IN ACCOUNT: \$ 12,857.20

(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account # 101000.10.499.51200.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account # DPW Central Temporary Positions

Account Description
DETAILED EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #

(TO) ORDINARY EXPENSE ACCOUNT # Unfund Account # 101000.10.472.52150.0000.00.000.00.052

Account Description
DETAILED ANALYSIS OF NEED(S): Funds needed to help lessen large FY14 deficit.

TOTAL TRANSFER AMOUNT: \$ 12,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 857.20

TO ACCOUNT: \$ 2,800.00

APPROVALS:

DEPT. HEAD: [Signature]

DATE: 4/1/14

ADMINISTRATION: [Signature]

DATE: 4/2/14

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____



Public Health
Prevent. Promote. Protect.

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@gloucester-ma.gov
WEBSITE: www.gloucester-ma.gov



CITY OF GLOUCESTER

MEMO

To: MAYOR CAROLYN KIRK & COUNCIL PRESIDENT PAUL MCGEARY
From: NOREEN BURKE, PUBLIC HEALTH DIRECTOR
Date: March 19, 2014
Subject: APPLICATION/ACCEPTANCE OF NACCHO GRANT

Dear Mayor Kirk & Council President McGeary ~

The Gloucester Health Department is happy to offer for review and City Council acceptance, a grant application and award of **\$3500** from the National Association of County and City Health Officials (NACCHO).

The purpose of the grant is to provide funding that expands the capacity of our Civilian Volunteer Medical Reserve Corps (MRC) volunteers. MRC volunteers are regional medical professionals who could be called upon in the event of a public health emergency, such as a pandemic, or to support local and regional vaccine clinics during the winter flu season. The Gloucester Health Department is the host agency for the North Shore Emergency Preparedness Coalition, which oversees the activities of the MRC volunteers in our area.

Please feel free to contact me if your office or Council members have any further questions.

Respectfully

NOREEN BURKE
HEALTH DIRECTOR

Enc. GRANT COPY
Cc: File



**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal X Other

Name of Grant: Medical Reserve Corps Capacity Building Award- Non-Competitive

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: National Association of County and City Health Officials (NACCHO)

Object of the application: Building the MRC capacity to respond during public health emergency throughout North Shore/Cape Ann.

Any match requirements: No

Mayor's approval to proceed: *[Signature]* 4/2/14
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

Grant Budget by line item account:

Auditor's distribution to managing department:
Department Date sent

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

NACCHO

National Association of County & City Health Officials

December 20th 2013

Dear Carolyn Kirk from Unit 0482 - City of Gloucester, Health Dept.

The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2013-2014 Capacity Building Award (CBA) was **approved** for \$3,500.00.

By accepting the CBA funding, you are agreeing to:

- Use your CBA funds as described in your award application and approved budget. Ensure that your budget is expended in accordance with all applicable guidelines, laws and executive orders. **Monies under this award shall not be used for Food & Beverages, incentives/give-away/awag or promotional items.**
- Update your unit's profile on the Division of Civilian Volunteer Medical Reserve Corps (DCVMRC) website, www.medicalreservecorps.gov, (including contact information, volunteer numbers, unit activities, and additional unit information) quarterly in alignment with the Federal fiscal calendar (Q1: October 1 - December 31, Q2: January 1 - March 31, Q3: April 1 - June 30 and Q4: July 1 - September 30).
- Participate in a Technical Assistance (TA) Assessments, when requested to do so by a MRC Regional Coordinator.
- Participate in award spending surveys, when requested to do so by NACCHO.
- Use CBA funds only for approved MRC related activities that assist in the development of the unit's capacity and sustainability and/or promote community resiliency as specified in the funding application. If future changes are required you are to submit proposed budget modifications to NACCHO for approval. Include your budget as it was submitted, an explanation of where you are moving money from/to and a date by which you will execute the work as you have proposed in your revision.
- Participate in special MRC projects (e.g., Network Profile Study, evaluations, surveys, etc.).

Please see <http://mrcnaccho.org> for guidance on using the CBA funding. Please keep in mind that:

- CBA funding must be spent according to the budget description and line item budget submitted with your signed contracts. Any changes to your proposed budget must be approved by NACCHO first. All budget modification requests must be emailed to mrc@naccho.org using the prescribed NACCHO budget forms. You should submit a copy of your approved budget, a narrative with a brief explanation of where you are moving monies from/to and a justification for doing so. We strongly recommend you use the "read receipt" feature and keep copies of all communications in your funding file.
- CBA funding is not a grant and therefore there is no deadline for spending down the funds, however, you should plan to spend down your funds in accordance with your CBA application and you should not plan to carry forward the money.

We look forward to your execution of the capacity building activities presented in your application. We strongly recommend that you capture information on how your CBA activities translate into building your unit's capacity or enhancing your community's resiliency through quantifiable metrics and measures and report the information quarterly as required to the DCVMRC. If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your support and commitment to the Medical Reserve Corps mission.

Sincerely,



A Chevelle Glymph, MPH, CPM

Director, Community Preparedness and Resilience

National Association of County and City Health Officials (NACCHO)



Guidance on Successfully Submitting your MRC Award Contract:

Award contracts are due to NACCHO March 28, 2014. No contract extensions will be granted.

Submitting your award contracts to NACCHO:

1. Print **TWO (2)** copies of the contract. Each copy of the contract must be signed with an original signature of the individual authorized to sign contracts as identified in your original application.
2. You must specify your organization's full mailing address (**STREET ADDRESS**). **Note: Contracts and checks cannot be mailed to a PO Box.** Failure to provide a street address will result in non-delivery.
3. You **MUST** sign both the last page of the contract and the **Certification of Non-Debarment or Suspension** for your contract to be processed.
4. Mail **BOTH** signed copies of the contract and the Certification of Non-Debarment or Suspension to:

NACCHO MRC Team

National Association of County and City Health Officials

1100 17th St. NW

Seventh Floor

Washington, DC 20036

5. Upon receipt of contract documents, assuming there are no errors, award checks and countersigned contracts will be sent via FedEx within 45 business days.

Requesting Changes:

1. If you need to make changes to the contact information (i.e., Authorized Signer Name/Title, phone, EIN, address) you may do so by crossing out the incorrect information, hand-writing in the corrected information, and initialing next to all changes and submit as previously described.
2. If you have a need a change in the contract language, you must submit requested revision(s) in writing to mrc@naccho.org no later than **January 31, 2014**. No revisions will be made after the specified date and the award will be forfeited.

Program Processing

Received 11/22/14

Checked _____

Delivered _____

Entered _____

Initials _____ Date _____

National Association of County and City Health Officials

AGREEMENT

National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583

CONTRACT # MRC 14 -0482

This Agreement is entered into, effective as of the date of the later signature indicated below (the "Effective Date"), by and between the National Association of County and City Health Officials ("NACCHO"), with its principal place of business at 1100 17th St., N.W., 7th Floor, Washington, DC 20036, and City of Gloucester, Health Dept. ("Organization"), with its principal place of business at 3 Pond Rd Gloucester Massachusetts 01929 Gloucester S.S.

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services (Grant # 5 MRCSG101005-04-00, CFDA # 93.008) (the "Grant") to build the capacity of local Medical Reserve Corps ("MRC") units;

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC units and to encourage these units to provide certain information to the Office of the Surgeon General's Division of the Civilian Volunteer Medical Reserve Corps ("OSG/DCVMRC");

WHEREAS, Organization either houses or is itself an MRC unit that is registered in good standing with the OSG/DCVMRC;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the OSG/DCVMRC.

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. **ORGANIZATION'S OBLIGATIONS:** In consideration for the payment described in Section 3, below, Organization agrees, during the Term of this Agreement, to be an MRC Unit in Good Standing by meeting the following criteria below. If Organization houses an MRC Unit, Organization will ensure that the unit is an MRC Unit in Good Standing by meeting the following criteria below.

1. Have 501c(3) or comparable status or be housed in an organization capable of and willing to receive federal funds on its behalf;
2. Monitors and provide updates to the MRC Unit's profile on the MRC web site no less often than once every three months;
3. Provides the OSG/DCVMRC with regular updates of programs and plans;
4. Actively works towards National Incident Management System ("NIMS") compliance;
5. Agrees to participate in MRC Unit Technical Assistance assessments;

6. Utilizes capacity building award funds for approved purposes, and as indicated in their capacity building award application;
7. Maintains Registered status with the OSG/DCVMRC; and
8. Agrees to complete program/event/activity evaluations provided by NACCHO

2. TERM OF AGREEMENT: The term of the Agreement shall be begin on December 20th, 2013 and shall continue until July 31, 2014 (the "Term").

3. PAYMENT FOR SERVICES: In consideration for the agreements by Organization set forth in Section 1, above, NACCHO shall pay Organization Thirty-five hundred Dollars (\$ 3,500.00). Payment will be made before the expiration of the Term of the Agreement.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.

5. ASSIGNMENT: Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.

6. INTERFERING CONDITIONS: Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.

7. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Organization, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Organization and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

8. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces any and all previous understandings, commitments, or agreements, oral or written.

9. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.

10. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law rules).

11. **COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS:** Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 C.F.R. Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). It is the Organization's responsibility to understand and comply with all requirements set forth therein.

12. **DEBARRED OR SUSPENDED ORGANIZATIONS:** Pursuant to OMB Circular A-110, Organization certifies to the best of its knowledge that it is not presently and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."

13. **AUDITING:** Organization agrees to permit independent auditors to have access to its books, records and financial statements for the purpose of monitoring compliance with this contract.

14. **NOTICE:** All notices under this Agreement shall be in writing and shall be sent via facsimile and first class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

TO NACCHO:

National Association of County and City Health Officials

Attn: Moira Tsanga

1100 17th Street, N.W., 7th Floor

Washington, DC 20036

Tel. (202) 507-4272

Fax (202) 783-1583

Email: mitsanga@naccho.org

TO ORGANIZATION:

City of Gloucester, Health Dept.

Carolyn Kirk

Mayor

3 Pond Rd

Gloucester Massachusetts 01929

9782819700

National Association of County and City Health Officials

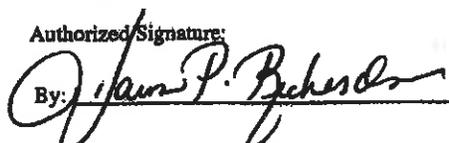
AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

15. AUTHORITY TO BIND PARTY: Each party hereby represents and warrants that the person signing this Agreement on its behalf as the authority to bind such party.

NACCHO:

Authorized Signature:

By: 

Name: Dawn P. Richardson, JD, MA

Title: Senior Director of Grants and Contracts

Organization: National Association of County and City Health Officials

Address: 1100 17th Street, NW

7th Floor

Washington, DC 20036

Phone: 202-507-4264

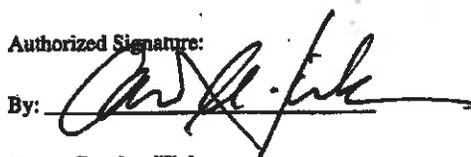
Fax: 202-783-1583

EIN: 52-1426663

Date: 2/26/2014

ORGANIZATION:

Authorized Signature:

By: 

Name: Carolyn Kirk

Title: Mayor

Organization: City of Gloucester, Health Dept.

Address: 3 Pond Rd

Gloucester, Massachusetts 01929

Phone: 9782819700

Fax: 9782819738

EIN: 046001390

Date: 1-14-2014

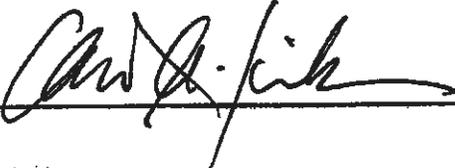
National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

By my signature I attest that City of Gloucester, Health Dept. has not been debarred or suspended pursuant to OMB Circular A-110 and will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689 "Debarment and Suspension."

Signature of Authorized Certifying Official 	Title Mayor
Organization City of Gloucester	Date Signed 1.14.2014

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Challenge Award | Capacity Building Award | Learning Resources | Forum | About

MRC Awards Application

Application	Terms & Conditions	Administrative Information	Capacity Building Awards Application Questions	Challenge Awards Application Questions	Application Verification	Sub Applic
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Applicant's Information*

First Name Karin

Last Name Carroll

E-mail kcarroll@gloucester-ma.gov

Phone Number 9782828026
Please enter digits only

Who should NACCHO contact for matters pertaining to the CBA?
(If different from the applicant.)

First Name Karin

Last Name Carroll

E-mail kcarroll@gloucester-ma.gov

Verify E-mail kcarroll@gloucester-ma.gov

Phone Number 9782828026
Please enter digits only

MRC Unit Information*

MRC Unit Number 0482

MRC Unit Name North Shore/Cape Ann MRC

Housing/Sponsoring Organization*

Legal Name of Sponsoring Organization City of Gloucester, Health Dept.

Employer Identification Number 046001390

Legal Name of Sponsoring Organization

This is the organization that serves as the fiscal authority for your unit. Legal name must match exact spelling on tax accounts.

Employer Identification Number

This is the 9 digit number listed on the organization's tax forms.

Street Number and Name 3 Pond Rd

City Gloucester

Next

State Massachusetts

Zip Code 01929

Authorized Signatory for Organization*

First Name Carolyn

Last Name Kirk

Title Mayor

Phone Number 9782819700

Fax Number 9782819738

Email ckirk@gloucester-ma.gov

Verify E-mail ckirk@gloucester-ma.gov

Authorized Signatory for Organization

This is the person authorized to sign contracts on behalf of organization or 501(C)3 non-profit.



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MRC Awards Application

Application	Terms & Conditions	Administrative Information	Capacity Building Awards Application Questions	Challenge Awards Application Questions	Application Verification	Sub Applic
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Indicate how you plan to use the Capacity Building Award to develop your MRC unit and/or enhance its capacity all that apply.)*

- Administrative Costs and Fees (Including Unit Coordinator or support staff salaries and benefits)
- Professional Services Fees (contractors, printing services, accountants, etc.)
- Facilities, Rentals, A/V fees
- Uniform, Equipment, Resources (e.g., "go-kits", computer equipment, medical supplies, etc.)
- Training and Exercises (conference registration fees, CPR, PFA, training manuals, pocket guides, etc.)
- Travel/Transportation Services (airfare, mileage, lodging)
- Recognition, Recruitment, Outreach

Line Item Budget

Please complete a line item budget based on the spending categories identified above. Note that your grand total cannot exceed \$3,500 award limit.

Section 1: Administrative Costs and Fees					
Item	Description	Qty.	Unit Cost/Rate	Total	Remove
Add another item					
Section 2: Professional Service Fees					
Item	Description	Qty.	Unit Cost/Rate	Total	Remove
Add another item					
Section 3: Facilities, Rentals and AV Fees					
Item	Description	Qty.	Unit Cost/Rate	Total	Remove
Add another item					
Section 4: Uniforms, Equipment and Resources					
Item	Description	Qty.	Unit Cost/Rate	Total	Remove
					Next

Add another item

Section 5: Training & Exercises

Item	Description	Qty.	Unit Cost/Rate	Total	Remove

Add another item

Section 6: Travel/Transportation Services

Item	Description	Qty.	Unit Cost/Rate	Total	Remove
Travel/ Mileage	Mileage reimbursement for MRC Program Staff w/	3500		3500.00	

Add another item

Section 7: Recognition, Recruitment and Outreach

Item	Description	Qty.	Unit Cost/Rate	Total	Remove

Add another item

Grand total 3500

The grand total for your Capacity Building Award budget cannot exceed \$:



CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Health (Public Health Emergency Preparedness)

ACCOUNT NAME: NACCHO Grant

FUND NUMBER AND NAME: (N/A FOR NEW FUNG 292073

CFDA # (Required for Federal Grants): _____

DATE PREPARED: 3/19/2014

OBJECT	ORIGINAL BUDGET	APPROVED		REVISED BUDGET
		AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	
REVENUE (45819)	3500			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (52000)	\$3,500.00			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$3,500.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

March 20th, 2014

Dear Mayor Kirk,

Roger Armstrong presented the Committee for the Arts with a proposal to restore the bronze plaques installed at City Hall. Having heard his proposal, which is included with this letter, the Committee for the Arts made a motion to send a letter of recommendation for approval to you and City Council.

The motion reads as follows: "That the Committee for the Arts send a letter of recommendation to Mayor Carolyn A. Kirk to accept the proposed restoration of eight bronze cenotaphs and plaques installed at City Hall."

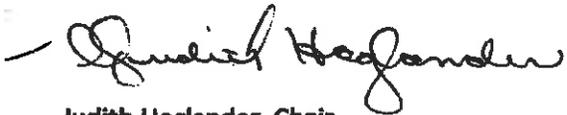
This motion was passed unanimously by the Committee.

As you know, the bronze plaques are in dire need of restoration! They have never been cleaned and restoration will bring forth raised names no longer legible. This is also fitting time wise, with the restoration of the murals now so near completion.

We are thrilled that Roger Armstrong is willing to take on the task of raising the funding and supervising this project. We applaud the generous offer of his time and enthusiastically endorse his proposal!

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Judith Hoglander". The signature is written in a cursive style with a long, sweeping underline.

Judith Hoglander, Chair
Committee for the Arts

State of the Art Gallery II
18 Pleasant Street
Gloucester, MA 01930
Roger Armstrong Cell (978) 395 - 1783
www.stateoftheartgalleryandsculpturegarden.com
stateoftheartgallery@comcast.net



March 18, 2014
4 Wonson Street
Gloucester, MA 01930

Committee For The Arts
Gloucester, MA 01930
Committee Chair, Judith Hoglander

Dear Judith,

As previously discussed with the Committee for the Arts, I propose to restore the eight bronze plaques on the first and second floor of the City Hall of Gloucester. The restoration is long overdue; many of the plaques date back to 1925. The restoration will cost \$9500.00 and will take approximately one-and-one half weeks to complete. The restoration will coincide nicely with the restoration of the beautiful murals which is currently underway. The plaque restoration will be made possible through private donations at no cost to the City or burden to the committee for the Arts in grant seeking.

I am seeking your approval of this proposal in order to proceed to the City Council for their approval. Work should begin directly upon City Council approval.

Sincerely,
Roger Armstrong,
Committee for the Arts