

**City of Waltham
Community Preservation Committee
Waltham Community Preservation Funding Application Form CPA -1**

Name of Applicant ⁽¹⁾ CITY OF WALTHAM

Name of Co-Applicant, if applicable ⁽¹⁾ WALTHAM HISTORICAL COMMISSION

Contact Name ARTHUR BENNETT

Mailing Address _____

Daytime Phone (i.e. of Proposal Applicant) 617-435-7766

Address of Proposal (or Assessor's Parcel ID) N/A

CPA Category (circle all that apply): Open space Historic preservation
Community Housing Open Space Recreation

CPA Funding Requested \$ 10,000

Total Cost of Proposed Project \$ 20,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

Goals: What are the goals of the proposed project?

Community Need: Why is this project needed? Does it address needs identified in existing City plans?

Community Support: What is the nature and level of support for this project?

Include letters of support and any petitions.

Timeline: What is the schedule for project implantation? Include a timeline for all critical items for their completion.

Credentials: How will the experiences of the Applicant(s) contribute to the success of this project?

Success Factors: How will the success of this project be measured? Be specific.

Budget: What is the total budget for this project? How will the CPA funds portion be spent? All items of expenditure must be clearly identified and justified. Detail the hard and soft costs. Identify contingencies.

Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters if available. Identify all sources of other funding which have been sought for this project and the status of the requests.

Maintenance: If ongoing maintenance is required for your project, how will it be funded?

PROJECT DESCRIPTION

Goals: The Waltham Historical Commission (WHC) is focused on upgrading and completing the 25 year old survey that was based on a previous compilation in the mid 1970's. Working together with the Assessor's Office, Building Department and IT Department the WHC will have a 100% completed survey of the built environment in Waltham. The Massachusetts Historical Commission (MHC) has invited to submit a full application for \$10,000 Survey and Planning Grant. The WHC is requesting that the CPC provide matching monies of \$10,000 to leverage the grant. The WHC, upon completion of the Survey can then apply for status of a Certified Local Government (CLG). CLG's status will give Waltham priority for future grants from the Federal and State governments.

Community Need: This project is needed for the WHC to administer the Demolition Delay Ordinance, fulfill its mission to protect the City's historical resources, assist in establishing Local Historic Districts and Architectural Preservation Districts, and strengthen the ability to carry out the statutory responsibilities to the Commonwealth as well as the City of Waltham.

Community Support: The WHC wholeheartedly supports completing the survey to assess and administer Waltham's historic resources. See attached letters of support.

Time line: Grant applications must be submitted by 2/7/11. Monies will be awarded for FY2012 with all projects completed by June 30, 2012. The WHC will complete the survey on time and on budget (\$20,000).

Credentials: The WHC has a forty year record of protecting and preserving the historic resources in the City of Waltham.

Success Factors: Success will be measured by fully integrating a completed survey into the computerized Assessors records of every structure in Waltham. Information gathered will be readily available to all City Departments as well as the general public.

Budget: Total Budget is \$20,000. The City will hire a preservation professional with experience completing computerized survey's. The preservation professional position will be publicly advertised as per specifications of the MHC. Most of the costs will be soft costs. Hard costs would be a small portion to cover reproduction and computer hardware.

Other Funding: We have been requested by MHC to apply for a \$10,000 Survey and Planning Grant. Matching money of \$10,000 from CPC would complete a dollar for dollar match if awarded.

ADDITIONAL INFORMATION

ATTACHMENT A

**FISCAL YEAR 2011
SURVEY AND PLANNING GRANT - FULL APPLICATION**

**COVER SHEET FOR APPLICATION PROPOSAL
DEADLINE - MONDAY, FEBRUARY 7, 2011**

1. Project Title: City of Waltham Survey
2. Project Type: Survey & Planning Project
3. Community/Communities: Waltham
4. Local Project Coordinator: Arthur Bennett

Address: 110 Cushing Street
Waltham, MA 02453

Phone: O - 781-899-2778; C - 617-435-7766

Fax: 781-899-2778

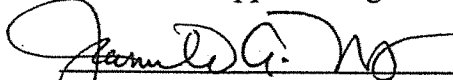
E-mail: artbennett70@hotmail.com

5. Amount of Funding Requested: \$ 10,000
Local Share: \$ 10,000
Total Project Cost: \$ 20,000

6. Attachments: (Please check as completed)

<input checked="" type="checkbox"/> Work Program	<input checked="" type="checkbox"/> Matching Share Information (Attachment C)
<input checked="" type="checkbox"/> Narrative Statement	<input checked="" type="checkbox"/> Assurances (Attachment B)
<input checked="" type="checkbox"/> Budget (Attachment D)	<input checked="" type="checkbox"/> Debarment Certification (Attachment E)
	<input checked="" type="checkbox"/> Local Historical Commission Comment (If Applicable)

7. Authorized Applicant Signature:


(Signature)

Jeannette A. McCarthy
(Name -- please print)

Mayor
(Title)

2/3/11
(Date)

ATTACHMENT B

ASSURANCES

In consideration of and for the purpose of obtaining a grant from the Department of the Interior, National Park Service, through the Massachusetts Historical Commission, _____ (hereinafter called "Applicant-Recipient") hereby agrees that it will comply with the following:

- A. Grants will be administered in conformance with all applicable federal and state laws, regulations, policies, requirements and guidelines, including OMB Circular A-102 revised (43 CFR 12), policies and procedures of the Historic Preservation Grant-in-Aid Program, and civil rights (Title VI of 1964 Civil Rights Act); non-discrimination on the basis of handicap (Sec. 506 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990); age (the Age Discrimination Act of 1975); equal employment opportunity and labor law requirements of federal grants;
- B. All procurement actions will be conducted in a manner that provides for maximum open and free competition in compliance with federal and state requirements, including OMB Circular A-102 revised (43 CFR 12);
- C. Adequate financial resources will be available for performance (including necessary experience, organization, technical qualifications and facilities) to complete the proposed project or a firm commitment, arrangement or ability to obtain such will be made;
- D. All costs charged to the grant project will be in payment of an approved budget item during the project period and conform to the cost principles of OMB Circular A-87;
- E. An adequate financial management system (and audit procedure when deemed applicable) will be maintained which provides efficient and effective accountability and control of all property, funds and assets. Subgrantees which are state or local governments must comply with the Single Audit Act of OMB Circular A-133; Subgrantees which are non-profit organizations or universities must comply with OMB Circular A-110 outlining audit requirements for non-profit and educational institutions.
- F. Matching share will not consist of funds from the Federal Government under another assistance agreement unless authorized;
- G. Applicant-Recipient will comply with required completion schedule for the project.

The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall reserve the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees; the person or persons whose signature appears below (is) are authorized to sign this Assurance on behalf of the Applicant-Recipient.

DATED _____

Waltham Historical Commission
APPLICANT-RECIPIENT

BY (Chairman of Board of Selectmen, Mayor or Other Elected Official)

Jannet G. McCall MAYOR 12/15/10

ORIGINAL will be released when full grant application package is completed

ATTACHMENT C

MATCHING SHARE INFORMATION

1. Cash

Donor: Community Preservation Committee

Source: Community Preservation Committee

Amount: \$10,000

2. In-Kind Services (if applicable)

Donor: _____

Source: _____

Amount: \$ _____

I certify that the matching share identified above is available and will be allocated to the survey and planning project called:

City of Waltham Survey
(Name of Project)

Jeannette A. McCarthy
(Signature)

Jeannette A. McCarthy
(Name -- please print)

Mayor 2/3/11
(Title) (Date)

Subject to Funding by
Waltham City Council

WORK PROGRAM CITY OF WALTHAM SURVEY

Project Objectives

The purpose of this project will be to undertake an intense level of citywide survey of architectural resources in the City of Waltham. This project is structured to provide professional architectural resource survey expertise to the community. Specific project goals are as follows:

1. To conduct a citywide survey to assess and document approximately 100-125 selected architectural resources, following the Massachusetts Historical Commission (MHC) survey standards and methodology.
2. To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey.
3. To identify to MHC a list of individual properties and/or districts recommended for nomination to the National Register of Historic Places.

Methodology

The Analytical Framework:

The City of Waltham Survey (COWS) project will incorporate MHC criteria and methodology, to current standards. Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's Standards and Guidelines for Identification (1983). The COWS will therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the City of Waltham.

Phase Meetings:

This project consists of four phases. Project personnel, both the consultant and the local project coordinator, will meet with MHC staff at MHC offices in Boston to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase are described below.

The Inventory:

The COWS will consider the full range of architectural resources in terms of period theme, property type, architectural form and style, and geographic distribution. The COWS will consider all periods of architectural and historic development from the period of first colonial European presence to circa 1960. Significant themes of historical and architectural development will be identified, and resources will be related to these themes.

The COWS will identify buildings and structures that are architecturally and historically significant in the history and development of the community. The Survey will include both representative and outstanding examples of the building forms, types and styles present in the City of Waltham.

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts (1992) and Survey Technical bulletin #1 (1993), and Interim Survey Guidelines (March 1999 et seq.) and MHC Interim Guidelines for Inventory Form Photographs (2006), as well as Secretary of the Interior's Standards and Guidelines for Identification (1983). The work to be carried out during each phase, and the products due at the end of each phase, are described on the following pages.

Scope of Work

Phase I (4 weeks)

Tasks:

- Meet with the local project coordinator, the Waltham Historical Commission (WHC) and MHC staff to discuss the scope and inventory methodology of the project and to assess the available documentary materials (WHC files, collections and existing research, maps local histories, etc.).
- Meet with Mayor's Office, Assessor's Office, Building Department and IT Department.
- Select maps, including a working map and large-scale base map, to identify inventoried areas and properties.
- Review existing inventory forms on file at MHC.
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for selecting properties to be extensively researched in the survey.

Products:

- Working maps and large scale base map(s) to be used to identify inventories properties.
- Methodology statement, specifying:
 1. Survey Objectives;
 2. Criteria for selecting properties for survey;
 3. Procedures to be followed in the survey and forms of products to be created;
 4. Expectations about the kind, location and character of the historic properties to be recorded;
 5. An assessment of existing documentation;
 6. A brief description of the amount and kinds of information to be gathered about the properties;
 7. Identify where integrating historic resources into existing IT system;
 8. Bibliography.

Phase I will be completed by October 3, 2011

Phase II (7 weeks)

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections.
- Apply selection criteria and prepare list of specific properties to be reviewed (if applicable) and surveyed.
- Complete representative draft inventory forms (both hard and electronic) for different property types.
- Meet with WHC and MHC staffs to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address;
- Representative draft inventory forms

Phase II will be completed by November 21, 2011

Phase III (19 weeks)

Tasks:

- Conduct intensive research of properties selected for inventory.
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources.
- Prepare draft list of all areas and resources recommended for National Register nomination.
- Prepare inventory forms with photographs and sketch maps (forms for any surveyed properties listed in the State Register of Historic Places will be marked at top front with appropriate designation code and date).
- Submit hard copy and electronic draft inventory forms, draft National Register contexts, and National Register recommendations to MHC and WHC for review and comment (comments will be incorporated during Phase IV).
- Develop lettering and numbering system for inventoried properties in consultation with WHC, MHC survey and MACRIS staff.
- Present data to respective neighborhood/community organizations.

Products:

- Unnumbered inventory forms for approximately 100 properties with photographs and sketch maps for all areas, buildings, sites, structures, and park/landscapes;
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination;

- Excel spread sheet of 100-125 properties.

Phase III will be completed by April 4, 2012

Phase IV (6 weeks)

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Complete National Register Criteria Statement forms to be attached to appropriate inventory forms.
- Prepare base maps identifying inventoried properties.
- Prepare street index of inventoried areas and properties.
- Prepare Excel spreadsheet of all inventoried areas and properties.

Products:

- Numbered MHC inventory forms for approximately 100 properties (two sets with original photographic prints: one for MHC and one for WHC). Inventory forms will be printed on 24lb. bond paper of at least 25% cotton fiber content. Photographs will be 3-1/2" X 5-1/2" or 4" X 6", using either true black and white film prints or digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75 year permanence rating.
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for WHC).
- Survey Final Report (four paginated, unbound copies, two for the MHC and 2 for the WHC) which will include the following sections:
 1. Abstract;
 2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from expectations;
 3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties will follow, arranged alphabetically by street name. The property name (if any) and inventory number will also be included on this list;
 4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places;
 5. Further study recommendations;
 6. Bibliography.

****The survey Final Report will identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.**

Phase IV will be completed and submitted to the MHC and WHC by May 16, 2012.

NARRATIVE STATEMENT

The purpose of this project is to undertake an intensive level citywide survey of architectural and social resources in the City of Waltham. The project is structured to provide professional architectural and social resource survey expertise to the City of Waltham. Specific project goals are: to conduct a citywide survey to assess and document selected City architectural resources following Massachusetts Historical Commission (MHC) survey standards and methodology, to identify in the survey, and submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places. Funding from the MHC is necessary to update and expand the coverage of the local survey to meet current documentation standards and preservation planning needs.

Several surveys were conducted in the 1970's through the mid 1980's. It has been 25 years since anything has been done to update the City of Waltham's survey inventory. Hundreds of properties in the present inventory and newly identified properties need to be documented. Several structures in our survey inventory have been demolished and need to be revised as such. Revisiting and updating these inventories to extend the period, thematic and geographic coverage, and to bring them to current survey standards is recognized as a high priority by both the City of Waltham and MHC. Waltham has passed a Demolition Delay Ordinance (2008) that has been administered by the Waltham Historical Commission (WHC). An upgraded survey is necessary to fairly apply the ordinance's criteria to properly deem an historic property preferably preserved.

The Massachusetts Historical Preservation Plan identifies "...updating and expanding the coverage of local surveys to meet current documentation standards and preservation planning needs..." as a priority. The WHC wants to develop priorities for updating the existing documentation of the City's local inventory to meet current standards, expand these inventories and integrate the new completed survey with the City of Waltham's computerized property inventory of the City Assessor and Building Departments. The citywide survey will focus on the themes of industrial resources, urban neighborhoods, historic church and parish complexes, outbuildings (such as barns) and subdivision development in the early to mid 20th century. A historic data document file would be added to each address that would be identified and documented from previous surveys and the present proposed and identified properties.

Two areas of the City of Waltham with properties that are most in the need of survey and documentation are the South Side, and the Main Street/Moody Street corridors. These districts are in the downtown area and are currently the focus of an intensive revitalization and redevelopment effort. Documentation of the rich architectural resources in these areas would encourage and promote preservation and restoration of resources as an alternative to demolition.

Waltham also has a number of subdivisions, (most notably and earliest Ellison Park,) that converted farmland to housing in the first half of the 20th Century. Additionally

outbuildings, particularly barns, are disappearing at an alarming rate and need to be inventoried. The WHC would also like to propose that the National Register listed Waltham Watch Factory, currently a Federal and State Tax Rehabilitation Project, be upgraded to National Historic Landmark status.

The advance in technology in the 25 years since the last survey was taken dictates that the Waltham Historical Commission updates and expands its inventory of historic resources to the computerized world we now administer. Integration of the completed survey into the City of Waltham's data base of the built environment will enable the WHC to administer the Demolition Delay Ordinance and provide historic documentary information to the general public. Access to information would be completely available to the public via the City of Waltham computerized system. MHC would be provided with an excel spreadsheet disc of information to integrate with their IT system.

The City of Waltham is in the process of completing a Master Plan that will recognize the importance of historic preservation of Waltham's rich architectural and social history. The survey grant, if awarded, would fund a necessary upgrade of our historical inventory and would involve the identification, evaluation, and protection of National Register-eligible resources. Completion of the survey would lead to the WHC effort to develop a comprehensive preservation plan that would be integrated into the City of Waltham's master plan. This would ensure that preservation goals and priorities are integrated into the planning efforts over the next five years and beyond. The results of this intensive survey will be used by the general public through its incorporation into the City's master plan.

This project will strengthen the City of Waltham's past, current and future preservation efforts. The WHC will be better able to administer the Demolition Delay Ordinance already established and will actively try to establish Local Historic Districts and Architectural Preservation Districts with the City of Waltham. A Survey and Planning Grant will enhance Waltham's historic preservation efforts in every part of the City and will benefit the public in general by helping to restore and preserve the diverse architectural and social history of the City.

ATTACHEMENT D

BUDGET

	MATCHING (LOCAL) SHARE	FEDERAL SHARE	TOTAL
1.a Personnel - In-Kind (paid) Title/Function Annual Salary % Time to Project			
2. Consultant Services Title/Function Rate per Hour # of Hours <u>or</u> Total Dollars Estimated	\$10,000	\$10,000	\$20,000
3. Travel - Rate per Mile _____ # Miles _____			
4. Supplies - (list each item or category)			
5. Other			
TOTAL PROJECT COST	\$10,000	\$10,000	\$20,000

ATTACHMENT E

**Certification Regarding
Debarment, Suspension, Ineligibility and
Voluntary Exclusion**

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, **Debarment and Suspension**, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

TO BEST OF MY KNOWLEDGE

Jannette A. McCarthy Jannette A. McCarthy
Name and Title of Authorized Representative
Mayor

Signature

2/3/11
Date

DI-1954

(9/88)