## **APPENDIX**

TOWN OF WAREHAM

IN BOARD OF SELECTMEN

#### ORDER OF TAKING

At a meeting of the Board of Selectmen of the Town of Wareham held at the Town Hall on December 28, 1967, all the members being present, it was unanimously

VOTED: that whereas the voters of the Town of
Wareham duly assembled at a special town meeting on June 19, 1967,
a quorum being present, did vote by 292 in favor and two (2)
against, under Article 2 of the Warrant, that the Town of Wareham
acquire and take by purchase, eminent domain, or otherwise,
certain land in said Wareham, hereinafter described, for school
purposes, and appropriated a sum of money for this purpose;
that the following order of taking be adopted.

Selectmen of the Town of Wareham, duly qualified and acting as such, acting under and by virtue of the power and authority of the General Laws of the Commonwealth of Massachusetts, and every other power and authority in any way as hereto enabling, do hereby take in fee for school purposes, the land in that part of Wareham, known as South Wareham, lying on the Southerly side of Main Street and the Northerly side of the New York, New Haven & Hartford Railroad Co. containing 20.68 acres and being shown as lots 1001 and 1005 on Assessors' Plat 82, and being more

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particularly bounded and described as follows:

Beginning at the Mortheasterly corner of the lot to be described at the Northwesterly corner of land of John W. Rhodes, Jr. and Harriett L. Rhodes, in the Southerly sideline of Main Street:

thence Northwesterly in the Southerly sideline of Main Street, One thousand four hundred ninety-five and no/100 (1495.0) feet, more or less, to Station Street;

thence Southwesterly in the Easterly sideline of Station Street, One hundred fifty and no/100 (150.0) feet, more or less; thence Southeasterly by land conveyed to G. F. Anderson, One hundred and no/100 (100.0) feet, more or less;

thence Southwesterly by land conveyed to G. F. Anderson, One hundred and no/100 (100.0) feet, more or less;

thence Northwesterly by land conveyed to G. F. Anderson and Sarah Ryder, One hundred and no/100 (100.0) feet, more or tess; thence Southwesterly in the Easterly sideline of Station Street, Eighty and no/100 (80.0) feet, more or less, to the New York, New Haven & Hartford Railroad Co.;

thence Southeasterly by the New York, New Haven & Hartford Railroad Co., One thousand six hundred fifty-five and no/100 (1655.0) feet, more or least

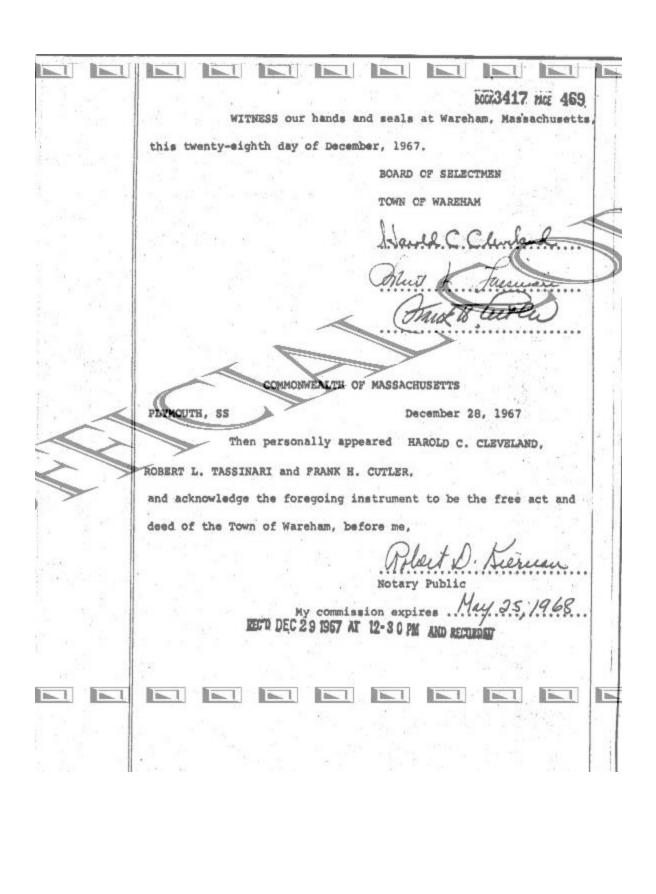
thence Northeasterly in line of land of John W. Rhodes, Jr. and Harriett L. Rhodes, Seven hundred seventy-nine and no/100 (779.0) feet, more or less, to the point of beginning.

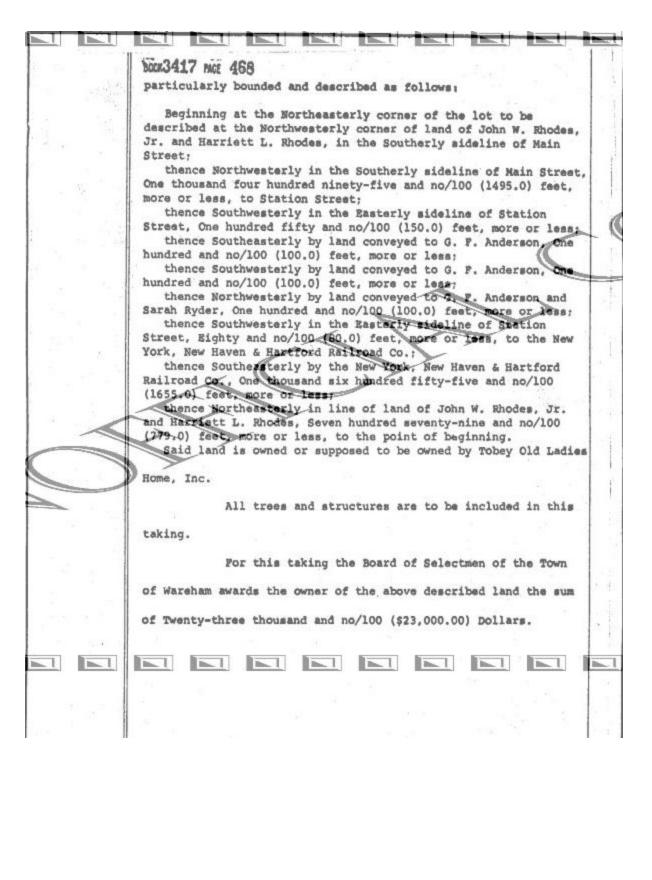
Said land is owned or supposed to be owned by Tobey Old Ladies

Home, Inc.

All trees and structures are to be included in this taking.

For this taking the Board of Selectmen of the Town of Wareham awards the owner of the above described land the sum of Twenty-three thousand and no/100 (\$23,000.00) Dollars.







MODULE 3.1.3 Existing Decas Elementary School Existing Floor Plans - First Floor Gr. K,-2, 577 Students Full Renovation 76,095 SF



#### 963 CMR 2.00: SCHOOL BUILDING GRANT PROGRAM

#### Section

- 2.01: Authority, Applicability, Scope and Purpose
- 2.02: Definitions
- 2.03: General Requirements
- 2.04: General Site and School Construction Standards
- 2.05: Site Standards
- 2.06: Educational Program Space Standards
- 2.07: Cost Standards
- 2.08: Reconstruction, Renovation, and Repair Projects
- 2.09: Statement of Interest Process
- 2.10: Application and Approval Procedures
- 2.11: Owner's Project Manager
- 2.12: Designer Services
- 2.13: Design and Review Process
- 2.14: Total Facilities Grant Awards
- 2.15: Payment Requirements and Procedures
- 2.16: Audit Procedures
- 2.17: Minimum Spending Requirements for Building Maintenance
- 2.18: Grant Percentage Formula
- 2.19: Program Integrity
- 2.20: Waivers
- 2.21: Closing Schools

## 2.01: Authority, Applicability, Scope and Purpose

- (1) 963 CMR 2.00 is promulgated by the Massachusetts School Building Authority (MSBA) established by M.G.L. c. 70B pursuant to rule-making authority conferred by M.G.L. c. 70B and St. 2004, c. 208 for the implementation of that statute and the school building grant program it establishes, all is consistent with M.G.L. c. 30 and 30A.
- (2) The provisions of 963 CMR 2.00 shall apply to all cities, towns, regional school districts, and independent agricultural and technical schools, and all projects for which an Eligible Applicant is seeking and/or receiving funds for a portion of a municipally-owned or regionally-owned school facility from the Authority pursuant to M.G.L. c. 70B.
- (3) Except with respect to the express provisions of 963 CMR 2.00 or as otherwise provided by law, including St. 2004, c. 208, all school projects previously awarded school building assistance grants by the Massachusetts Department of Education or grandfathered under the provisions of St. 2004, c. 208, § 45 shall continue to be governed by the provisions of 603 CMR 38.00 and Massachusetts Department of Education policies, guidelines, and practices and any amendments, clarifications, interpretations, policies or guidelines related to said 603 CMR 38.00 developed or implemented by the Authority.
- (4) No city, town, regional school district, or independent agricultural and technical school shall have any entitlement to funds under M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- (5) 963 CMR 2.00 sets forth the Authority's authority and responsibilities to achieve the effective planning, management and financial sustainability of a program to provide partial funding for the construction, renovation or repair of municipally or regionally owned school facilities and sets forth the requirements which shall be met, the standards which shall be applied, and the procedures which shall be followed in the application for and the awarding of Authority school building funds. The Authority may issue supplemental policies, rules, guidelines, guidance documents and/or administrative procedures to assist in the implementation and administration of M.G.L. c. 70B and 963 CMR 2.00.

#### 2.01: continued

- (6) Cities, towns, regional school districts, and independent agricultural and technical schools are responsible for the administration and success of a project, and the provision of technical advice, guidance, approvals, or funds, if any, by the Authority shall not in any way be construed, interpreted or deemed to imply that the Authority shall have any responsibility for the administration or success of the project. Although cities, towns, regional school districts, and independent agricultural and technical schools are encouraged to seek the advice and opinion of the Authority on issues that may arise regarding the project, advice provided by the Authority shall not transfer the responsibility for final decisions from cities, towns, regional school districts, and independent agricultural and technical schools to the Authority, nor render the Authority responsible for any such advice.
- (7) Total Facilities Grants awarded by the Authority pursuant to M.G.L. c. 70B and 963 CMR 2.00, if any, shall be used in conformance with M.G.L. c. 70B, St. 2004, c. 208, 963 CMR 2.00, the provisions of the Project Funding Agreement and any other documents, contracts, forms, statements, certifications or other documents required by the Authority, to achieve the grant objectives and to ensure that the purposes set forth in M.G.L. c. 70B and 963 CMR 2.00 are fully executed.
- (8) The Authority shall not distribute any grant amounts in excess of the limitations established in M.G.L. c. 70B, § 7.

# 2.02: Definitions

As used in 963 CMR 2.00, the following terms shall have the meanings set forth in M.G.L. c. 70B:

Alternatives to Construction

**Total Facilities Grant** 

For the purposes of 963 CMR 2.00, the following terms shall have the meaning set forth, unless the context clearly requires otherwise:

Application means a series of documents, forms, letters, statements, certifications, plans, studies, drawings, and other data and information required by the Authority to be submitted within the deadlines and in the format prescribed by the Authority. The Application may include, but not necessarily be limited to, at the discretion of the Authority, Initial Compliance Certification, Design and Educational Program, Budget Statement for Educational Objectives, Educational Facility Master Plan, Facilities Assessment, Feasibility Study, Project Scope and Budget Agreement, copies of the vote of the Board of the Authority, copies of the certified local approval in the format prescribed by the Authority, an executed Project Funding Agreement, and any other documents, forms, letters, statements, certifications, plans, studies, drawings, data or other information as required by the Authority.

<u>Approved Project</u> means a Proposed Project for a municipally- or regionally-owned school facility that has submitted a Statement of Interest to the Authority and has completed all phases of the Application process to the satisfaction of the Authority, in the sole discretion of the Authority, including:

- (a) a vote of the Board of the Authority, as authorized by the Authority's by-laws, for project approval;
- (b) properly certified local vote(s) for the Proposed Project in the format prescribed by the Authority; and
- (c) an executed Project Funding Agreement between the Eligible Applicant and the Authority. No Proposed Project shall be considered an Approved Project prior to a vote of the Board of the Authority for project approval, as authorized by the Authority's by-laws, receipt by the Authority of a properly certified local vote(s) for the Proposed Project in the format prescribed by the Authority, and the execution of a Project Funding Agreement between the Eligible Applicant and the Authority. The authorization of an Approved Project may be rescinded by the Authority in accordance with 963 CMR 2.00 and M.G.L. c. 70B.

<u>Assisted Facility</u> means a school facility that has received or is receiving any portion of a Total Facilities Grant pursuant to M.G.L. c. 70B, St. 1948, c. 645, or St. 2004, chs. 208 and 210.

<u>Audit</u> means an examination by the Authority and/or its designee of Audit Materials as shall be submitted in a form or manner as prescribed by the Authority to determine the eligible, Approved Project cost pursuant to the "MSBA Audit Guidelines", M.G.L. c. 70B and 963 CMR 2.00.

<u>Audit Materials</u> means all papers, invoices, votes, contracts, agreements, change orders, progress reports, purchase orders, on-site observation of construction materials and methods, financing information, bonding schedules and other documents related to an Approved Project and any other documents or information that may be requested or required by the Authority.

<u>Authority</u> means the Massachusetts School Building Authority, established by M.G.L. c. 70B and St. 2004, c. 208, and, where the context requires, the Authority's officers and staff exercising functions and powers.

Board means the Board of Directors of the Massachusetts School Building Authority.

Budget Statement for Educational Objectives means the statement, in a format prescribed by the Authority, that shall include, but not be limited to, the following: as described in the Design and Educational Program, a summary of the Eligible Applicant's curriculum goals for the district and the Proposed Project, school and grade configuration policies, class size policies, teaching philosophy and methods, curriculum delivery goals, a detailed description of program activities in order to determine functional need and ultimately the design of the building, a detailed listing of all sources and uses of operation and capital funds used for the delivery of education by the Eligible Applicant in the current Fiscal Year and for the previous three Fiscal Years, and a three-year projection for the projected sources and uses of funds related to the operating budget and capital budget for the proposed educational program.

Design and Educational Program means a numerical and written description of a specific educational program for a specified number of students over a specified period of time, in a format prescribed by the Authority, together with an itemization of spaces needed to support the educational program, complete to the degree that a designer may use it as the basic document from which to create the design of a school facility. A Design and Educational Program shall include, but not be limited to, the instructional programs, grade configuration, type of facility, the spatial relationships for the functions housed at the facility, the number of students, a list of any specialized classrooms or major support areas, non-instructional support areas, or external activity spaces, gross and net square footage of any affected existing facility, the overall security and security measures taken to safeguard the facility and its occupants, the school administrative organization, the hours of operation that include the instructional day, extracurricular activities, and any public access or community use. The Design and Educational Program shall begin with a thorough, in-depth explanation of curriculum goals and instructional activities that occur within the learning environment. The Design and Educational Program shall comply with the applicable law and applicable Massachusetts Department of Education regulations including but not limited to, regulations relative to curriculum, program, student learning time and length of school year. A Design and Educational Program shall include an itemization of each functional space and determination of square footage allocations to determine total building square footage and establish a realistic construction budget, as determined by the Authority.

<u>Eligible Applicant</u> means the chief executive official where prescribed by statute or charter of the city, town, regional school district or independent agricultural and technical school or, where the context requires, the chief executive officer's agent or staff, or a local official as submitted by the city, town, regional school district or independent agricultural and technical school and approved by the Authority.

<u>Enrollment Projection</u> means the enrollment projection developed by the Authority using the Authority's enrollment projection model and shall not include incoming school choice students.

#### 2.02: continued

<u>Fiscal Year</u> means the year beginning July  $1^{st}$  and ending the following June  $30^{th}$ , unless otherwise determined by the Authority.

<u>Green Schools Guidelines</u> means the document developed and updated by the Authority establishing, in collaboration with the Massachusetts Technology Collaborative, the criteria that shall provide the basis for the allocation of Energy Efficiency incentive percentage points described in 963 CMR 2.18.

Initial Compliance Certification means the statement by which the Eligible Applicant certifies to the Authority that the Eligible Applicant has met or will meet the General Requirements of 963 CMR 2.00, that shall include, but not be limited to, the following: that the Eligible Applicant has provided the Authority with all Audit Materials for any Assisted Facility requested by the Authority; that the Eligible Applicant has expended the minimum maintenance expenditure requirements pursuant to M.G.L. c. 70B, § 8; that the Eligible Applicant is current on any payments which it may owe the Authority; that the Proposed Project is not due to the negligence or lack of maintenance of the Eligible Applicant; that the Eligible Applicant shall use all standard forms, standard format for local votes or approvals, standard contract documents, standard contract language established by the Authority; that the Eligible Applicant agrees to the provisions of M.G.L. c. 70B, § 9(a); and, that the Eligible Applicant shall comply and submit to the Authority any other certifications, statements, or forms which the Authority may develop.

MSBA Audit Guidelines means the document developed and updated by the Authority outlining the Audit policies and procedures of the Authority.

MSBA Educational Program Space Standards and Guidelines means the document developed by the Authority that contains an itemized listing of educational spaces and square footages that comprise a model program for an elementary school, middle school and high school, or other grade configurations developed by the Authority, based upon varying levels of enrollment as determined by the Authority. The gross square footages are inclusive of all spaces to be designed in an Approved Project.

Project Documents means the agreements, contracts, and other documents, including, but not limited to, the owner-contractor agreement, advertisements, instructions to bidders, bidding documents, requests for qualifications, contract forms, conditions of the contract, specifications, drawings, all addenda issued prior to execution of a contract, and other documents listed in any such agreement and modifications issued after execution of a contract, executed by and between an Eligible Applicant, the designer, the contractor, the sub-contractors, or any other parties that set forth the terms, conditions, requirements, and specifications for the design and construction of the Approved Project. The Project Documents shall also at all times include a current construction schedule, a current total project budget, and a current cash flow projection. In the case of Construction Manager at Risk projects, documents shall include, but not be limited to, requests for proposals, proposals, evaluation of said proposals, and the Construction Manager at Risk contract including the guaranteed maximum price amendment.

<u>Project Funding Agreement</u> means the contract, in the format prescribed by the Authority, between the Eligible Applicant and the Authority governing the relationship between the Eligible Applicant and the Authority during the process from design through construction and completion of an Approved Project. The Project Funding Agreement shall include but not be limited to, a description of project scope, the total project budget, the Total Facilities Grant, timeline for design, construction and completion of an Approved Project, requirements for requesting and receiving reimbursement from the Authority, and other certifications and documents as required by the Authority.

<u>Progress Payments</u> means the process by which an Eligible Applicant, for an Approved Project, after executing a Project Funding Agreement, shall on a monthly basis or at such other times as may be required by the Authority, submit to the Authority project invoices, payment warrants, cancelled checks or other documentation as required by the Authority, that detail the project costs that have been incurred by the Eligible Applicant on standard request for reimbursement forms as prescribed by the Authority. The Authority may review properly submitted forms and reimburse the Eligible Applicant for the amount approved by the Authority within 15 days, less any adjustments made by the Authority through the Audit process. The Authority reserves the right to adjust any current or subsequent request for reimbursement to account for ineligible costs or other adjustments as determined by the Authority.

<u>Proposed Project</u> means any project for a municipally or regionally owned or leased school facility proposed by an Eligible Applicant, but not yet approved by the Authority, including, but not limited to, construction of a new school facility, addition to an existing school facility, renovation or refurbishment of an existing school facility, repair or replacement of any eligible part of a school facility.

Statement of Interest means the document developed and updated by the Authority, used by an Eligible Applicant to submit to the Authority what the Eligible Applicant believes are the deficiencies in the Eligible Applicant's respective school facilities that meet one or more of the statutory priorities set forth in M.G.L. c. 70B, § 8. A Statement of Interest shall be approved by a vote of the applicable local governing body or bodies as set forth in the Statement of Interest and in a form prescribed by the Authority. Said Statement of Interest shall be accompanied by such additional forms, documents, and information as the Authority shall deem necessary to review the Statement. The submission of a Statement of Interest to the Authority shall not commit the Authority to accept any Application materials, approve an Application, or provide a grant or any other type of funding, or place any other obligation or requirement upon the Authority.

### 2.03: General Requirements

- (1) To achieve the effective planning, management and financial sustainability of a program to partially fund the construction, renovation, addition or repair of municipally or regionally owned school facilities located in cities, towns and regional school districts, the Authority hereby sets forth the minimum requirements which shall be met, the standards which shall be applied, and the procedures which shall be followed in the application for, and awarding of, Authority school building grants. Any project must meet the criteria set forth for projects pursuant to M.G.L. c. 70B including, but not necessarily limited to, M.G.L. c. 70B, §§ 6(a)(1) through (6), (8) and 9(a).
- (2) The Eligible Applicant shall certify for any project for which a Total Facilities Grant is sought from the Authority, that the Authority's Initial Compliance Certification requirements have been or will be met, including, but not limited to the following:
  - (a) The Eligible Applicant shall certify to the Authority that the Authority's interests in partially funding a municipally or regionally owned public school construction project will be safeguarded.
  - (b) Any project for the construction of a new school facility, or for the addition to or renovation of an existing school facility for which an Eligible Applicant is seeking partial funding from the Authority shall have an anticipated useful life of at least 50 years as a public school in the Eligible Applicant's school district.
  - (c) The Eligible Applicant has submitted all Audit Materials that have been requested by the Authority or are otherwise due to the Authority, has a signed Project Funding Agreement for any other Assisted Facility or Approved Project as requested by the Authority, that the Eligible Applicant is current on any payments which it may owe to the Authority and that the Eligible Applicant has submitted all documentation or information required or requested by the Authority.
  - (d) The Eligible Applicant is not submitting a Statement of Interest or an Application that is a result of lack of maintenance or negligence caused by the Eligible Applicant.

- (e) All projects shall be designed to minimize vandalism, and materials and furnishings shall be selected to minimize vandalism.
- (f) All projects shall provide for equality of educational opportunity without discrimination on account of sex, race, color, religion, sexual orientation or national origin, and shall meet the requirements of M.G.L. c. 76, § 5 and 603 CMR 26.00 and 603 CMR 38.00.
- (g) All projects shall comply with all applicable provisions of federal, state, and local law relative to the accessibility of programs and facilities to persons with disabilities.
- (h) All projects shall have undergone review, in accordance with applicable state law and regulations, to the extent applicable to the project, by the Massachusetts Historical Commission, the Massachusetts Commission Against Discrimination, the Secretary of Environmental Affairs, the Architectural Access Board, and any other department or agency of the Commonwealth required by law to review such projects. The Eligible Applicant shall provide to the Authority written documentation of the reviews conducted herein in such detail and in such format as the Authority shall require.
- (i) All projects shall have undergone review, in accordance with applicable federal, state and local or district charters, by-laws, ordinances or regulations, including conservation, fire prevention, water, sewer or building code requirements. The Eligible Applicant shall provide to the Authority written documentation of the reviews conducted herein in such detail and in such format as the Authority shall require.
- (j) All Eligible Applicants shall demonstrate that they have identified any collaborative programs in the school district not currently housed in public school facilities, and have reviewed any such programs to determine if students in such programs can be better served by the project.
- (k) All Eligible Applicants shall acknowledge and assume responsibility for the administration and success of an Approved Project. The provision of technical advice, guidance, approvals, or funds, if any, by the Authority shall not in any way be construed, interpreted or deemed to imply that the Authority shall have any responsibility for the administration or success of the Approved Project.
- (1) All Eligible Applicants shall certify that Total Facilities Grants awarded by the Authority pursuant to M.G.L. c. 70B and 963 CMR 2.00, if any, shall be used in conformance with M.G.L. c. 70B and St. 2004, c. 208, the provisions of the Project Funding Agreement and any other documents, contracts, forms, statements, certifications or other documents required by the Authority, to achieve the grant objectives and to insure that the purposes set forth in M.G.L. c. 70B and 963 CMR 2.00 are fully executed.
- (m) All Eligible Applicants shall submit documentation supporting the anticipated impact on operating costs of implementing the project in such detail and format as required by the Authority, including but not limited to, an estimate of the costs of additional maintenance spending required of the Eligible Applicant, the costs of additional instructional or support staff spending, additional utility costs, the costs of additional transportation, if any, and the estimated revenue, if any, from the sale or lease of any school facility decommissioned as a result of implementing the project.
- (n) All Eligible Applicants shall use the standard forms, standard format for local votes or approvals, standard contracts, standard clauses for contracts, and any other standard forms, contracts or other language as developed by the Authority.
- (o) The Eligible Applicant shall certify to the Authority, in a format and manner prescribed by the Authority, that the Eligible Applicant, or his designee who will be in charge of procurement for a project as approved by the Authority, is designated as a Massachusetts Certified Public Purchasing Official for Design and Construction Contracting in the Massachusetts Certified Public Purchasing Official Program as administered by the Inspector General of the Commonwealth of Massachusetts.
- (p) All Eligible Applicants shall ensure that procurements and contracts shall be procured using applicable state procurement and public contract laws.
- (q) All Eligible Applicants shall ensure that any parties procured and contracted by them to perform work on an Approved Project are in compliance with M.G.L. c. 268A, whenever applicable.

#### 2.04: General Site and School Construction Standards

The Eligible Applicant shall make all reasonable efforts to ensure that an Approved Project, including those for the expansion or renovation of an existing building, meet all applicable federal, state, local and regional building code requirements. It shall be the responsibility of the Eligible Applicant to ensure compliance with all such building code requirements, and the Authority shall bear no responsibility for an Eligible Applicant's failure to comply with said requirements.

### (1) Design and Construction Standards: General.

- (a) Projects shall reflect cost-effective design, material, and finish decisions consistent with good architecture and engineering practice, high quality construction, and the requirements of the Authority.
- (b) To the extent possible, projects shall reflect attention to current and future-oriented technological practices for students, faculty, and school staff.
- (c) The Authority prohibits an Eligible Applicant from utilizing chlorofluorocarbon-based (CFC) refrigerants in any new system for building heating, ventilating, air conditioning, or refrigeration.
- (d) All new construction and reconstruction projects shall meet applicable local ordinances for recycling space and provide space within the building that is dedicated to the separation, collection, and storage of materials for recycling, including, at a minimum, paper (white ledger and mixed), cardboard, glass, plastics, aluminum cans, and metals.
- (e) Construction of new school facilities shall, whenever possible, be oriented on the site in order for the building to maximize natural daylight for classroom spaces.
- (f) The Authority may issue minimum and maximum guidelines and standards for the sustainability of Approved Projects, including school building design guidelines which provide guidelines for design, energy efficiency, materials, finishes, life cycle cost analysis, and systems selections.
- (g) Approved Projects shall have a project identification sign on the construction site during the period of construction. Said sign shall be at least four feet by eight feet in size, shall be visible from the primary roadway adjoining the site, and shall include the following: "This project funded in part by the Massachusetts School Building Authority."
- (h) On all Approved Projects involving the construction of a new school facility, the new school facility shall be designed and constructed to include:
  - 1. interior daylighting and views in classrooms by locating all classrooms identified in the approved Design and Educational Program on exterior walls, except computer rooms, music rooms, digital art rooms, technology rooms, small resource rooms, small laboratories, and other classrooms where daylighting and location on an exterior wall are not appropriate or necessary because of the nature of the classroom;
  - 2. a glazed area for each classroom identified in the approved Design and Educational Program that is determined to require daylighting pursuant to 963 CMR 2.04(1)(h)1., totaling not less than 5% of the net floor area of the classroom and which shall be located to provide outdoor views at both standing and sitting heights; and
  - 3. glare control devices, where applicable, to avoid high-contrast conditions that could impede visual tasks, but such glare control devices shall be constructed only when necessary and if the Designer has determined that glare control devices are the only way to prevent glare.
- (2) <u>Design and Construction Standards: Indoor Air Quality</u>. An Eligible Applicant shall make all reasonable efforts to ensure suitable indoor air quality in an Approved Project. Without regard to any other contract provisions, an Eligible Applicant shall meet the following indoor air quality requirements, to the extent that they apply to an Approved Project, as determined by the Authority.
  - (a) New heating, ventilating and air conditioning systems shall meet the minimum ventilation rate requirements of American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standard 62.1, Ventilation for Acceptable Indoor Air Quality, in effect at time of project approval.
  - (b) New heating, ventilating and air conditioning systems shall comply with ASHRAE standard 55 for thermal comfort within established ranges per climate zone, in effect at time of project approval, except that winter humidification and summer dehumidification shall not be required.

- (c) Eligible Applicants shall implement containment procedures for dusts, gases, fumes, and other pollutants created during construction of an Approved Project if the building is occupied by students, teachers or school department staff while such renovation and construction is occurring. Such containment procedures shall be consistent with the *IAQ Guidelines for Occupied Buildings Under Construction* published by the Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA), in effect at time of project approval. All bids and proposals received for an Approved Project shall include the cost of planning and execution of containment of construction/renovation pollutants consistent with such SMACNA guidelines.
- (d) On all Approved Projects involving the installation of new ductwork, HVAC supply and the return openings shall be sealed to protect them from dust infiltration during construction. Procedures shall be consistent with the *Duct Cleanliness for New Construction Guidelines* published by SMACNA, in effect at the time of project approval relative to advanced levels of cleanliness which provide in part that ductwork shall be sealed when transported to the construction site; ductwork shall be stored in clean, dry conditions and kept sealed while stored; internal surfaces of ductwork shall be wiped-down immediately prior to installation to remove dust; open ends on completed ductwork and overnight work-in-progress shall be sealed; and uninstalled ductwork shall be protected from construction dust using surface wrapping.
- (e) Filtration media in ventilation equipment shall be replaced with new media immediately prior to occupancy. Filtration media shall have a Minimum Efficiency Reporting Value (MERV) such that mold spores and similarly sized particles are excluded from supply air intakes.
- (f) In spaces where chemical use will occur, including housekeeping areas, chemical mixing areas, copying/print rooms, and vocational spaces, partitions shall extend from the top of finished floor to the underside of the floor or roof deck above and shall be provided with a dedicated outside exhaust at a rate of at least 0.50 cubic feet per minute per square foot, no air recirculation, and adequate make up air. These spaces shall have negative air pressure, providing an outside exhaust at a rate of at least 0.50 cubic feet per minute per square foot. The spaces shall maintain a negative pressure of at least 5 Pa (0.02 inches of water gauge) to a minimum of 1 Pa (0.004 inches of water) compared to their immediate environment, when their doors are closed.
- (g) Each new building entrance shall be provided with a two-part walk-off mat system to capture dirt, particulates and moisture. Part one of the system shall include a drop through mat within the vestibule. Part two shall include a walk-off mat in the entranceway of a minimum length of 15 feet. The Eligible Applicant shall not install drain pans or traps in the vestibule.
- (h) Electric ignitions shall be provided for all gas-fired equipment including water heaters, boilers, air-handling units, and cooking stoves.
- (i) Where feasible, outside air intake openings shall be located a minimum of 25 feet from any hazard or noxious contaminants such as chimneys, plumbing vents, cooling towers, streets, alleys, parking lots and loading docks. The distance between exhaust air or vent outlets and air intakes shall be the greater of 25 feet or the distance as determined by 780 CMR: *Massachusetts State Building Code*, in effect at the time of project approval. When locating an air intake within 25 feet of a contaminant source is unavoidable, such opening shall be a minimum of two feet below the contaminant source and ten feet horizontally from the nearest edge of the air intake to the nearest edge of the contaminant source. All intakes shall be six feet above landscaped grade including soil, lawn, shrubs, or any plant life within 1.5 feet horizontally of intake.
- (j) During construction of an Approved Project, building materials, especially gypsum wallboard, wood, porous insulation, paper, and fabric, shall be kept dry to prevent the growth of mold and bacteria. Stored materials shall be covered to prevent rain damage, and if resting on the ground, spacers shall be employed as necessary to allow air to circulate between the ground and the materials. Water damaged materials shall be dried within 24 hours. Materials that are damp or wet for more than 24 hours, except non-porous materials such as metal, shall be removed from the site. Materials showing signs of mold and mildew shall be immediately removed from the site and properly dispose of, including any with moisture stains. Moldy materials shall be replaced with new, undamaged materials.
- (k) Eligible Applicants shall furnish permanent signage on the school site discouraging the idling of vehicles beyond a period of five minutes, in accordance with the statute governing stopped motor vehicles, M.G.L. c. 90, § 16A.

# 2.05: Site Standards

- (1) The site of an Approved Project shall be owned by the city, town, regional school district, or independent agricultural and technical school, or be under control of the school district or Eligible Applicant pursuant to a lease which assures the school district or the Eligible Applicant exclusive jurisdiction and control of the land for the anticipated useful life of the Approved Project to be constructed thereon.
- (2) The site selected shall be chosen on the basis that it will meet the educational need, maximize the use of any available community resources, and minimize any possible adverse educational, environmental, social, or economic impact upon the community. Such adverse impact shall include, but not necessarily be limited to: the need to provide new sewers, roads, transportation facilities, water supply, water connections, and other public infrastructure to the site; existence of soil conditions or hazardous materials that may cause site development costs to be greatly increased; or curtailment of the approved educational program.
- (3) To the extent feasible, the site selected shall be proximate to other facilities such as libraries, museums, parks, natural resources, nature study areas, and businesses, which would enhance the proposed educational program.
- (4) The site shall be free from noxious pollution or contamination, and should be selected to avoid flood plain, wetlands or other environmentally sensitive areas. A new school site shall not be located within 1000 feet of an active landfill.
- (5) The site shall be located to serve efficiently and safely the school population it is intended to serve, and should be of sufficient size to accommodate the building and planned future additions thereto, outdoor educational program, parking areas, bus turnarounds, delivery areas, required setbacks and planned aesthetics.
- (6) Exterior grades shall slope away from the building and the building foundation to adequately drain away rain water, snow melt, and HVAC condensate and to prevent ponding, pooling or otherwise saturating the building envelope or foundation. Rain leaders, or downspouts, shall be directed to infiltration structures, on-site storage, rain gardens, or daylight, provided that surface drainage moves water well away from the building and does not result in unintended ponding or pooling.

## 2.06: Educational Program Space Standards

- (1) <u>General Provisions</u>. The approved Design and Educational Program and the Project Scope and Budget Agreement shall be the basis for the design of an Approved Project, and the Approved Project shall not diverge from said Project Scope and Budget Agreement without the prior written consent of the Authority.
- (2) Enrollment Projection. The Enrollment Projection, as determined by the Authority. An Eligible Applicant must submit to the Authority enrollment information and related documentation using the Authority's on-line enrollment projection system or as may otherwise be requested by the Authority. The Authority and the Eligible Applicant may have a Design Enrollment Conference to review the Enrollment Projection and discuss any supporting documentation that the Eligible Applicant may have provided. After the Design Enrollment Conference, if any, the Eligible Applicant shall sign an Enrollment Certification that documents the Enrollment Projection which shall be the basis for a potential project. No potential project shall progress though the Authority's capital pipeline process beyond this stage without the Eligible Applicant signing and submitting to the Authority the signed Enrollment Certification.
- (3) Prototypical Gross Square Foot Per Pupil Standards. The Authority may review the set of educational program space standards contained in the MSBA Educational Program Space Standards and Guidelines, which provide the basis for gross square foot per pupil allowances promulgated under 963 CMR 2.00. Pursuant to M.G.L. c. 70B, § 9(b), the MSBA Educational Program Space Standards and Guidelines may define prototype school design and space recommendations for each specified program activity eligible for funding from the Authority for new construction and said guidelines may also include space recommendations for reconstruction or renovations.

## (4) Per Student Space Allowance.

- (a) The Authority shall not authorize design plans that exceed gross square foot per student allocations based upon the Certified Design Enrollment of the Proposed Project and the limitations in gross square footage established in 963 CMR 2.06: *Tables 1, 2 and 3*, except as provided in 963 CMR 2.00. These standards are reflective of realistic, future-oriented, and contemporary educational program goals and are based on the summation of square foot allocations for each itemized educational space. The gross square footage per student allowances in 963 CMR 2.06(4) are based upon the *MSBA Educational Program Space Standards and Guidelines* which are based upon model educational programs for facilities of smaller and larger enrollments in order to develop a variable gross square foot per student allowance that accommodates the differing needs and economies of scale in facilities of smaller and larger enrollments.
- (b) The space standards contained in 963 CMR 2.00 and in the MSBA Educational Program Space Standards and Guidelines may not necessarily be applicable to reconstruction, renovation or repair projects. These standards and guidelines were developed by the Authority for determining maximum size and costs related to new construction and should not be used for assessing safety standards or educational adequacy of existing facilities that were constructed in accordance with the standards and guidelines that prevailed at the time of construction. The Authority shall consider Proposed Projects on a case-by-case basis and in some cases different square footages may be determined at the discretion of the Authority. (c) Grossing Factor. The Grossing Factor is the net-to-gross square footage ratio of a school facility. The Authority shall not approve a Total Facilities Grant for any proposed project that includes design plans for a new school facility that have a Grossing Factor that exceeds 1.50.

The following tables establish the limitations in gross square footage per student allowable for the corresponding enrollment for elementary schools, middle school and high schools.

Table 1: Gross Square Feet per Student – Elementary Schools

Projected Enrollment	GSF per Student		
Less than 300	180		
Between 300 and 309	180		
Between 310 and 319	179		
Between 320 and 329	178		
Between 330 and 339	177		
Between 340 and 349	175		
Between 350 and 359	174		
Between 360 and 369	173		
Between 370 and 379	172		
Between 380 and 389	171		
Between 390 and 399	170		
Between 400 and 409	168		
Between 410 and 419	167		
Between 420 and 429	166		
Between 430 and 439	165		
Between 440 and 449	164		

Projected Enrollment	GSF per Student		
Between 450 and 459	163		
Between 460 and 469	161		
Between 470 and 479	160		
Between 480 and 489	159		
Between 490 and 499	158		
Between 500 and 509	157		
Between 510 and 519	156		
Between 520 and 529	154		
Between 530 and 539	153		
Between 540 and 549	152		
Between 550 and 559	151		
Between 560 and 569	150		
Between 570 and 579	149		
Between 580 and 589	147		
Between 590 and 599	146		
600 and greater	145		

# 2.06: continued

Table 2: Gross Square Feet per Student – Middle and Junior High Schools

Projected Enrollment	GSF per Student
Less than 400	190
Between 400 and 409	190
Between 410 and 419	189
Between 420 and 429	188
Between 430 and 439	187
Between 440 and 449	187
Between 450 and 459	186
Between 460 and 469	185
Between 470 and 479	184
Between 480 and 489	183
Between 490 and 499	182
Between 500 and 509	181
Between 510 and 519	181
Between 520 and 529	180
Between 530 and 539	179
Between 540 and 549	178
Between 550 and 559	177
Between 560 and 569	176
Between 570 and 579	175

Projected Enrollment	GSF per Student		
Between 580 and 589	175		
Between 590 and 599	174		
Between 600 and 609	173		
Between 610 and 619	172		
Between 620 and 629	171		
Between 630 and 639	170		
Between 640 and 649	169		
Between 650 and 659	169		
Between 660 and 669	168		
Between 670 and 679	167		
Between 680 and 689	166		
Between 690 and 699	165		
Between 700 and 709	164		
Between 710 and 719	163		
Between 720 and 729	163		
Between 730 and 739	162		
Between 740 and 749	161		
750 and greater	160		

Table 3: Gross Square Feet per Student – Academic High Schools

		Maximum			Maximum
	GSF per	Grossing		GSF per	Grossing
<b>Projected Enrollment</b>	Student	Factor Limit	Projected Enrollment	Student	Factor Limit
11 ojecteu 2m omnem	to be	Tuctor Zimit	Trojected Emronner	Student	I detor Emile
Less than 600	determined	1.50	Between 1300 and 1319	175	1.44
Between 600 and 619	226	1.50	Between 1320 and 1339	174	1.44
Between 620 and 639	226	1.50	Between 1340 and 1359	173	1.43
Between 640 and 659	222	1.50	Between 1360 and 1379	172	1.43
Between 660 and 679	219	1.50	Between 1380 and 1399	171	1.42
Between 680 and 699	216	1.50	Between 1400 and 1419	171	1.42
Between 700 and 719	214	1.50	Between 1420 and 1439	170	1.42
Between 720 and 739	212	1.50	Between 1440 and 1459	169	1.41
Between 740 and 759	210	1.50	Between 1460 and 1479	167	1.41
Between 760 and 779	209	1.50	Between 1480 and 1499	166	1.40
Between 780 and 799	207	1.50	Between 1500 and 1519	165	1.40
Between 800 and 819	206	1.50	Between 1520 and 1539	165	1.40
Between 820 and 839	205	1.50	Between 1540 and 1559	165	1.40
Between 840 and 859	204	1.50	Between 1560 and 1579	164	1.40
Between 860 and 879	202	1.50	Between 1580 and 1599	163	1.40
Between 880 and 899	201	1.50	Between 1600 and 1619	162	1.40
Between 900 and 919	200	1.50	Between 1620 and 1639	162	1.40
Between 920 and 939	200	1.50	Between 1640 and 1659	162	1.40
Between 940 and 959	198	1.50	Between 1660 and 1679	162	1.40
Between 960 and 979	197	1.50	Between 1680 and 1699	162	1.40
Between 980 and 999	195	1.50	Between 1700 and 1719	161	1.40
Between 1000 and 1019	195	1.50	Between 1720 and 1739	160	1.40
Between 1020 and 1039	194	1.50	Between 1740 and 1759	160	1.40
Between 1040 and 1059	193	1.49	Between 1760 and 1779	160	1.40
Between 1060 and 1079	192	1.49	Between 1780 and 1799	160	1.40
Between 1080 and 1099	190	1.48	Between 1800 and 1819	160	1.40
Between 1100 and 1119	189	1.48	Between 1820 and 1839	160	1.40

	GSF per	Maximum Grossing		GSF per	Maximum Grossing
<b>Projected Enrollment</b>	Student	Factor Limit	<b>Projected Enrollment</b>	Student	Factor Limit
Between 1120 and 1139	188	1.48	Between 1840 and 1859	159	1.40
Between 1140 and 1159	186	1.47	Between 1860 and 1879	159	1.40
Between 1160 and 1179	185	1.47	Between 1880 and 1899	159	1.40
Between 1180 and 1199	183	1.46	Between 1900 and 1919	158	1.40
Between 1200 and 1219	182	1.46	Between 1920 and 1939	158	1.40
Between 1220 and 1239	181	1.46	Between 1940 and 1959	158	1.40
Between 1240 and 1259	180	1.45	Between 1960 and 1979	158	1.40
Between 1260 and 1279	178	1.45	Between 1980 and 1999	157	1.40
				to be	
Between 1280 and 1299	177	1.44	Greater than 2000	determined	1.40

- (5) <u>Vocational Technical Schools</u>. Vocational Technical Schools and the Vocational Educational Space components of Comprehensive High Schools shall not exceed 225 gross square feet per pupil and any additional programmatic requirements may be considered on a case-by-case basis by the Authority in conformity with M.G.L. c. 74 requirements and a comparison of existing school facilities with similar vocational program requirements.
- (6) (a) Special Education Spaces. Spaces for special education classes/programs may receive special consideration at the discretion of the Authority. The gross square feet per student defined in 963 CMR 2.06(6) includes a baseline assumption that 8% of the total planned enrollment will be enrolled in separate special education programs. Notwithstanding the gross square footage maximum standards established in 963 CMR 2.06(6), additional space consideration may be given, at the sole discretion of the Authority, if the Eligible Applicant documents and certifies to the Authority why there is a need to exceed the maximum gross square footage allowances.
  - (b) <u>Educational Collaborative Spaces</u>. The Authority may, in its sole discretion, consider spaces for special education services provided through Department of Elementary and Secondary Education (DESE) approved Educational Collaboratives to be included within Special Education. For the Authority to consider Collaborative Space, the Eligible Applicant must:
    - 1. have executed a formal written agreement to be a member of the collaborative or to receive services from a collaborative, prior to filing a Statement of Interest with the Authority; and
    - 2. certify that any space allowed by the Authority in a school facility for use by a Collaborative shall remain in use for the Collaborative for the useful life of the facility.
- (7) <u>Space Allowance by Program Activity</u>. The approved Design and Educational Program and Project Scope and Budget Agreement shall be within the limitations as set forth in 963 CMR 2.06: *Table 4*:

Table 4: Net Square Feet<sup>1</sup>

	Minimum	Maximum	
<b>Elementary School</b>			
Pre-kindergarten and Kindergarten	1,100	1,300	
(including self-contained lavatory)	1,100	1,300	
Core Classroom (grades 1-8)	900	1,000	
Junior High School/Middle School			
Core Classroom	850	950	
High School			
Core Classroom	850	950	

<sup>&</sup>lt;sup>1</sup> Measured from inside wall to inside wall.

#### 2.06: continued

For all other spaces, the MSBA Educational Program Space Standards and Guidelines shall be followed in planning school facilities. Said Guidelines may also provide school designers and school building committees with prototype building programs for elementary, middle, and high schools, and other grade configurations as determined by the Authority. The Eligible Applicant may make reasonable departures from the MSBA Educational Program Space Standards and Guidelines with a prior written determination of the Authority, at their sole discretion, that such departures are consistent with the intent of 963 CMR 2.00 to provide adequate, safe, cost effective and programmatically sound school facilities. The space standards set forth in 963 CMR 2.06(7): Table 4 and in the MSBA Educational Program Space Standards and Guidelines may not necessarily be applicable to reconstruction, renovation or repair projects. These standards and guidelines were developed by the Authority for determining maximum size and costs related to new construction and should not be used for assessing safety standards or educational adequacy of existing facilities that were constructed in accordance with the standards and guidelines that prevailed at the time of construction. The Authority shall consider Proposed Projects on a case-by-case basis and in some cases different square footages may be determined at the discretion of the Authority.

NON-TEXT PAGE

# 2.07: Cost Standards

- (1) The Authority shall develop construction and soft cost standards based upon the cost experience of recently completed and recently bid school projects, taking into account the cost effectiveness of design, construction and programming techniques utilized in such school projects. For the purposes of developing cost standards, the Authority shall, pursuant to M.G.L. c. 70B, § 9(b), develop cost standards for prototypical school components, as outlined in the MSBA Educational Program Space Standards and Guidelines.
- (2) The cost standards may be developed based on Massachusetts regional construction costs reflective of the geographic diversity of the Commonwealth.
- (3) A Proposed Project for which the estimated total budget is less than \$250,000, as determined by the Authority, shall not be eligible for approval by the Authority as an Approved Project and the Authority shall have no obligation to provide a review of a Statement of Interest or any Application materials for said Proposed Project and any Application materials submitted by the Eligible Applicant shall not warrant further consideration.
- (4) For the purposes of calculating a total project budget for an Approved Project which is new construction, cost standards developed pursuant to M.G.L. c. 70B, § 9(b), 963 CMR 2.00 and any other guidelines or policies of the Authority shall be applied to the Enrollment Projection, as determined by the Authority and the gross square footage per student, as defined by the Authority in 963 CMR 2.00. For an Approved Project which is a reconstruction, renovation, or repair project, the total project budget shall be calculated based on the approved scope of the project and cost factors, as determined by the Authority.
- (5) The Authority shall not reimburse an Eligible Applicant for eligible soft cost components that exceed, in the aggregate, 20% of total construction costs, as determined by the Authority. Said limit may be exceeded with the prior written approval of the Authority.
- drawings, conceptual drawings and models, mechanical, electrical, plumbing, fire protection, structural, site development, basic environmental permitting, graphics, lighting design, acoustics, data and communication, visits to the project construction site to administer the contract between the Eligible Applicant and the contractor at a minimum interval of at least weekly for the duration of the project, educational consultants, any specialty consultants for laboratory, library/media center and kitchen space, code consultants, accessibility, making design revisions required to contain costs within the approved project construction budget and other services established pursuant to the Authority's standard designer contract. Additional architectural services may include, but not be limited to: geotechnical consulting, asbestos consulting, wetlands flagging, and other additional services as determined by the Authority.
- (7) The provisions of 963 CMR 2.00 shall not preclude an Eligible Applicant from adding additional project elements to an Approved Project, in addition to the project scope defined in the Project Scope and Budget Agreement as approved by the Authority. Any and all costs related to said additional project elements, including but not limited to, the design, construction and implementation of said additional project elements, shall be the sole responsibly of the Eligible Applicant. Project elements that exceed or diverge from the project scope detailed in the Project Scope and Budget Agreement are categorically ineligible to receive funding from the Authority. The Eligible Applicant may retain such elements only by accepting sole financial responsibility for them in writing in a format prescribed by the Authority, prior to said Eligible Applicant including such elements in any designs.
- (8) When a facility is to be acquired as part of an Approved Project, the value of such facility to be acquired by an Eligible Applicant shall be determined by the Authority in accordance with the provisions of M.G.L. c. 30B on the basis of the reports of at least two appraisers registered with the Attorney General and retained by the Eligible Applicant. The final approved cost of combined facility acquisition, renovation and conversion work shall not exceed the equivalent costs in new construction, as determined by the Authority.

#### 2.08: Reconstruction, Renovation and Repair Projects

- (1) Reconstruction, renovation and repair projects may be considered by the Authority pursuant to the Application process promulgated in 963 CMR 2.00.
- (2) Any Approved Project for the reconstruction, renovation, or repair of an existing school facility shall be subject to a determination by the Authority that such reconstruction, renovation or repair has a life-cycle cost analysis that demonstrates the cost-effectiveness and useful life of said reconstruction, renovation or repair.
- (3) The space standards contained in 963 CMR 2.00 and in the MSBA Educational Program Space Standards and Guidelines may not necessarily be applicable to reconstruction, renovation or repair projects. These standards and guidelines were developed by the Authority for determining maximum size and costs related to new construction and should not be used for assessing safety standards or educational adequacy of existing facilities that were constructed in accordance with the standards and guidelines that prevailed at the time of construction. The Authority shall consider proposed reconstruction, renovation and repair projects on a case-bycase basis and in some cases different square footage calculations may be determined at the discretion Authority.

## 2.09: Statement of Interest Process

- (1) To be considered by the Authority in any Fiscal Year for approval of a Proposed Project for a Total Facilities Grant, an Eligible Applicant shall submit a Statement of Interest to the Authority by no later than July 31<sup>st</sup> of the Fiscal Year in which approval is being sought, unless otherwise agreed in writing by the Authority prior to said July 31<sup>st</sup> date or unless the Eligible Applicant has submitted an Emergency Statement of Interest pursuant to 963 CMR 2.09(6). Any Statement of Interest which is received after July 31<sup>st</sup> or is not completed to the satisfaction of the Authority may be considered by the Authority in a subsequent Fiscal Year. The submission of a Statement of Interest in no way commits the Authority to accept any Application materials, approve an Application, provide a grant or any other type of funding, or places any other obligation or requirement upon the Authority. The Authority expects that the Statement of Interest can be completed at no cost to the Eligible Applicant, and any costs incurred by an Eligible Applicant in connection with considering, completing and/or submitting a Statement of Interest to the Authority shall not be eligible for reimbursement by the Authority and shall be borne solely by the Eligible Applicant. Design documents, plans, schematics or drawings will not be accepted by the Authority with any Statement of Interest submission to the Authority.
- (2) No Statement of Interest shall be considered by the Authority unless said Statement of Interest has been submitted in compliance with the provisions stated in the statement of interest, including an approval by a vote of the appropriate governing bodies of the Eligible Applicant, which in the case of a regional school district shall be the regional school committee.
- (3) The Authority shall review Statements of Interest pursuant to the priority criteria established by M.G.L. c. 70B, including but not limited to M.G.L. c. 70B, §§ 6, 8, and 9(a). The Authority shall review all properly submitted Statements of Interest in the context of the Authority's Enrollment Projections for the Eligible Applicant, general building condition data collected by the Authority and any other information or data as the Authority may deem to be necessary for review. The Authority shall notify an Eligible Applicant if the Authority determines that the Statement of Interest has not met the criteria established in M.G.L. c. 70B, §§ 6, 8, and 9(a).
- (4) If the Authority determines that the Statement of Interest and any associated material merit further consideration, the Authority may, in its sole discretion, invite the Eligible Applicant to apply to the Authority for a school facilities grant to meet a portion of the cost of a school project. A city, town, regional school district or independent agricultural and technical school shall have no entitlement to any funds from the Authority. If the Authority determines, in its sole discretion, that a Statement of Interest does not merit further consideration by the Authority, the Eligible Applicant shall not be eligible to apply to the Authority for a Proposed Project related to said Statement of Interest in that Fiscal Year.

(5) No Statement of Interest shall be considered by the Authority for the purposes of student overcrowding if the Authority determines, in its sole discretion, that such overcrowding is the result of district student assignment policies which created such overcrowding or district operational budget constraints which caused the vacancy of classrooms or the overcrowding of classrooms due to personnel reductions.

# (6) Emergency Statement of Interest Process.

- (a) If a school facility, that has been in regular use as a school facility, has been damaged or destroyed by reason of fire, flood, explosion, earth movement, extreme weather conditions, or other unforeseen, extreme facility failure ("Emergency Condition"), such that all or a substantial part of the school facility that is used for educational purposes has been declared unsafe and unfit for student occupancy by the appropriate governmental agency, but excluding any such conditions attributable to neglect or lack of maintenance, the Authority may accept an Emergency Statement of Interest from an Eligible Applicant subject to the following conditions:
  - 1. The Authority is a payor of last resort in the event of an Emergency Condition described herein. If, at any time, the Authority determines, in its sole discretion, that insurance proceeds, damages, awards, payments, grants or donations recovered by a city, town, regional school district, or independent agricultural and technical school ("District"), or which the District is eligible to recover, from insurers, responsible parties or any other funding sources for the repair, reconstruction or replacement of a school facility damaged or destroyed by an Emergency Condition meet or exceed the estimated costs of replacing, reconstructing, or repairing the school facility such that the educational and instructional program is restored to that which existed prior to the Emergency Condition, the Authority shall have no obligation to accept an Emergency Statement of Interest or to take any further action to advance an Emergency Statement of Interest that has been submitted, unless otherwise agreed by the Authority in writing. Any Proposed Project that is initiated by the submission of an Emergency Statement of Interest shall only be eligible for reimbursement of project costs, in accordance with the provisions of M.G.L. c. 70B, and 963 CMR 2.00 et seq., that the Authority determines are necessary to replace, reconstruct or repair a school facility so that the educational and instructional program is restored to the condition that existed prior to the Emergency Condition. Any additional improvements that the Authority determines exceed those necessary to restore the educational and instructional program to that which existed prior to the Emergency Condition shall be considered only as part of a Statement of Interest submitted under 963 CMR 2.09(1), unless otherwise agreed by the Authority in writing. The confirmation of an Emergency Condition by the Authority as described in 963 CMR 2.09(6), the submission of an Emergency Statement of Interest to the Authority, the acceptance of an Emergency Statement of Interest by the Authority, and/or the inspection or investigation of an Emergency Condition, shall in no way commit the Authority to accept any Application materials, approve an Application, provide a grant or any other type of funding, or place any other obligation or requirement upon the Authority. A District shall have no entitlement to any funds from the Authority.
  - 3. An Eligible Applicant who has reason to believe that a potential Emergency Condition exists in a school facility shall as soon as practicable, but in no event later than three business days after such Emergency Condition becomes known to the Eligible Applicant, notify the Authority in writing of the potential Emergency Condition and shall as soon as practicable thereafter provide the Authority with any and all information that the Authority may request in its evaluation of the potential Emergency Condition.
  - 4. By no later than ten calendar days after the potential Emergency Condition becomes known to the Eligible Applicant, the Eligible Applicant may submit a written request to the Authority for confirmation of the potential Emergency Condition. The written request shall include: a detailed description of the events resulting in the potential Emergency Condition, evidence sufficient to show that an authorized public safety official has declared the school facility unsafe and unfit for student occupancy; a certification by a professional engineer, or other appropriate licensed professional, that the school facility is unsafe and unfit for student occupancy; a statement describing the educational impact and hardship caused to the District by the potential Emergency Condition; and a summary of the steps that the District has taken to accommodate the

- students displaced by the potential Emergency Condition. Upon receipt of the District's written request, the Authority may assign one or more representatives to inspect and investigate the potential Emergency Condition, to evaluate the damage, and to meet with local officials.
- 5. The Eligible Applicant shall give the Authority a reasonable opportunity to inspect and investigate the potential Emergency Condition. To the extent possible, the Eligible Applicant shall give the Authority prior written notice of any demolition activity and shall allow the Authority to inspect and investigate the potential Emergency Condition prior to any demolition.
- 6. The Eligible Applicant shall cooperate with the Authority in its inspection and investigation of the potential Emergency Condition. The Eligible Applicant shall allow the Authority to have access to the affected school facility, police and fire reports, all correspondence, reports and other documents received from or sent to the District's insurers, and all other documentation that the Authority may request. The Eligible Applicant shall promptly submit to the Authority any documentation or information requested by the Authority, including, but not limited to, any certifications, statements, forms, or applications that the Authority may require.
- 7. After the Authority has had a reasonable opportunity to inspect and investigate the potential Emergency Condition and after the Authority has received all documentation, information, certifications, statements, applications, reports, and forms that it has requested, the Authority shall determine, in its sole discretion, whether an Emergency Condition exists.
- 8. If the Authority has confirmed in writing that an Emergency Condition exists, the Eligible Applicant may, at the direction of the Authority, submit an Emergency Statement of Interest to the Authority in such format as the Authority may develop no later than 30 calendar days after such confirmation by the Authority. The Authority shall not accept an Emergency Statement of Interest unless the Authority has confirmed the existence of an Emergency Condition.
- 9. The Authority may take whatever action it deems reasonable and necessary, in its sole discretion, to expedite the processing of an Emergency Statement of Interest but, except as otherwise provided in 963 CMR 2.09(6)9., an Emergency Statement of Interest shall be processed and considered in accordance with the provisions of M.G.L. c. 70B, and 963 CMR 2.00 *et seq*.
- (b) <u>Emergency Stabilization</u>. As a further condition of the Authority's acceptance of an Emergency Statement of Interest, when a potential Emergency Condition arises, the Eligible Applicant shall forthwith undertake whatever actions are reasonable and necessary to alleviate the potential Emergency Condition, to mitigate the damage or harm to the school facility and to the educational and instructional program, to prevent further damage, harm or deterioration, to make the school facility safe and fit for student occupancy, in whole or in part, and to restore the educational and instructional program, to the extent possible. The Eligible Applicant shall be required to demonstrate to the Authority's satisfaction that it has undertaken, and will continue to undertake, the Emergency Stabilization measures required. Costs incurred for Emergency Stabilization shall be the sole responsibility of the Eligible Applicant and shall not be eligible for reimbursement from the Authority.
- (c) Eligible Applicant's Duty to Exhaust Alternative Sources of Funding. In the event of an Emergency Condition, the Authority shall be a payor of last resort. To be eligible for a school facilities grant on account of an Emergency Condition, an Eligible Applicant shall have a continuing duty to demonstrate to the Authority's satisfaction that it is using its best efforts to file, perfect, advance, prosecute and, if necessary, litigate any claims that it may have against any responsible insurer, any responsible party, and/or any other available source of funding, and to recover the maximum amount of insurance proceeds, damages, or other payments that are available to be applied against the cost of replacement, reconstruction, or repair of the affected school facility. Any costs incurred by an Eligible Applicant in filing, perfecting, prosecuting, advancing or litigating any claims or in fulfilling any requirements imposed by 963 CMR 2.09(6) shall be the sole responsibility of the Eligible Applicant and shall not be eligible for reimbursement from the Authority.

- 1. <u>Insurance Claims</u>. For purposes of 963 CMR 2.00 only, if an Emergency Condition is or may be covered by an insurance policy either carried by the District and/or on which the District is an additional insured party, the Eligible Applicant shall use its best efforts to file, perfect, prosecute, advance and, if necessary, litigate its claims under any applicable insurance policies; to fulfill any obligations or conditions imposed by the insurer under any applicable insurance policies, and to recover the maximum amount of proceeds available under the applicable policies.
- 2. Responsible Parties. For purposes of 963 CMR 2.00 only, the Eligible Applicant shall use its best efforts to identify any additional parties, including but not limited to independent contractors, subcontractors, manufacturers, vendors or individuals, who may be responsible for the Emergency Condition. The Eligible Applicant shall use its best efforts to give notice to any such potentially responsible parties and their insurers; to give any such responsible parties and their insurers a reasonable opportunity to inspect and investigate the Emergency Condition; and to file, perfect, prosecute, advance and, if necessary, litigate its claims against any such responsible parties. 963 CMR 2.09(6)(c)2. shall also apply to claims under product and service warranties, contracts, indemnification agreements and any other potential sources of recovery.
- (d) Application of Insurance Proceeds, Damages Awards, Grants, Donations, and Other Payments. In the event that an Emergency Statement of Interest results in an Approved Project, if an Eligible Applicant recovers, has recovered, or was eligible to recover any insurance proceeds, damages, awards, payments, grants or donations from insurers, responsible parties or any other funding sources related to the Emergency Condition, other than funding from the Authority, that can be applied to the costs of replacing, reconstructing, refurbishing or repairing the affected school facility, all such proceeds, damages, awards, payments, grants, and/or donations shall be used solely for that purpose. If the total amount of said proceeds, damages, awards, payments, grants and/or donations meet or exceed the total eligible costs of an Approved Project, as determined by the Authority, the Authority shall be reimbursed for its share of the amount of total eligible costs and any excess amounts shall be retained by the Eligible Applicant. If the total amount of proceeds, damages, awards, payments, grants and/or donations are less than the total amount of eligible costs, as determined by the Authority, then such amounts shall be deducted from said total amount of eligible costs and the remaining amount of eligible costs shall be apportioned according to the applicable reimbursement rate as determined by the Authority.
- <u>Insurance for School Facilities</u>. In order to be eligible for a school building grant initiated by an Emergency Statement of Interest, each city, town, regional school district and independent agricultural and technical school shall obtain and maintain, at its sole expense, an insurance policy providing coverages, standard extensions of coverage and optional extensions of coverage as needed to insure against damage, destruction or loss of its school facilities, including both real property and personal property within school facilities, resulting from accident, equipment breakdown, fire, flood, earth movement, lightning, aircraft, explosion, riot, civil commotion, smoke, vehicles, wind or hail, malicious mischief, leakage or accidental discharge from fire protection systems, collapse, terrorism and any other perils commonly insured against in such types and in such amounts as are sufficient to cover the replacement cost for repair, replacement or reconstruction of school facilities as well as the replacement cost of personal property contained in school facilities. The insurance policy shall also contain, at a minimum such coverages, standard extensions of coverage and optional extensions of coverage as are sufficient to cover demolition costs, operation of building laws, increased construction cost, extra expense during a period of restoration, debris removal and relocation costs related to a covered loss. A city, town, regional school district or independent agricultural and technical school shall make the certificate of insurance evidencing the insurance coverage for school facilities that is required by 963 CMR 2.09(6) available to the Authority upon request.
- (f) Maintenance of Smoke and Fire Alarm Systems and Fire Suppression Systems. In order to be eligible for a school building grant initiated by an Emergency Statement of Interest, each city, town, regional school district and independent agricultural and technical school shall establish and fund by sufficient appropriation a maintenance program to maintain and keep in good repair existing smoke and fire alarm systems and existing fire suppression systems in school facilities.

# 2.10: Application and Approval Procedures

The Authority shall not accept any complete Application prior to July 1, 2007.

# (1) Application Approval.

- (a) The Authority shall approve Applications in accordance with 963 CMR 2.00, the priority criteria established in M.G. L. c. 70B, including but not limited to, M.G.L. c. 70B, §§ 6, 8, and 9(a), and other policies, requirements and guidelines as the Authority may determine are necessary for the approval of a Proposed Project. The Authority may rescind approval of an Approved Project at any time, and collect any funds it has paid an Eligible Applicant if the Eligible Applicant, or his agent, does not comply with the statutes, regulations, guidelines and/or policies of the Authority.
- (b) The Authority shall not accept an Application or approve funding for any Proposed Project from an Eligible Applicant that, in the reasonable judgment of the Authority, is the result of negligence or a lack of routine maintenance.

## (2) <u>Initial Compliance Certification Process</u>.

- (a) The Authority shall not consider an Application if an Initial Compliance Certification has not been properly submitted to the Authority by the Eligible Applicant in the format developed by the Authority. The Eligible Applicant shall certify in the Initial Compliance Certification current and future compliance with the provisions of the rules, regulations, policies and procedures of the Authority.
- (b) Any Eligible Applicant seeking funding from the Authority which has, prior to submitting any part of an Application to the Authority, sold, leased or otherwise removed from service any schoolhouse operated by said Eligible Applicant shall be eligible for such grant only if the Authority determines that the grant is not for the purpose of replacing a schoolhouse sold, leased, or otherwise removed from service in the past ten years or that the need for the Proposed Project covered by the grant could not have reasonably been anticipated at the time that such schoolhouse was sold, leased, or otherwise removed from service pursuant to M.G.L. c. 70B, § 15 (c).
- (c) Pursuant to M.G.L. c. 70B, § 8, the Authority shall not approve any Proposed Project for any school district that fails to spend in the year preceding the year of application at least 50% of the sum of said school district's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses, and extraordinary maintenance allotment as defined in M.G.L. c.70, for said purposes. From Fiscal Year 1999 forward, no school district shall be given approval for a Proposed Project nor receive any funding from the Authority unless said district has spent at least 50% of the sum of said district's calculated foundation budget amounts in each of the Fiscal Years including and succeeding Fiscal Year 1999.

# (3) School Building Committee.

- (a) The Eligible Applicant shall formulate a school building committee for the purpose of generally monitoring the Application process and to advise the Eligible Applicant during the construction of an Approved Project.
- (b) he school building committee shall be formed in accordance with the provisions of the Eligible Applicant's local charter and/or by-laws and it is recommended that the city, town, regional school district, or independent agricultural and technical school make a reasonable effort to include one or more of the following individuals: the local chief executive officer of the Eligible Applicant, or, in the case of a town whose local chief executive officer is a multi-party body, said body may elect one of its members to serve on the school building committee; the town administrator, town manager, or city manager, where applicable; at least one member of the school committee, as required by M.G.L. c. 71, § 68; the superintendent of schools; the local official responsible for building maintenance; a representative of the office or body authorized by law to construct school buildings in that city, town or regional school district, or for that independent agricultural and technical school; the school principal from the subject school; a member who has knowledge of the educational mission and function of the facility; a local budget official or member of the local finance committee; members of the community with architecture, engineering and/or construction experience to provide advice relative to the effect of the Proposed Project on the community and to examine building design and construction in terms of its constructability.

- (c) The Authority may hold "best practices" information sessions at varying geographic locations in the Commonwealth for the purposes of keeping school building committees up to date on regulatory and policy activities of the Authority.
- (d) The Eligible Applicant shall submit to the Authority for its approval, a written statement describing the composition of the school building committee and the role of the school building committee in monitoring the Application process and advising the Eligible Applicant during the construction of the Approved Project. The written statement shall be in a format prescribed by the Authority.
- (e) The Authority shall approve the composition and role of the school building committee which approval shall not be unreasonably withheld. The Authority's approval will be based on several factors, including, but not limited to:
  - 1. past performance of the school building committee, the building committee, whether temporary or permanent, or any other committee responsible for the oversight, management, or administration of the construction of public buildings, the composition of the school building committee and qualifications of its individual members, the powers and duties of the school building committee; and the school building committee's procedures for conducting its meetings; and
  - 2. the extent to which there is representation of the municipal government, school district personnel with management, educational and maintenance expertise, and representation of members of the local community with design and construction experience.

After the approval of the school building committee by the Authority, if any, the Eligible Applicant shall notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee. The Eligible Applicant shall make a reasonable effort to ensure the continuity of membership of the school building committee throughout the life of an Approved Project.

### (4) Design and Educational Program and Budget Statement for Educational Objectives.

- (a) If the Authority determines that the Proposed Project has been deemed to merit further consideration, the Authority may require that an Eligible Applicant submit, in the format prescribed by the Authority, a Design and Educational Program, and a Budget Statement for Educational Objectives. The Eligible Applicant shall outline the specific educational program goals for a Proposed Project and how the Eligible Applicant proposes to align those goals with the operating budget for the District and Proposed Project.
- (b) The following spaces shall be categorically ineligible for Authority funding: swimming pools, skating rinks, field houses (only to the same extent as gymnasia), district administrative office space, indoor tennis courts, and other spaces which may be determined ineligible by the Authority.
- (c) The Design and Educational Program shall be subject to the approval of the Authority. The Authority may provide, when in the discretion of the Authority it is necessary, technical assistance to the Eligible Applicant with the development of Design and Educational Program elements. The Authority shall review the Budget Statement for Educational Objectives in the context of the Design and Educational Program, and the Authority may consult the Division of Local Services at the Massachusetts Department of Revenue. The Authority may require that the Eligible Applicant make changes, adjustments or modifications to the Design and Educational Program or the Budget Statement for Educational Objectives in order to receive approval from the Authority.
- (d) After approval of the Design and Educational Program by the Authority, the Eligible Applicant shall certify to the Authority, in the manner prescribed by the Authority, that the local school committee has voted to approve the Design and Educational Program and the Budget Statement for Educational Objectives in a manner prescribed by the Authority and provide the Authority with a copy of the local school committee vote.

# (5) Educational Facilities Master Plan.

(a) An Eligible Applicant shall have a current educational facilities master plan that includes both a long term and a short term plan for facilities and an updated building inventory, in accordance with the Educational Facility Master Plan Guidelines established by the Authority.

(b) If the Authority determines that a Proposed Project deems to merit further consideration, the Authority may require that an Eligible Applicant submit an educational facilities master plan, as defined and in the format prescribed by the Authority.

#### (6) Facilities Assessment.

- (a) The Authority may determine that a Facilities Assessment is necessary to understand the extent of deficiencies outlined in the Statement of Interest. The Authority, in cooperation with the Eligible Applicant, may conduct a Facilities Assessment of the facility addressed in the Statement of Interest or any facilities relevant to the facility addressed in the Statement of Interest, as determined by the Authority.
- (b) The Facilities Assessment, if any, shall be conducted by the Authority in a format and manner prescribed by the Authority and the Authority shall pay for the costs of conducting such Facilities Assessment, provided that the Eligible Applicant fully cooperates with the Authority in conducting such Facilities Assessment. The Eligible Applicant shall provide complete access to its school facilities for purposes of conducting a Facilities Assessment. In the event that the Eligible Applicant does not cooperate with the Authority in conducting a Facilities Assessment, which, in the reasonable judgment of the Authority results in a delay of the Facilities Assessment or a delay in the Application process, the Authority may decline further consideration of the Eligible Applicant's Application, require that the Eligible Applicant pay for all or a portion of said Assessment, and/or deduct a portion or all of the cost of the Facilities Assessment from any Total Facilities Grant for which the Eligible Applicant may receive approval from the Authority or from any other funds provided to the Eligible Applicant from the Authority.
- (c) The Facilities Assessment shall include an assessment of the Eligible Applicant's maintenance process and a review of the maintenance practices and procedures in place at the school and district level. Such maintenance review shall be conducted in a format and manner prescribed by the Authority and the information collected at this time shall be used as part of the assessment of incentive percentage points for maintenance ratings, if any, that may be made available by the Authority to an Eligible Applicant pursuant to M.G.L c. 70B, § 10.
- (d) At the conclusion of such Assessment, the Authority may determine that the Application does not warrant further consideration at that time, pursuant to the priority criteria established in M.G.L. c. 70B, including but not limited to M.G.L. c. 70B, §§ 6, 8, and 9(a).
- (e) The Authority shall bear no responsibility for a decision not to undertake a Facilities Assessment or the results of any Facilities Assessment undertaken. In the event that the Authority decides to conduct a Facilities Assessment, the conducting of said Assessment shall in no way be construed, interpreted or deemed to imply any responsibility on the part of the Authority for the results of said Assessment, nor shall the Authority assume any duty or responsibility with respect to the maintenance, renovation, repair, or construction of any school facility that may be assessed.

### (7) <u>Pre-study Review Meeting</u>.

- (a) If an Eligible Applicant has properly submitted the:
  - 1. Statement of Interest;
  - 2. the Initial Compliance Certification;
  - 3. the Design and Educational Program;
  - 4. the Budget Statement for Educational Objectives;
  - 5. a copy of the educational facilities master plan; and
  - 6. any other materials which the Authority may require

and a Facilities Assessment by the Authority has been completed, if applicable, the Authority and the Eligible Applicant shall meet jointly to discuss the facility deficiencies as identified by the Eligible Applicant in the Statement of Interest and to discuss any further action in which the Authority may participate. The Eligible Applicant, or his agent, shall invite members of the public to attend said meeting and said meeting shall be at a location and in a format determined by the Authority, however, the provisions of M.G.L. c. 30A, § 11A½ and M.G.L. c. 39, § 23b shall not apply. The Pre-study Review Meeting may be attended by representatives of the Eligible Applicant including, but not limited to: one or more representatives of the school committee, one or more members of the building committee, where applicable, a representative of the office or body authorized by law to

- construct school buildings in that city, town or regional school district, or for the independent agricultural and technical school, the superintendent of schools or his designee, other local officials or representatives at the discretion of the Authority.
- (b) After the Pre-study Review Meeting, the Authority may determine that the Application does not warrant further consideration at that time, pursuant to the priority criteria established in M.G.L. c. 70B, including but not limited to M.G.L. c. 70B, §§ 6, 8, and 9(a).
- (c) If the Authority determines that a Pre-study Review Meeting has been held to the Authority's satisfaction and the Authority determines that the Application warrants further consideration, the Authority may require that a Feasibility Study be conducted.

# (8) Feasibility Study.

- (a) The Authority may determine that a Feasibility Study is necessary to understand the extent of deficiencies identified in the Statement of Interest or the Facilities Assessment, if one was performed, and to begin to explore the formulation of a solution to those deficiencies as outlined in the Eligible Applicant's Statement of Interest. The Authority may require the Eligible Applicant to conduct a Feasibility Study of the facility addressed in the Statement of Interest and/or any other facilities relevant to the facility addressed in the Statement of Interest. The Design and Educational Program reviewed and approved by the Authority in the Pre-study Review Meeting shall, in part, provide the criteria for the scope of the Feasibility Study.
- The Feasibility Study shall be performed at a time and in a format and manner prescribed by the Authority and the Authority may reimburse the Eligible Applicant for a portion of the costs of conducting such Feasibility Study, provided that the Eligible Applicant fully cooperates with the Authority in conducting such Feasibility Study. Feasibility Studies conducted unilaterally by the Eligible Applicant, or without the prior written acknowledgement and concurrence of the Authority, or in a manner or format not acceptable to the Authority, or that, in the discretion of the Authority, do not contain the required information or were not conducted in a manner and format consistent with guidelines developed by the Authority, may, in the sole discretion of the Authority, be nonreimbursable and will be entirely at the expense of the Eligible Applicant and the results of any such Feasibility Study may not be accepted by the Authority, all in its sole discretion. The Eligible Applicant shall provide complete access to its school facilities for purposes of conducting a Feasibility Study. In the event that the Eligible Applicant does not cooperate with the Authority in conducting a Feasibility Study, which, in the reasonable judgment of the Authority results in a delay of the Feasibility Study or a delay in the application process, or conducts a Feasibility Study that is unacceptable to the Authority, the Authority may decline further consideration of the Eligible Applicant's Application, decline to reimburse the Eligible Applicant for any costs associated with the Feasibility Study and/or deduct a portion or all of the cost of the Feasibility Study from any Total Facilities Grant which the Eligible Applicant may receive approval from the Authority or from any other funds provided to the Eligible Applicant from the Authority. The Authority reserves the right to require an Eligible Applicant to revise a Feasibility Study, or conduct a new Feasibility Study.
- (c) The Eligible Applicant shall submit to the Authority progress reports, draft copies, documentation and/or other information on the Feasibility Study at predetermined benchmarks while said Study is being conducted.
- (d) The purpose of the Feasibility Study is to investigate potential options and solutions, including cost estimates in a format prescribed by the Authority, for the deficiencies and issues identified in the Facilities Assessment, if any assessment was performed, the Design and Educational Program, the Educational Facilities Master Plan, the Enrollment Projection, and in the properly submitted Statement of Interest by an Eligible Applicant. The Feasibility Study shall be conducted in accordance with the guidelines established by the Authority. Said guidelines may require Authority participation in the execution the Feasibility Study as well as include multiple steps requiring Authority approval at the conclusion of each step.
- (e) The Feasibility Study shall include, but not be limited to:
  - 1. an examination and identification of potential alternatives to construction or renovation of a facility whether or not such alternatives are eligible for Authority reimbursement;
  - 2. one of the alternatives shall be an analysis of a no-build or *status quo* option, to be used as a benchmark for comparative analysis of all other alternatives;

- 3. an analysis of school district student school assignment practices and an analysis of available space in other school facilities in the district;
- 4. the utilization of under-utilized or vacant facilities potentially available for the proposed use for the Proposed Project;
- 5. the lease, rental or acquisition of existing buildings that could be made available for school use pursuant to M.G.L. c. 70B, § 8;
- 6. the use of regionalizing or tuition agreements with adjacent school districts pursuant to M.G.L. c. 70B, § 8;
- 7. a detailed and itemized cost estimate for each alternative;
- 8. an evaluation of the environmental and cost impact of construction phasing on students and staff occupying a renovated building, and any relocation options or off-hour construction that may be required for each alternative;
- 9. an evaluation of the existing conditions at no more than three sites, unless otherwise determined by the Authority, that shall include, but not be limited to, a geotechnical evaluation and soils exploration, a Phase I Initial Site Investigation conforming to 310 CMR 40.00, performed by a licensed site professional.

Unless otherwise required by law or regulation, the Authority may require, at its sole discretion, subsequent environmental testing be performed at a site agreed upon by the Authority and the Eligible Applicant. Said subsequent environmental testing shall, when required or appropriate, include the regulatory authority or authorities having jurisdiction or be in accordance with the requirements of said appropriate regulatory authority or authorities.

- (f) The Feasibility Study shall include a review of the District's operational and capital budget and said review shall include, but not be limited to:
  - 1. a review and analysis of the Budget Statement for Educational Objectives;
  - 2. a review and analysis of the District's operating and capital budget;
  - 3. an analysis of the ability of the District to support the operating and capital costs of each alternative, including the increased costs of instructional, utilities, maintenance and transportation support and any debt service associated with each alternative, which may be in addition to costs already being incurred.

The Study shall include a plan for each alternative studied showing how the district intends to fund all costs associated with that alternative. Said review and analysis shall be in format determined by the Authority.

- (g) The Authority, in its sole discretion, may share in a portion of the costs associated with the Feasibility Study provided that the Eligible Applicant has cooperated in all aspects of the Study and the Application process. The Authority reserves the right to approve all costs associated with any Feasibility Study for which an Eligible Applicant is seeking reimbursement from the Authority and no Eligible Applicant shall enter into a contract for the provision of services related to the Feasibility Study without prior written approval from the Authority. The Eligible Applicant shall use the standard contracts developed by the Authority. In the event that the Authority decides to share in a portion of the costs associated with the Feasibility Study, the Authority shall calculate its share of approved costs of the Feasibility Study using the formula set forth in M.G.L. c. 70B, § 10(a), except that no incentive percentage points, as described in M.G.L. c. 70B, § 10(a)(C), shall be awarded in connection with the Feasibility Study.
- (h) In the event that the Authority determines there are extraordinary or non-customary costs that are not warranted, the Authority may require the Eligible Applicant to fund all said extraordinary or non-customary costs and the Authority may determine that all costs associated with the Feasibility Study are non-reimbursable and that the Eligible Applicant fund all costs associated with the Feasibility Study.
- (i) The Authority may require the Eligible Applicant to fully fund certain environmental or geotechnical site testing costs beyond initial investigatory costs.
- (j) The Eligible Applicant shall provide the Authority with the results of environmental assessment or assessments, if any, which the Eligible Applicant shall also make available for public review and shall provide a reasonable opportunity for public comment thereon. The Eligible Applicant shall submit to the Authority a summary of the public comments, in a format determined by the Authority, prior to the Project Scope and Budget Conference.

- (k) The Authority shall bear no responsibility for the results of any Feasibility Study, environmental assessment, geotechnical site testing, nor for any site remediation, clean-up or other site remediation services. By requiring an Eligible Applicant to undertake a Feasibility Study, the Authority is in no way assuming any duty to ensure that a site of a Project is not contaminated or environmentally unsafe. Nothing in 963 CMR 2.10(8) shall preclude an Eligible Applicant from holding public forums, meetings, or discussions regarding any elements of an application or project.
- (1) The final Feasibility Study Report shall be in the format prescribed by the Authority and shall include, but not be limited to, a detailed scope of the Proposed Project, architectural and site drawings as required to convey a successful organization of spaces that will satisfy the special and organizational requirements of the approved Design and Educational Program, a description of the major building construction systems which are proposed for the Proposed Project, a budget cost estimate using the Uniformat II Elemental Classification format (Level 3) in as much detail as determined by the Authority, a projected cash-flow, permitting requirements, a proposed project design and construction schedule including consideration of phasing of the Proposed Project, sustainable design goals including minimization of environmental and transportation impacts, and ways the Proposed Project can meet those goals, and elements of construction or demolition waste that would be recyclable.
- (m) At the conclusion of the Feasibility Study, the Authority may determine that the Application does not warrant further consideration at that time, pursuant to the priority criteria established in M.G.L. c. 70B, including but not limited to M.G.L. c. 70B, §§ 6, 8, and 9(a).
- (9) Project Scope and Budget Conference. After completion of a Facilities Assessment, if any, and Feasibility Study, if authorized and approved by the Authority, the Authority may invite the local chief executive officer, Chair and or members of the school committee, the Chair and or members of the school building committee, the superintendent of the Eligible Applicant's school district, a representative from the office or body that is authorized by law to construct a school building or undertake a school capital project in that city, town or regional school district, and other local officials as required by the Authority, to meet with authorized representatives of the Authority to discuss proposed solutions to the issues identified through the Statement of Interest, verified by the Facilities Assessment, if any, and analyzed in the Feasibility Study. The Eligible Applicant, or his agent, shall invite members of the public to attend said meeting and said meeting shall be at a location and in a format determined by the Authority, however, the provisions of M.G.L. c. 30A, § 11A½ and M.G.L. c. 39, § 23b shall not apply. No Proposed Project shall receive approval or funding from the Authority unless a Project Scope and Budget Conference is held to the reasonable satisfaction of the Authority, unless the Authority determines in writing that a Project Scope and Budget Conference is not required.

### (10) Project Scope and Budget Agreement.

- (a) A Project Scope and Budget Agreement, in the format and manner prescribed by the Authority, shall be executed by the Eligible Applicant and the Authority. Such Agreement shall include, but not be limited to:
  - 1. the Authority specifying the remaining actions to be taken by the Authority including the date of an upcoming Board vote on the Proposed Project as detailed in the Project Scope and Budget Agreement and the identification of an initial minimum and maximum potential reimbursement rate from the Authority based on the grant percentage formula established pursuant to M.G.L. c. 70B § 10;
  - 2. the Authority specifying the remaining actions to be taken by the Eligible Applicant, including but not limited to, confirmation of a date certain by which the Eligible Applicant shall receive the necessary local approvals for the Proposed Project;
  - 3. a detailed project scope, including the educational space requirements for the Proposed Project and the preliminary plans and specifications;
  - 4. an itemized total project budget for the Proposed Project which shall include a delineation of all costs, including but not limited to, a project construction budget;
  - 5. a projected cash flow;
  - 6. a detailed description of the site of Proposed Project;

- 7. a timeline for project phasing from design through construction document development up to the acceptance of project bids, which timeline in the case of a Construction Manager at Risk project, shall reflect project phasing including design, selection of a Construction Manager at Risk, negotiation of a guaranteed maximum price, acceptance of trade contractor bids, and a construction schedule through project occupancy, an estimated timeline from the bid date acceptances and a construction schedule through project occupancy which shall be agreed upon by the Eligible Applicant and the Authority;
- 8. a complete listing to the satisfaction of the Authority of all furniture, fixtures and equipment that will be purchased for the Approved Project; and
- 9. any other information that the Authority may require.
- (b) After the execution of a Project Scope and Budget Agreement the Proposed Project will be submitted to the Board for approval. No Proposed Project will be presented to the Board unless the Authority and the Eligible Applicant have executed a Project Scope and Budget Agreement.
- (c) An executed Project Scope and Budget Agreement is valid for a period of time not to exceed 120 calendar days after the Agreement has been approved by a vote of the Board, unless agreed to in writing at such vote of the Board that a different date is necessary to accommodate local meeting schedules. During said 120 calendar day period, the Eligible Applicant shall acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type and scope, and timeline for the Proposed Project. Said local votes or approvals shall be in the format prescribed by the Authority. If the timelines established by the Project Scope and Budget Agreement are not met by the Eligible Applicant, or if the Eligible Applicant fails to obtain the necessary local approvals, the Authority reserves the right to rescind the offer of a Total Facilities Grant to the Eligible Applicant for the Proposed Project.

### (11) Project Funding Agreement.

- (a) After the Eligible Applicant has acquired local approval in the format prescribed by the Authority, the Eligible Applicant and the Authority shall execute a Project Funding Agreement within 14 calendar days of said local approval. The Eligible Applicant shall document to the Authority the sources and amounts of local funding which will be committed for the Eligible Applicant's share of the Approved Project cost. If the Eligible Applicant does not sign the Project Funding Agreement within said 14 day time period, then the Board vote for approval of the Proposed Project shall be rescinded.
- (b) The Project Funding Agreement shall include, but not be limited to, the Total Facilities Grant, the site of the project, the total project budget, a construction time line, and the scope of the Approved Project to be funded by said grant. The Authority shall not expend any funds for any costs in excess of the Total Facilities Grant established in the Project Funding Agreement. The Total Facilities Grant shall not include funding for categorically ineligible costs established pursuant to M.G.L. c. 70B, 963 CMR 2.00 and guidelines issued by the Authority, additions to scope beyond that agreed upon and outlined in the Project Scope and Budget Agreement, or other costs which the Authority deems to be ineligible.

# 2.11: Owner's Project Manager

(1) If the estimated construction, renovation, reconstruction or repair cost of the Approved Project is estimated to be \$1,500,000 or greater, or if so required by the Authority as a condition to qualify for a funding from the Authority, the Eligible Applicant shall procure the services of an Owner's Project Manager pursuant to the provisions of M.G.L. c. 149, § 44A½, 963 CMR 2.00 and any guidelines established by the Authority, and shall use standard contract forms established by the Authority. All costs associated with the Owner's Project Manager that are incurred prior to the execution of a Project Funding Agreement shall be borne exclusively by the Eligible Applicant, unless otherwise determined in writing by the Authority.

- (2) Prior to executing a contract with the Owner's Project Manager, the Eligible Applicant shall request in writing the Authority's approval of the Owner's Project Manager. The Authority shall, in its sole discretion, approve or disapprove of the selection of the Owner's Project Manager. As part of the approval process, Owner's Project Managers shall be required to be certified pursuant to a certification process that will be developed by the Authority. The Authority may collect and maintain performance evaluation data relative to Owner's Project Managers that have been approved by the Authority on school projects and such performance evaluation data may be utilized in the Owner's Project Manager approval process. In the event that the Authority determines that an Owner's Project Manager is not performing to the satisfaction of the Authority, the Authority retains the right to rescind its approval of an Owner's Project Manager at any time or withhold initial approval based on the performance evaluation data that has been collected by the Authority. The Authority may determine that expenditures or project costs related to an Owner's Project Manager whose approval has been rescinded are ineligible costs and not reimbursable.
- (3) Prior to executing a contract with the Owner's Project Manager, the Eligible Applicant shall submit documentation to the Authority describing in sufficient detail the selection process utilized in procuring the Owner's Project Manager and certifying in writing to the Authority that the Applicant used a qualifications-based selection process pursuant to M.G.L. c. 149, § 44A½.
- (4) In the event that the Eligible Applicant elects to change the Owner's Project Manager during the course of the Approved Project, the Eligible Applicant shall notify the Authority in writing, 30 calendar days prior to the effective date of any such change. The Authority shall, in its sole discretion, approve or disapprove of the change of the Owner's Project Manager prior to said change becoming effective which approval shall not be unreasonably withheld.
- (5) The duties of the Owner's Project Manager shall include, but not necessarily be limited to:
  - (a) managing and coordinating the daily administration of the Approved Project to completion;
  - (b) monitoring and reporting on the project schedule, total project budget and cash-flow;
  - (c) conducting a build-ability review of the project designs;
  - (d) monitoring and reporting on the Requests for Information from the general contractor to the designer or to anyone else on the project team;
  - (e) monitoring and reporting on the performance of the general contractor and providing administration of the contract between the Eligible Applicant and the general contractor;
  - (f) monitoring and reporting on the performance of the designer and providing administration of the contract between the Eligible Applicant and the designer;
  - (g) assisting the Eligible Applicant in the procurement of other vendors and contractors and execution of other contracts and agreements associated with the Approved Project;
  - (h) maintaining all records and reports related to the project;
  - (i) assisting the Eligible Applicant in preparation of requests for reimbursements and other documentation required to be submitted to the Authority;
  - (j) providing representation at meetings related to the project and at the construction site;
  - (k) notifying, in a timely fashion, the Authority and the Eligible Applicant of defective work; and
  - (1) any other requirements pursuant to 963 CMR 2.00 guidelines, policies or the standard contract as developed by the Authority.
- (6) During the course of the Approved Project, the Eligible Applicant shall require the Owner's Project Manager to submit a monthly report of the progress of the Approved Project, including cash flow projections and a project schedule, to the Authority. The monthly reports shall be in writing in a form acceptable to the Authority.
- (7) During the course of the Approved Project, the Eligible Applicant shall investigate and review, and shall require the Owner's Project Manager to investigate and review the progress and quality of construction.

#### 2.11: continued

- (8) The Authority maintains the right to direct the Eligible Applicant to remove the Owner's Project Manager for noncompliance with any applicable provisions of federal, state or local laws, 963 CMR 2.00, any other regulations, the terms and conditions of the Project Funding Agreement between the Eligible Applicant and the Authority, or any administrative directives issued by the Authority now in effect or hereafter promulgated and/or any guidelines, policies or rules established by the Authority.
- (9) In the event that a dispute arises between the general contractor, and/or any sub-contractors, and/or the designer, including, but not necessarily limited to, disputes regarding the performance, quality, acceptability, fitness and rate of progress of the Approved Project or the requirements of the designer's contract or the contractors' construction contract(s), the Eligible Applicant shall cause the Owner's Project Manager to report any such claims, disputes, or other matters in question relating to the performance by the general contractor, sub-contractor, designer or vendor to the Authority in writing as soon as reasonably possible. The Eligible Applicant shall require the Owner's Project Manager to take all reasonable efforts designed to resolve any such claims, disputes, or other matters in question.

#### 2.11: continued

- (10) The Eligible Applicant shall provide the Authority and the Owner's Project Manager with unrestricted access to the premises of the project at all reasonable times and to examine all agreements, construction contract documents, books, records and all other documents and materials related to the project, for the purpose of determining compliance with 963 CRM 2.00, the Project Funding Agreement and assessing the progress of the project.
- (11) Nothing in 963 CMR 2.00 shall be construed as an assumption by the Owner's Project Manager of the responsibilities or duties of the vendors, contractors or designer. The Owner's Project Manager's services shall be rendered based on industry standards and in coordination with the services provided by the designer. It is not intended that the services of the Owner's Project Manager and designer be competitive or duplicative, but rather complementary. The Owner's Project Manager shall be able to rely upon the vendors, designers and contractors for the proper performance of their obligations pursuant to their respective contracts with the Eligible Applicant.
- (12) The Owner's Project Manager shall certify to the Authority, in a format and manner prescribed by the Authority, that the project director for the Owner's Project Manager is certified in the Massachusetts Certified Public Purchasing Official Program as administered by the Inspector General of the Commonwealth of Massachusetts.

# 2.12: Designer Services

- (1) Pursuant to M.G.L c. 7, § 38C, every two years the Authority may apply for an exemption from the jurisdiction of the designer selection board of the Commonwealth of Massachusetts and the establishment of a Designer Selection Panel for the selection of designers, programmers and entities providing feasibility studies in connection with public school construction projects seeking funding from the Authority where the estimated construction cost is greater than or equal to an amount established by the Authority. The application by the Authority for exemption from the jurisdiction of the designer selection board of the Commonwealth of Massachusetts may contain a detailed description of the designer selection process and the written designer selection procedures which the Authority proposes to use. The Authority's proposed designer selection process may substantially incorporate the procedures required of the designer selection board of the Commonwealth of Massachusetts as required in M.G.L. c.7 §§ 38B through 38J and § 38M.
- (2) Eligible Applicants seeking funding from the Authority for projects where the estimated construction cost is less than an amount established by the Authority, shall be conducted pursuant to M.G.L c. 7, § 38K by the respective city, town, regional school district or independent agricultural and technical school, unless otherwise determined by the Authority. In such cases, prior to executing a contract with the designer, the Eligible Applicant shall submit documentation to the Authority describing in sufficient detail the selection process utilized in procuring the designer and certifying in writing to the Authority that the Eligible Applicant used a selection process pursuant to M.G.L c.7, § 38K.
- (3) The Authority shall, in its sole discretion, approve or disapprove of the appointment of the designer which approval shall not be unreasonably withheld. The Authority may maintain performance evaluation data relative to designers that have provided designer services for school projects and such performance evaluation data may be utilized in the Designer Selection process.
- (4) In the event that the Eligible Applicant changes the designer during the course of the Approved Project, the Eligible Applicant shall notify the Authority in writing, 30 days prior to the effective date of any such change. The Authority shall, in its sole discretion, approve or disapprove of the change of the designer prior to said change becoming effective which approval shall not be unreasonably withheld.
- (5) When contracting for designer services for an Approved Project, the Eligible Applicant shall use standard contract forms established by the Authority.
- (6) The designer shall certify to the Authority, in a format and manner prescribed by the Authority, that the individual directly in charge of the project is certified in the Massachusetts Certified Public Purchasing Official Program as administered by the Inspector General of the Commonwealth of Massachusetts.

#### 2.13: Design and Review Process

- (1) <u>Program Design</u>. An Approved Project shall be designed based upon the Authority approved Project Scope and Budget Agreement.
- (2) <u>Authority Review of Project Plans</u>. The Authority shall implement a technical peer review of each Approved Project at certain phases of design, including but not limited to, the schematic design, design development, and final design phases, or at such other times determined by the Authority. Such a review shall assess the designs for constructability, technical adequacy and compliance with the approved Design and Educational Program, the Project Scope and Budget Agreement and standards set forth by the Authority. Project elements that exceed or diverge from the project scope detailed in the Project Scope and Budget Agreement are categorically ineligible to receive funding from the Authority. The Eligible Applicant may retain such elements only by accepting sole financial responsibility for said elements in writing in a format prescribed by the Authority, prior to said Eligible Applicant including such elements in any designs.

## (3) Conformity with Established Timelines and Budget.

- (a) The Eligible Applicant shall meet the timelines established by the Project Scope and Budget Agreement. If the Eligible Applicant does not meet said timelines, the Authority reserves the right to rescind approval of the Approved Project and/or recapture all or a portion of any Total Facilities Grant paid to the Eligible Applicant for any project.
- (b) The Eligible Applicant shall conform to the budget established by the Project Scope and Budget Agreement. If the Eligible Applicant does not meet said budget, the Authority reserves the right to rescind approval of the Approved Project and/or recapture all or a portion of any Total Facilities Grant paid to the Eligible Applicant for any project. Any amount in excess of the budget approved in the Project Scope and Budget Agreement shall be the sole responsibility of the Eligible Applicant.
- (c) At each phase of the Approved Project, the designer shall produce a design meeting the requirements of the scope of work and project budget specified in the Project Scope and Budget Agreement. If at any time, the construction cost estimate or low bids or proposals in the case of construction manager at risk projects received for the Approved Project exceed the project construction budget, the Authority may require the Eligible Applicant to direct the designer to revise the design in such ways as necessary to keep the construction cost for the Approved Project within the project construction budget. The designer shall not be entitled to extra compensation for making such revisions to contain costs within the project construction budget.

# (4) Construction and Bidding Documents.

- (a) In the case of design-bid-build projects, the Eligible Applicant shall provide the Authority with bidding documentation and tabulation sheets within three business days of the opening of such bids, and shall provide any other documentation requested by the Authority. In the case of construction manager at risk projects, the Eligible Applicant shall provide the Authority with non-fee and fee proposal information within three days of selecting a contractor and trade contractor bids within three days receipt of such.
- (b) If bids, or proposals and trade contractor bids in the case of construction manager at risk projects, exceed the project construction budget as determined in the Project Scope and Budget Agreement, then prior to re-bidding the project the Eligible Applicant shall require the designer to revise the design in such ways as necessary to keep the construction cost within the budget established in the Project Scope and Budget Agreement.
- (5) Furniture and Fixtures Equipment. No later than when construction is 50% complete, the Eligible Applicant shall submit a final detailed list of furniture, fixtures and equipment to the Authority in a format determined by the Authority.

## (6) <u>Commissioning</u>.

(a) The Authority may engage an independent party, not affiliated or associated with the design or construction teams for the Approved Project, to provide commissioning services with the intent of achieving, verifying and documenting the performance of building systems in accordance with the design intent and the functional and operational needs of the Eligible Applicant.

#### 963 CMR: MASSACHUSETTS SCHOOL BUILDING AUTHORITY

#### 2.13: continued

(b) The commissioning process may entail the development of clear and complete design and operational intent documentation, verifying and documenting proper equipment and system performance, ensuring appropriate operation and maintenance documentation is provided and ensuring sufficient training of building operations and maintenance personnel and building occupants. The Authority shall provide the Eligible Applicant with a completed commissioning report.

#### 2.14: Total Facilities Grant Awards

- (1) The Board may annually award Total Facilities Grants within the amounts and at such times as authorized by M.G.L. c. 70B, §§ 7, 10 and 11. Total Facilities Grants shall be awarded to Approved Projects according to the terms, project schedules, and conditions established in the Project Scope and Budget Agreement, Project Funding Agreement or any other agreement, requirement, contract, statement, certification or other document as may be required by the Authority. The Authority reserves the right to rescind approval for Approved Projects and to rescind and/or recapture all or a portion of a Total Facilities Grant for said projects, which do not meet the requirements set forth in M.G.L. c. 70B, 963 CMR 2.00 and/or any other agreement, requirement, contract, statement, certification or other document as may be required by the Authority.
- (2) The Authority also may rescind its approval of a Total Facilities Grant if there is substantial evidence of illegality, corruption or fraud associated with the Project, noncompliance with the terms of the Project Scope and Budget Agreement, the Project Funding Agreement or any other agreement, contract, certification or other requirement of the Authority, or improprieties with respect to expenditures of grant funds. The Authority may, in its sole discretion, temporarily suspend a grant payment whenever the Authority becomes aware of allegations, evidence or appearance of illegality, corruption, or fraud associated with the Project or allegations of improprieties with respect to the expenditure of grant funds.

#### 2.15: Payment Requirements and Procedures

- (1) All Total Facilities Grants shall be paid by the Authority in accordance with M.G.L. c. 70B, 963 CMR 2.00, the Progress Payment Guidelines, the MSBA Audit Guidelines, the Project Funding Agreement, and any other policies or guidelines of the Authority.
- (2) The Authority shall not make payment of a Total Facilities Grant or any portion of a Total Facilities Grant for an Approved Project before the Project Funding Agreement has been properly executed as determined by the Authority.
- (3) The Authority shall only make payment of a Total Facilities Grant for eligible costs, which shall be the final approved costs of the Approved Project as determined by the Authority. The eligibility of any costs shall be determined in each instance by the Authority.
- (4) During construction of an Approved Project, staff of the Authority may visit the construction site to assess whether the Approved Project is being built as approved. Staff of the Authority may review the monthly construction progress reports received pursuant to the Project Funding Agreement.
- (5) Proposed change orders shall be reviewed by the Authority and the cost any proposed change orders which are not delineated in and/or exceed the provisions of the Project Scope and Budget Agreement may be deemed ineligible by the Authority.
- (6) The Authority may review and monitor the completed facility, in operation, to assess whether the Approved Project has been maintained and operated as delivered.

#### 2.15: continued

- (7) When contracting with vendors, designers, Owner's Project Managers, contractors and subcontractors, the Eligible Applicant shall use standard contracts developed by the Authority. In any instance where a standard contract for a contractor or subcontractor has not been developed by the Authority, the Authority shall approve the contract to be used by the Eligible Applicant prior to execution. Violations of the provisions of standard contracts and/or the Project Funding Agreement may result in the Authority rescinding approval and/or the Authority recapturing all or a portion of the Total Facilities Grant, discontinuance of payments to the Eligible Applicant or the Authority may seek to recover any payments that the Authority may have already made to the Eligible Applicant for any project for which the Authority is making payments to the Eligible Applicant.
- (8) All construction contracts shall be in conformity with applicable laws and regulations related to minority hiring. Every Authority-assisted contract for a project including sub-contracts shall include the Commonwealth's Supplemental Equal Employment Opportunity/Anti-Discrimination and Affirmative Action Program as part of the contract.
- (9) Compliance with and enforcement of all safety and building code provisions, shall be the responsibility of the Eligible Applicant.
- (10) Every contractor and subcontractor working under the terms of any contract for construction on an Approved Project shall comply with applicable provisions of federal, state and local law and regulations.
- (11) Every contractor and subcontractor working under the terms of any contract for construction on an Approved Project shall file weekly payroll records with the Eligible Applicant in the form described in M.G.L. c. 149, § 27B. The Eligible Applicant shall withhold payment for any construction work performed on an Approved Project for as long as the payroll records for the work performed are not filed with the Eligible Applicant.
- (12) Each Eligible Applicant shall submit the contractor and designer evaluations to the Division of Capital Asset Management and Maintenance and the Authority in a form, manner and timeline prescribed in M.G.L. c. 149, § 44D and M.G.L. c. 7, § 38E.

#### 2.16: Audit Procedures

#### (1) General Audit Process.

- (a) In order to determine the eligible costs of an Approved Project and to ensure that only eligible costs are included in a Total Facilities Grant, the Authority shall conduct an Audit or Audits of each Approved Project, at such time or times as may be required by the Authority. The Authority may designate any person it deems qualified to perform an Audit, and such person shall use agreed upon procedures, as determined by the Authority in the performance of said Audit or Audits. Such person shall certify in writing to the Authority that, in conducting the Audit or Audits on behalf of the Authority, he or she is and shall remain in full compliance with the Massachusetts Conflict of Interest Law, M.G.L. c. 268A.

  (b) The Eligible Applicant shall cooperate with the Authority and/or its designee, if any, in the conduct of an Audit or Audits. Such cooperation shall include, but not be limited to, scheduling, provision of Audit Materials, provision of adequate work space, responding to requests for documents, providing access to personnel with knowledge of the Approved Project, providing access to Approved Project-related materials stored electronically, or complying with any other requirement of the Authority for the thorough and expeditious conduct of the Audit.
- (c) Audits of Approved Projects shall be performed in accordance with MSBA Audit Guidelines, established by the Authority. To advise the Authority on appropriate audit guidelines, the Authority may convene an MSBA Audit Advisory Council, which may consist of representatives from the Office of the Auditor of the Commonwealth, the Office of the Inspector General of the Commonwealth, the Comptroller of the Commonwealth, Division of Local Services of the Massachusetts Department of Revenue, local officials, or other members which the Authority may determine.

#### 2.16: continued

- (d) Except as provided in 963 CMR 2.00, the cost of the Audit or Audits shall be borne by the Authority. If the Authority determines that the Eligible Applicant:
  - 1. has not reasonably cooperated with the Authority in the conduct of an Audit or Audits;
  - 2. is responsible for any delay in an Audit or Audits; and/or
  - 3. is making frivolous or non-meritorious appeals

the Authority may, in its sole discretion, deduct all or a portion of the cost of conducting an Audit or Audits from the Eligible Applicant's Total Facilities Grant, discontinue making payments to the Eligible Applicant or seek to recover any payments that the Authority may have already made to the Eligible Applicant.

#### (2) Progress Payment Audits.

- (a) The Authority, and/or its designee, may perform an Audit of each request for reimbursement submitted by an Eligible Applicant for an Approved Project. Each Audit shall be conducted according to 963 CMR 2.00 and the MSBA Audit Guidelines. In the event that the Authority determines that an item in the submittal is ineligible for reimbursement, the Authority shall adjust the amount of reimbursement to account for the ineligible costs. The Eligible Applicant shall receive from the Authority a summary letter recapitulating the eligible and ineligible costs as determined by the Authority.
- (b) If an Eligible Applicant does not concur with the findings of the summary letter, the Eligible Applicant shall respond, in writing of their intent to appeal, within ten calendar days of the date of said letter. The Eligible Applicant's written correspondence shall include a detailed listing of the specific ineligible costs to which the Eligible Applicant does not concur and is appealing. For each ineligible cost being contested by the Eligible Applicant, the Eligible Applicant shall submit to the Authority, documentation that supports the Eligible Applicant's position. If no supporting documentation is submitted within ten days after the date of the Eligible Applicant's letter of intent to appeal, or within a reasonable amount of time as determined by the Authority, the Eligible Applicant's appeal of the Authority's determination of ineligible costs shall not be accepted and the Authority's audit findings shall stand. The Authority shall review properly submitted documentation to determine if the Eligible Applicant's appeal has merit and take the appropriate action thereafter. If the Authority determines that the Eligible Applicant's supporting documentation is insufficient, the audit findings will stand and the Eligible Applicant will have exhausted any further appeal opportunities for those specific non-concurred ineligible costs. In no event including, but not limited to the final Audit, shall the Authority reconsider ineligible costs once an appeal has been completed. All costs related to an appeal may be assessed to an Eligible Applicant.

#### (3) Final Audit Report.

(a) A final Audit is required to determine the final Total Facilities Grant due to an Approved Project. The Authority and/or its designee shall prepare a draft report, in a form to be determined by the Authority, stating Audit findings and conclusions. The draft report may include findings, schedules and ineligible costs as determined by the monthly Audits performed for Approved Projects receiving funding from the Authority under the progress payment system. The draft report shall be reviewed by the Authority. Following the Authority's review of a draft report, the report shall be made available to the Eligible Applicant. If an Eligible Applicant accepts the draft report, said Eligible applicant shall file said acceptance in writing to the Authority within ten calendar days of the date of the draft report letter by concurring with the schedules, findings and ineligible costs contained in the draft audit report, in which case the draft report shall be submitted to the Board of the Authority for its review and approval. Acceptance of a draft report by an Eligible Applicant does not bind the Authority to take any action regarding the determination of the Final Project Costs of an Approved Project.

#### 2.16: continued

- (b) If an Eligible Applicant declines to accept the draft report, said Eligible Applicant shall respond in writing to the Authority within ten calendar days of the date of the draft report letter of their intent to appeal. The Authority, in its sole discretion, may grant additional time in which the Eligible Applicant may respond, but in no event shall such additional time exceed an additional ten calendar days. These deadlines must be met in order to be eligible to appeal draft findings. Said written correspondence shall include a detailed listing of the specific ineligible costs to which the Eligible Applicant does not concur and for each ineligible cost, documentation that supports the Eligible Applicant's position. If no supporting documentation is included in said written correspondence, the Eligible Applicant's appeal of the draft report shall not be accepted and the draft report, as originally reviewed by the Authority, shall go to the Board of the Authority for approval. The Authority shall review properly submitted documentation to determine if the Eligible Applicant's appeal has merit or not and take the appropriate action thereafter. If the Authority determines the Eligible Applicant's support documentation has no merit the audit findings will stand and the Eligible Applicant will have exhausted all of their appeal opportunities. In no event shall the Authority reconsider ineligible costs once an appeal has been settled. All costs relating to an appeal may be assessed to an Eligible Applicant.
- (c) All prior appeal decisions by the Authority shall stand and an Eligible Applicant shall have no right to re-file or request review of previous audit decisions nor shall the Authority have any obligation to review any previous audit decision.

#### (4) Record-keeping.

- (a) Eligible Applicants shall maintain all records related to an Application, a Proposed Project, and/or an Approved Project, if approval for a Proposed Project is granted by the Authority, to ensure that minimum record-keeping requirements to facilitate uniform, fair and efficient administration are met and to ensure accountability for all documents. Nothing in 963 CMR 2.00 is intended to alter the otherwise applicable requirements of M.G.L. c. 66, pertaining to the keeping of public records and access thereto.
- (b) It shall be a condition on every Eligible Applicant that the Eligible Applicant maintains, in a secure place and in an organized fashion, all records necessary to evidence conformity with M.G.L. c. 70B, 963 CMR 2.00, and any other requirements of the Authority.
- (c) The Eligible Applicant shall maintain all records related to an Approved Project, including a full set of the Project Documents, requests for proposals, proposals and evaluations, and "As-Built" drawings, for as long as the Approved Project is in service as a public school. For the purposes of 963 CMR 2.16(4), "all records" shall include, but not be limited to:
  - 1. all executed contracts and purchase orders, including contract amendments and change orders;
  - 2. all Owner's Project Manager's reports, including monthly progress reports;
  - 3. issues log;
  - 4. the potential change order log;
  - 5 all meeting minutes;
  - 6. a schedule or milestone summary;
  - 7. all requests for reimbursement and forms as submitted to the Authority;
  - 8. all invoices and contractors' applications for payment; and
  - 9. other such other information, data, logs, documentation, or records as may be required by the Authority.
- (d) The Authority shall, in its sole discretion, disallow any costs not adequately supported by contemporaneous, accurate and complete records.
- (5) <u>Ineligible Costs</u>. Costs that are categorically ineligible for reimbursement or payment by the Authority shall include, but not be limited to:
  - (a) Any costs for an Approved Project in excess of the Total Facilities Grant.
  - (b) Financing costs incurred by an Eligible Applicant, including, but not limited to, interest, principal, costs of issuance and any other cost related to short or long term bonds, notes or other certificates of indebtedness, refunding notes or bonds, temporary loans, or any other form of indebtedness issued by an Eligible Applicant in relation to an Approved Project.
  - (c) All costs associated with credit rating services, legal services related to the issuance of any indebtedness, and financial consulting services.

#### 2.16: continued

- (d) The cost of legal services.
- (e) The provision of any direct or indirect municipal services shall be ineligible costs, except the provision of public safety services as required by law, or services which the Authority determines are necessary for the completion of the Approved Project.
- (f) Any funds expended by the Eligible Applicant prior to the execution of a Project Funding Agreement, unless said costs are costs approved by the Authority in writing related to a Feasibility Study as approved by the Authority, shall be ineligible costs and are not reimbursable by the Authority unless the Board votes to allow reimbursement of such expenses incurred prior to the execution of the Project Funding Agreement.
- (g) All costs associated with site acquisition.
- (h) Unsupported or inadequately supported project costs, as determined by the Authority.
- (i) Maintenance or service contracts and warranties.
- (j) Duplicate costs or costs unrelated to the project.
- (k) The lease, purchase or rental of storage space, storage facilities, storage trailers, or storage containers.
- (l) Costs that are normal operating and maintenance costs of the school district, as determined by the Authority, such as textbooks, classroom supplies, custodial supplies, administrative support, telephone service and other such operating costs.
- (m) Swimming pools, skating rinks, field houses (only to the same extent as gymnasia), district administrative office space, indoor tennis courts, and other spaces which may be determined ineligible by the Authority.
- (n) Penalties, processing fees, catalogue fees, sales tax, memberships, and subscriptions.
- (o) The costs of local building permits, inspection fees, and any other such fees.
- (p) Athletic equipment, bases, balls, bats, racquets, uniforms, helmets, gloves, and all other related equipment.
- (q) All costs associated with the purchase, lease, improvement, or maintenance of modular units, unless such costs are deemed by the Authority in writing prior to said purchase or lease, to be the most cost effective option.
- (r) All costs associated with the upgrades, maintenance or improvements to swing spaces used for the housing of students.
- (s) All costs associated with the transportation of students.
- (t) All costs associated with the purchase, lease or use of any vehicle, including but not limited to automobiles, trucks, tractors, and golf carts.
- (u) The costs of any supplies related to the Assisted Facility.
- (v) All costs associated with the demolition of buildings, unless such costs are deemed by the Authority in writing prior to said demolition, to be the most cost effective option.
- (w) All costs associated with utilities.
- (x) All costs associated with cell phone purchase or service.
- (y) Dedication, ceremonial or celebratory costs.
- (z) The Authority reserves it right to disallow any costs associated with any change order that deviates from the scope of the project, as determined by the Authority pursuant to the Project Scope and Budget Agreement.
- (aa) Any costs determined by the Authority to be ineligible pursuant to M.G.L. c. 70B, St. 2004, c. 208, 963 CMR 2.00, the MSBA Audit Guidelines, or any other policy, rule, or guideline of the Authority.

#### 2.17: Minimum Spending Requirements for Building Maintenance

(1) Pursuant to M.G.L. c. 70B, § 8, the Authority shall not approve any Proposed Project for any school district that fails to spend in the year preceding the year of application at least 50% of the sum of said school district's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses, and extraordinary maintenance allotment as defined in M.G.L. c. 70, for said purposes. From Fiscal Year 1999 forward, no school district shall be given approval for a Proposed Project nor receive school facilities funds unless said district has spent at least 50% of the sum of said district's calculated foundation budget amounts in each of the Fiscal Years including and succeeding Fiscal Year 1999.

#### 2.17: continued

(2) If an otherwise Eligible Applicant fails to maintain compliance with the building maintenance requirements of M.G.L. c. 70, 963 CMR 2.00, or any guidelines, policies or procedures established by the Authority, said Eligible Applicant shall be prohibited from receiving a Total Facilities Grant, or any portion thereof, for at least one year and shall be subject to a review by the Authority to determine, that after said prohibition, said Eligible Applicant has complied with said requirements.

#### 2.18: Grant Percentage Formula

#### (1) General.

- (a) The Total Facilities Grant for an Approved Project shall be determined by the Authority based on the grant percentage formula established pursuant to M.G.L. c. 70B, § 10, the Project Scope and Budget Agreement, and the cost of the Approved Project as agreed to by the Eligible Applicant and the Authority in the Project Funding Agreement.
- (b) In addition to the base percentage, community income factor, community wealth factor and community poverty factor for the most recent available year applicable to the Eligible Applicant under the determinations made by the Authority, an Eligible Applicant may seek incentive percentage points at the sole discretion of the Authority. There is no entitlement to the allocation of any incentive percentage points and the Authority reserves the right in its sole discretion to determine the allocation of incentive percentage points for an Approved Project, if any. Any Eligible Applicant seeking incentive points must notify the Authority in writing 30 calendar days prior to the Project Scope and Budget Agreement Meeting of the specific incentive points which are being requested and provide the documentation to support such request. If at any time the Authority determines that the Eligible Applicant has not met the eligibility requirements necessary to receive the incentive percentage points, the Authority reserves the right to rescind incentive percentage points and any grant amounts related to the allocation of the incentive percentage points and recover any funds that may have been paid to the Eligible Applicant.
- (c) No one category of incentive percentage points that may be awarded by the Authority shall exceed six percentage points.
- (d) In total, incentive percentage points shall not exceed 18 percentage points for an Approved Project.
- (e) The Authority, in its sole discretion, may award incentive percentage points in fractional amounts.

#### (2) <u>Incentive Points</u>.

- (a) Overlay Zoning District. The Authority, in its sole discretion, may allocate up to one incentive percentage point for an Approved Project in a community that has adopted an overlay zoning district pursuant to the provisions of M.G.L. c. 40R or M.G.L. c. 40S. The Authority may allocate up to an additional ½% for an Approved Project where the M.G.L. c. 40R overlay zoning district provides for either 100 units or more of housing in one, two or three family structures; or in which 50% or more of the total number of allowed housing units in M.G.L. c. 40R overlay zoning district are designated for such structures. The Authority may establish guidelines for the distribution of Overlay Zoning District incentive percentage points.
- (b) <u>Energy Efficiency/Green School Program</u>. The Authority, in its sole discretion, may allocate up to two incentive percentage points for an Approved Project for Energy Efficiency/Green School where the Authority makes a determination that elements of an Approved Project meet thresholds established in the Green Schools Guidelines for the allocation of Energy Efficiency/Green School incentive points.
- (c) Routine and Capital Maintenance Rating. The Authority, in its sole discretion, may allocate up to two incentive percentage points for an Approved Project for Routine and Capital Maintenance Ratings, based on the Authority's determination that the Eligible Applicant has exhibited best practices for routine and capital maintenance and upkeep of facilities, including the establishment of long term capital improvement plans, the establishment of segregated local funds dedicated for the capital maintenance of school facilities, the use of facility maintenance manuals, and practices that standardize preventative and routine maintenance procedures, or other practices as determined by the Authority. An Eligible Applicant's maintenance practices may be reviewed at any time and the information collected during any such review shall be used as part of the assessment of incentive percentage points for routine and capital maintenance ratings.

#### 2.18: continued

- (d) School Facility Maintenance Trust. The Authority, in its sole discretion, may determine that an Eligible Applicant is eligible to receive a matching cash grant in excess of the Total Facilities Grant in an amount not to exceed one incentive percentage point of approved, eligible project costs for the establishment of a local "School Facility Maintenance Trust". Said trust shall be a segregated local fund used solely for the preventative maintenance and upkeep of an Eligible Applicant's school facilities and which shall supplement current maintenance expenditures by the Eligible Applicant. To be eligible to receive "School Facility Maintenance Trust" matching funds, the Eligible Applicant must provide a local one-for-one match for any funds deposited in the Trust by the Authority, and must provide the Authority with detailed budget information on historical and projected maintenance expenditures. Proceeds from said Trust shall not be used for operating or recurring costs, salaries, purchase of routine maintenance supplies, other expenses which the Authority deems to violate the spirit of the Trust, or to supplant any maintenance funding already being expended by the Eligible Applicant.
- (e) <u>Model School Program</u>. The Authority, in its sole discretion, may award up to five incentive percentage points for an Approved Project that is approved by the Board for participation in the Model School Program.
- (f) <u>Construction Management at Risk</u>. The Authority, in it sole discretion, may allocate up to one incentive percentage point for an Approved Project utilizing the Construction Management at Risk construction delivery method as certified by the Inspector General of the Commonwealth.
- (g) <u>Newly Formed Regional School District.</u> The Authority, in its sole discretion, may allocate up to six incentive percentage points for an Approved Project if:
  - 1. the Approved Project is at the site of a school facility that is a member of a regional school district, which regional school district either:
    - a. was newly created as a result of working with the Authority during the Application process; or
    - b. whose membership changed as a result of working with the Authority during the Application process; and
  - 2. the Authority determines that a school facility construction, renovation, or repair project was avoided directly as a result of either:
    - a. a newly created regional school district; or
    - b. a change in a regional school district's membership.

Districts that are not members of a regional school district, or that have not formed a new regional school district or added new members, shall not be eligible for these incentive points.

(h) Renovation or Reuse of an Existing Facility. The Authority, in its sole discretion, may allocate up to five incentive percentage points for an Approved Project if the project is a renovation of an existing facility that requires no new construction. The Authority may award an amount less than said 5% for an Approved Project which has a combination of renovation of an existing facility and the building of some additional square footage for new educational space, based on a sliding scale that relates the percentage of renovated space to the percentage of newly constructed space. The Authority shall not award any incentive percentage points from this category for construction of a new school facility.

#### 2.19: Program Integrity

Where the Authority determines that false or intentionally misleading information or documentation was submitted by an Eligible Applicant, its agents, a city, town, regional school district, or independent agricultural and technical school in support of any effort to influence any action by the Authority, or an Eligible Applicant, its agents, a city, town, regional school district, or independent agricultural and technical school does any other act affecting the integrity of the Program, the Authority may permanently revoke any and all payments due to a city, town, regional school district, or independent agricultural and technical school with a vote of the Board. The Authority may also take steps to recover any previous payments made to a city, town, regional school district, or independent agricultural and technical school and/or said city, town, regional school district, or independent agricultural and technical school shall be prohibited from receiving a Total Facilities Grant for a period of time to be determined by the Authority. The Eligible Applicant may be given an opportunity to address the Authority to remedy any or all determinations of such false or intentionally misleading information.

#### 963 CMR: MASSACHUSETTS SCHOOL BUILDING AUTHORITY

#### 2.20: Waivers

The Authority may, upon written application in a format prescribed by the Authority and with the written recommendation of the Executive Director to the Board, grant a waiver of any of the requirements of 963 CMR 2.00.

#### 2.21: Closing Schools

- (1) A school district shall notify the Authority in writing, in a format prescribed by the Authority, six months prior to the sale, lease or removal from service as a public school building of any school facility, or portion thereof, in said district. The school district also shall submit:
  - (a) a plan for accommodating any displaced school programs and services;
  - (b) a plan for accommodating district students within the remaining school buildings, as a result of the sale, lease or removal from service of said school facility;
  - (c) a long-range plan for accommodating district students based on the Authority's Enrollment Projections;
  - (d) any future plans for the sale or lease of property under control of the school district; and
  - (e) any future plans for the construction, renovation, addition or lease of school facilities in the school district.
- (2) If the Authority determines that said facility that will be sold, leased or removed from service is an Assisted Facility or was an Assisted Facility that has received a payment from the Authority or the Commonwealth, but has not met the 50-year service requirement, the Authority may recapture a portion of the financial assistance that said Assisted Facility has received.
- (3) A final Audit of the Assisted Facility must be completed to determine the final cost of the project.
- (4) The sale, lease or removal from service of the Assisted Facility, or portion of that facility, shall be for no less than fair market value as determined by independent appraisal as agreed to by the Authority, unless the school district receives prior written approval from the Authority to do otherwise, and the proceeds from the sale or lease, or the determined fair market value for a facility removed from service, shall be divided between the Authority and the general funds of the applicable school district in proportion to the Commonwealth's and/or Authority's prior investments in the Assisted Facility.
- (5) If a school district were to apply to the Authority for a grant, after having sold, leased or removed from service a school facility, said district may be eligible for a grant only if the Authority determines that the grant is not for the purpose of replacing a school facility sold, leased, or removed from service in the past ten years or that the need for the grant could not have been reasonably anticipated at the time of the sale, lease, or removal from service.
- (6) The Authority may issue additional guidelines to recapture Commonwealth and/or Authority assistance for Assisted Facilities that are sold, leased or removed from service.

#### REGULATORY AUTHORITY

963 CMR 2.00: M.G.L. c. 70B and St. 2004, c. 208.



#### Leslie Edwards Davis <decasforwareham@gmail.com>

#### MSBA public records response

3 messages

Leslie Edwards Davis <decasforwareham@gmail.com>

Tue, Jan 25, 2022 at 5:04 PM

To: "hayesannie@gmail.com" <hayesannie@gmail.com>, "dkenney4619@gmail.com" <dkenney4619@gmail.com>, "jmunise1@verizon.net" <jmunise1@verizon.net>, "jefredrickson01@gmail.com" <jefredrickson01@gmail.com>, "jodysantagate@yahoo.com" <jodysantagate@yahoo.com>, "williamstracie52@gmail.com" <williamstracie52@gmail.com>, "crookedboxcreative@gmail.com" <crookedboxcreative@gmail.com>, "mdziczek@aim.com" <mdziczek@aim.com>, ionathan.dallmeyer@gmail.com" <jonathan.dallmeyer@gmail.com>, Brenda Eckstrom <eckstromkenbren@aol.com, MaryJane Driscoll <mjbd5@yahoo.com>

----- Forwarded message ------

From: Leslie Edwards <leslieedw@gmail.com>

Date: Tue, Jan 25, 2022 at 5:01 PM

Subject: Fwd: FW: FW: Website Contact Us: Public Records To: Leslie Edwards Davis <decasforwareham@gmail.com>

----- Forwarded message ------

From: Brian Kelley <Brian.Kelley@massschoolbuildings.org>

Date: Tue, Jan 25, 2022, 5:01 PM

Subject: FW: FW: Website Contact Us: Public Records

To: Leslie Edwards < leslieedw@gmail.com>

Cc: Michael Bergquist < Michael Bergquist@massschoolbuildings.org >, Briana Malloy-Walker < Briana.Malloy-Walker@

massschoolbuildings.org>, PublicRecordsRequest < PublicRecordsRequest@massschoolbuildings.org>

Hi Leslie,

Here is the MSBA's response to your public records request:

- 1. Any waiver requests submitted under 963 CMR 2.20 to the MSBA by the Town of Wareham regarding the former John W. Decas Elementary School and any responses from the MSBA to such requests for waiver.
  - a. No record of waiver requests.
- 2. Any notification submitted to the MSBA under 963 CMR 2.21 by the Town of Wareham regarding closing John W. Decas Elementary School.
  - a. See attached, "2021\_0310\_ClosedSchools"
- 3. Any correspondence from the MSBA to the Town of Wareham regarding recapture of funds.
  - a. See attached, "Wareham Minot Forest ES PS&B Board Memo Final-

#### See: 2<sup>nd</sup> Paragraph of Discussion Section

#### on page 2 of 3

Thank you.

-Brian

From: Leslie Edwards < leslieedw@gmail.com> Date: Thursday, January 13, 2022 at 10:19 AM

To: Brian Kelley < Brian. Kelley @MassSchoolBuildings.org >

Cc: Briana Malloy-Walker <Briana.Malloy-Walker@MassSchoolBuildings.org>, Michael Bergquist

<Michael.Bergquist@massschoolbuildings.org>

Subject: Re: FW: Website Contact Us: Public Records

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you!

On Thu, Jan 13, 2022, 10:01 AM Brian Kelley <a href="mailto:SPrian.Kelley@massschoolbuildings.org">SPrian.Kelley@massschoolbuildings.org</a> wrote:

Dear Leslie Edwards Davis:

Confirming receipt of your public records request.

Best.

-Brian

From: MSBA\_Notification < MSBA\_Notification@MassSchoolBuildings.org >

Date: Wednesday, January 12, 2022 at 2:06 PM

To: Brian Kelley <Brian.Kelley@MassSchoolBuildings.org>, Michael Bergquist

<a href="mailto:-"><Michael.Bergquist@massschoolbuildings.org</a>, Briana Malloy-Walker <Briana.Malloy-Walker@

MassSchoolBuildings.org>

Subject: Website Contact Us: Public Records

#### **Website Contact Us Inquiry**

Name - Leslie Edwards Davis

Email Id - leslieedw@gmail.com

Title - citizen

Phone - (413) 768-9011

District - Wareham, MA

Message - Dear Mr. Kelly: I'm writing to request the following public records: 1) Any waiver requests submitted under 963 CMR 2.20 to the MSBA by the Town of Wareham regarding the former John W. Decas Elementary

School and any responses from the MSBA to such requests for waiver. 2. Any notification submitted to the MSBA under 963 CMR 2.21 by the Town of Wareham regarding closing John W. Decas Elementary School. 3. Any correspondence from the MSBA to the Town of Wareham regarding recapture of funds.

#### 2 attachments



2021\_0310\_ClosedSchools.pdf



Wareham\_Minot Forest ES\_PS&B Board Memo\_Final-2.pdf 100K

#### nadia | | melim <crookedboxcreative@gmail.com>

Tue, Jan 25, 2022 at 6:13 PM

To: Leslie Edwards Davis <decasforwareham@gmail.com>

Cc: Brenda Eckstrom <eckstromkenbren@aol.com>, MaryJane Driscoll <mjbd5@yahoo.com>, "dkenney4619@gmail.com" <dkenney4619@gmail.com>, "hayesannie@gmail.com" <hayesannie@gmail.com>, "jefredrickson01@gmail.com" <iefredrickson01@gmail.com>, "imunise1@verizon.net" <imunise1@verizon.net>, "iodysantagate@yahoo.com" <jodysantagate@yahoo.com>, "jonathan.dallmeyer@gmail.com" <jonathan.dallmeyer@gmail.com>, "mdziczek@aim.com" <mdziczek@aim.com>, "williamstracie52@gmail.com" <williamstracie52@gmail.com>

So the town essentially wasted 800k unless they reuse Decas in a meaningful way. This is even more of a reason to not demo and sell.

[Quoted text hidden]

nádia I I melim



crooked box creative

#### eckstromkenbren@aol.com <eckstromkenbren@aol.com>

Tue, Jan 25, 2022 at 11:04 PM

Reply-To: eckstromkenbren@aol.com

To: "crookedboxcreative@gmail.com" <crookedboxcreative@gmail.com>, "decasforwareham@gmail.com" <decasforwareham@gmail.com>

Cc: "mibd5@yahoo.com" <mibd5@yahoo.com>, "dkenney4619@gmail.com" <dkenney4619@gmail.com>, "hayesannie@gmail.com" <hayesannie@gmail.com>, "jefredrickson01@gmail.com" <jefredrickson01@gmail.com>, "imunise1@verizon.net" <imunise1@verizon.net>, "jodysantagate@yahoo.com" <jodysantagate@yahoo.com>, onathan.dallmeyer@gmail.com" <ionathan.dallmeyer@gmail.com>, "mdziczek@aim.com" <mdziczek@aim.com", "williamstracie52@gmail.com" <williamstracie52@gmail.com>

I agree.

[Quoted text hidden]

District: Town of Wareham

School Name: Minot Forest Elementary School

Recommended Category: Project Scope and Budget

Date: December 5, 2018

#### Recommendation

That the Executive Director be authorized to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the Town of Wareham to replace the existing Minot Forest and John William Decas Elementary Schools with a new facility that will serve grades PK-4 on the site of the existing Minot Forest Elementary School.

<b>District Information</b>			
District Name	Town of Wareham		
Elementary School(s)	John William Decas Elementary School (K-2)		
	Minot Forest Elementary School (PK; 3-4)		
Middle School(s)	Wareham Middle School (5-8)		
High School(s)	Wareham Senior High School (9-12)		
Priority School Name	Minot Forest Elementary School		
Type of School	Elementary School		
Grades Served	PK; 3-4		
Year Opened	1966		
Existing Square Footage	63,515		
Additions	Two-Story Addition - 1973		
Acreage of Site	20 acres		
Building Issues	The District identified deficiencies in the following areas:		
_	<ul> <li>Structural integrity</li> </ul>		
	<ul> <li>Mechanical systems</li> </ul>		
	<ul><li>Electrical systems</li></ul>		
	- Envelope		
	<ul> <li>Windows and Roofing</li> </ul>		
	<ul><li>Accessibility</li></ul>		
	In addition to the physical plant issues, the District reported that		
	the existing facility does not support the delivery of its		
	educational program as well as existing and projected		
	overcrowding.		
Original Design Capacity	Unknown		
2017-2018 Enrollment	490		
Agreed Upon Enrollment	1,020		
Enrollment Specifics	The Town and MSBA have mutually agreed upon a design		
	enrollment of 1,020 students for grades K-4, for a project that will		
	serve grades PK-4		
Total Project Budget –	Yes		
Debt Exclusion Anticipated			

MSBA Board Votes	
Invitation to Eligibility Period	January 27, 2016
Invitation to Feasibility Study	February 15, 2017

Preferred Schematic Authorization	June 27, 2018
Project Scope & Budget Authorization	On December 12, 2018 Board agenda
Reimbursement Rate Before Incentives	71.58%
Incentive Points	1.40 – Maintenance
	2.00 – Energy Efficiency – "Green Schools" <sup>1</sup>
Total Reimbursement Rate <sup>1</sup>	74.98%

<sup>&</sup>lt;sup>1</sup> The MSBA has provisionally included two (2) incentive points for energy efficiency, subject to the District meeting certain sustainability requirements for the project. If the District does not meet the requirements for the energy efficiency, the District will not qualify for these incentive points, and the MSBA will adjust the reimbursement rate accordingly.

Consultants	
Owner's Project Manager (the "OPM")	PMA Consultants
Designer	Mount Vernon Group Architects, Inc.

#### Discussion

MSBA staff reviewed the documents provided by the District and met with the District and its consultants to discuss scope and budget. The District has provided a Total Project Budget of \$90,474,182, which includes an estimated construction cost of \$72,066,378 (\$450/sq. ft.). The Estimated Basis of Total Facilities Grant would be \$68,874,835, which excludes legal fees, costs associated with abatement of asbestos-containing flooring and ceiling materials, site costs in excess of 8% of total building cost, construction costs in excess of \$333/sq. ft. plus eligible demolition and abatement, costs associated with mailing and moving, and owner's and construction contingency costs.

Additionally, the proposed project will result in the MSBA recovering a portion of state funds previously paid to the District for the Decas Elementary School roof and boiler replacement project completed in 2017. The MSBA has calculated this recovery of funds to be \$801,126 and this amount has been deducted from the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant. As of December 2018, a final audit of the Decas Elementary School accelerated repair project has not been completed. Should MSBA's final audit result in the District receiving additional grant funding associated with the Decas Elementary School project, the MSBA will recover additional funding during the Project Funding Agreement bid amendment process.

Project Scope and Budget Agreement		
Enrollment: 1,020	District's Proposed	
Proposed Total Square Feet: 159,989	Project Budget	
Project Budget <sup>1</sup>	\$86,300,498	
Scope Exclusions/Ineligible Costs	-\$17,425,663	
Estimated Basis of Total Facilities Grant	\$68,874,835	
Reimbursement Rate	74.98%	
Estimated Maximum Total Facilities Grant before Cost Recovery <sup>2</sup>	\$51,642,351	
Cost Recovery	-\$801,126	
Estimated Maximum Total Facilities Grant <sup>2</sup>	\$50,841,225	
Potentially eligible owner's and construction contingencies	\$1,291,029	

Potential additional grant funds for eligible owner's and	
construction contingency expenditures	\$968,014
Total Project Budget	\$90,474,182
Maximum Total Facilities Grant <sup>3,4</sup>	\$51,809,239

 $<sup>\</sup>overline{{}^{1}}$  Does not include owner's or construction contingencies.

MSBA staff recommends an Estimated Maximum Total Facilities Grant of \$50,841,225; however, the District may be eligible for up to an additional \$968,014 in grant funds, subject to the MSBA's review and audit of the District's owner's and construction contingency expenditures.

Accordingly, staff recommends a Maximum Total Facilities Grant of \$51,809,239 for the Project Scope and Budget Agreement and Project Funding Agreement to replace the existing Minot Forest and John William Decas Elementary Schools with a new facility that will serve grades PK-4 on the site of the existing Minot Forest Elementary School.

<sup>&</sup>lt;sup>2</sup> Does not include any grant funds for potentially eligible owner's or construction contingency expenditures; subject to MSBA review and audit.

<sup>&</sup>lt;sup>3</sup> Includes maximum possible owner's and construction contingency grant funds, the final amount of which, if any, shall be determined by the MSBA in its sole discretion. The MSBA does not anticipate that the District will expend all of its contingency funds on expenses that are eligible for MSBA reimbursement.

<sup>&</sup>lt;sup>4</sup> Maximum Total Facilities Grant will be allocated in part to FY '19 Grant Cap, and in part to future available Grant Cap Space.

Name of District

Wareham

#### **Massachusetts School Building Authority**

School District Wareham

District Contact Scott Palladino

TEL (508) 291-3510

Submission Date 6/1/2021

#### **Closed Schools Information**

#### Closed Schools

Question 1: Has the district sold, closed, or otherwise removed from service a school in the last 10 years?

No

Question 2: Does the district have any plans to sell, close, or otherwise remove from service a school in the next 10 years?

Yes

**School Name: Decas Elementary School** 

760 Main Street Wareham, MA 02571

Which of the following apply to the school?

It has yet to be determined

Please provide the anticipated year the school will be sold, closed, or otherwise removed from service school.

2022

Please provide the year the school was originally opened.

1969

Please provide the age of the school when it is expected to be sold, closed, or otherwise removed from service.

53

Please provide a history of the use of the school, including grades served, any educational programs at the school, and any major renovation, addition, and/or repair projects at the school.

The school currently houses students in Grades Pre K - 2. The school is being combined with the other Elementary School in town with a brand new school located at the Minot Forrest Elementary School. I am not aware of any renovations, additions or major repair projects that have been completed there as the district has planned to close this school down for a few years.

Please provide the reason for selling, closing or otherwise removing the school from service. Please be as specific as possible and provide as much detail as you are able as to the reason(s) for the district's decision.

The school was outdated and had surpassed it's expectancy. The town is building a brand new elementary school through MSBA.

Please provide a detailed description about the placement of students, programs, teachers, and administrative staff that are served by the school which is scheduled to be sold, closed, or otherwise removed from service. For example, will the students be moved to another school(s), will the programs be moved to another school(s) or will

#### they be eliminated, will the teachers be moved to other school(s) or will teaching positions be eliminated?

Students will be moved to the brand new elementary school sometime in the fall of 2021. Programs will not be eliminated, in fact more programs will be offered because of the additional space.

Please provide the district's understanding of any school building grant money that the district received from the state for the school that it has plans to sell, close, or otherwise remove from service. Please provide as much detail as possible.

All of the grant money will follow the students to the new elementary school.

#### **CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this Closed Schools formation are true and accurate and that this Closed Schools Information has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Closed Schools Information to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Closed Schools Information that may be required by the Authority.

Chief Executive Officer *	<b>School Committee Chair</b>	<b>Superintendent of Schools</b>
Derek Sullivan	Joyce Bacchiocchi	Kimberly Shaver Hood
Town Administrator  DSull	- Joya Bardinocahi	15
(signature)	(signature)	(signature)
Date	Date	Date
6/1/2021 3:56:46 PM	6/1/2021 2:15:23 PM	6/1/2021 2:54:13 PM

<sup>\*</sup> Local Chief Executive Officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

# 3-YEAR AHERA RE-INSPECTION REPORT SEPTEMBER 2015

(Revised January 2017)

## John Decas Elementary School-760 Main Street Wareham Massachusetts

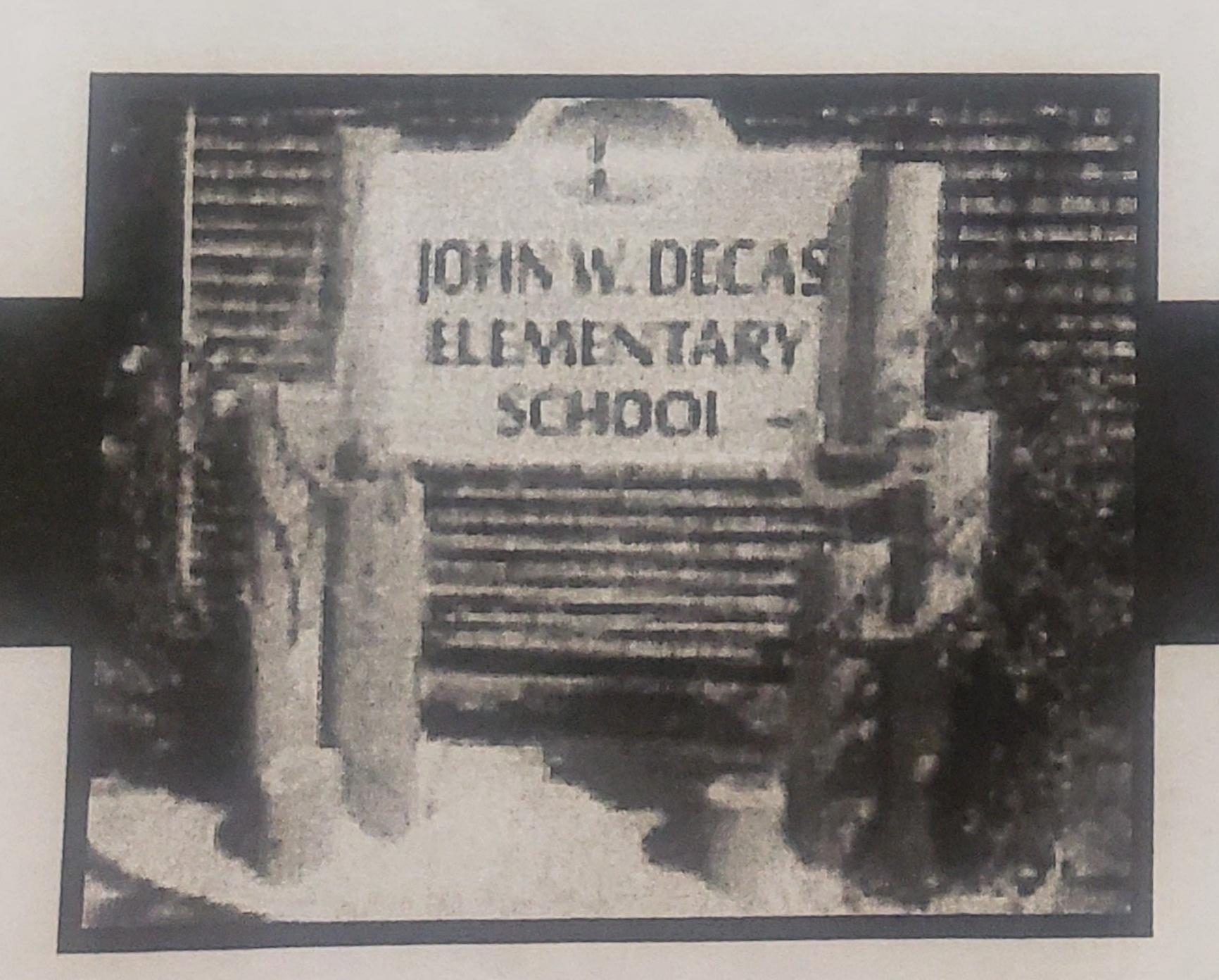
## Prepared For:

Wareham Public Schools
48 Marion Road
Wareham Massachusetts
Attention: Mr. Michael MacMillan

## Prepared By:

The VERTEX Companies, Inc.
400 Libbey Parkway
Weymouth, MA 02189
781-952-6000
Project No: 36010

October 2015/ Revised January 2017





## Table of Contents

## 3-Year Re-inspection Report

#### Introduction

Section 1 - Sampling Methodology

Section 2 - Inspection Report

Section 3 - Limitations and Service Constraints

Section 4 - Conclusions and Recommendations

Section 5 - Estimated Resources Required to Complete the Response Actions

Section 6 - Estimated Resources Required for Abatement of ACM

Section 7 - Operations and Maintenance

## Appendices

Appendix A - Locations of the Asbestos Containing Materials

Appendix B - Estimated Costs to Complete the Response Actions

Appendix C - Estimated Costs for Removal of the Asbestos Containing Materials

Appendix D - Schematic

Appendix E - Personnel Certifications

Appendix E - Bulk Sample Results

## Introduction

The Vertex Companies, Inc. (VERTEX) conducted a 3-Year Re-inspection on September 2, 2015 as required by the 40 CFR 763 Asbestos Hazard Emergency Response Act (AHERA) at the John Decas Elementary School located at 760 Main Street in Wareham, Massachusetts. In addition, this report has been revised to reflect the changes in conditions as well as identified ACBMs. The AHERA regulation requires that each Local Education Agency (LEA) retain a certified/accredited Asbestos Inspector to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building materials (ACBM) in each school building that they lease, own, or otherwise uses as a school building every three years since the initial inspection. The AHERA re-inspection is to be performed by an accredited inspector at least once every three years from the time of continueation of the original management plan. In addition, the LEA is responsible for conducting Six-Month Periodic Surveillance Inspections as required to effectively manage the identified ACBMs in place at the school.

The 2012 AHERA inspection was conducted by Vertex Air Quality Services, LLC. of Weymouth, MA in August 2012. Based on the inspection Vertex amended the Asbestos Management Plan (AMP) for the John Decas Elementary School located at 760 Main Street in Wareham, Massachusetts. The following is a list of dates and consultants that have conducted the required 3-Year Re-inspections and 6-Month Surveillance Inspections. Additionally, the following list of re-inspections have been provided and maintained by the John Decas Elementary School:

Date	Consultant
August 2012	Vertex Air Quality Services, LLC
September 2014	The Vertex Companies, Inc. (Six-Month Surveillance)
March 2015	The Vertex Companies, Inc. (Six-Month Surveillance)
March 2016	The Vertex Companies, Inc. (Six-Month Surveillance)

The current AHERA 3-Year Re-inspection Report conducted by VERTEX is presented to the Decas Elementary School as an addendum to the original Management Plan and should be incorporated into the school's Management Plan folder.

The John Decas Elementary School may utilize the information obtained from the AHERA Reinspection and the data compiled in the existing Management Plan to effectively manage the ACBMs present in The John Decas Elementary School in Wareham, Massachusetts.

SECTION 1
INSPECTION REPORT

## Inspection Report

## Re-inspection Protocol

Massachusetts Department of Labor Standards (DLS) Certified Asbestos Inspector, Tom Flynn (AI#900598) performed the AHERA Re-inspection in September 2015 and Luke Krzyzewski (AI#900665) in November 2016. The updated Management Plan was developed by Massachusetts DLS Certified Asbestos Management Planner, Jason Mohre (AP#000080). The purpose of the re-inspections was to identify if the hazard potential of the ACBMs or assumed ACBMs has changed since the last inspection as well as sample and assess any suspect ACBMs not listed in the original management plan. As required by the AHERA regulation, the reinspection survey procedures must include a visual re-inspection and reassessment of the condition of all known locations of friable and non-friable ACBMs. The visual inspection consists of touching ACBM, which was previously considered non-friable to determine whether the ACBM has become friable since last re-inspection. It should be noted that under the AHERA regulations only ACBMs are inspected within the school building, other asbestos containing materials (ACMs) may be associated with the school that do not fall under AHERA ACBM definition. Examples of materials which have been found to contain asbestos include but are not limited to exterior window caulking, window glazing, and roofing material. Prior to school renovations any suspect materials not sampled or listed within the school's AMP, must be tested prior to disturbance. Furthermore, VERTEX recommends an Asbestos Containing Materials (ACMs) Survey be conducted prior to any renovation activities to comply with the Environmental Protection Agency (EPA) Title 40 CFR Part 61, National Emissions Standards for Hazardous Air Pollutants (NESHAPs) and the Massachusetts Department of Environmental Protection Regulations. Documentation for subsequent surveys not related to AHERA should be included in the overall Management Plan.

In addition, a hazard assessment of known friable materials and newly determined friable materials must be recorded and submitted to the school's Designated Person. Assessment of potential asbestos hazards is subject to each individual inspector's judgment, and as a result, hazard assessments may vary.

Furthermore, the LEA Designated Person should assume that potential asbestos-containing pipe and fitting insulation may be located behind walls and ceilings not accessible. Any renovation/demolition work that may penetrate these areas should be inspection.

All available documentation of asbestos abatement projects, which have occurred since the initial AHERA inspection should be included with the reinspection report. VERTEX was not provided with any Abatement Records regarding past work activities at Decas Elementary School.

Appendix E contains Certification Page for the Inspectors and Management Planner involved with the re-inspections of the school.

Locations of the identified ACBMs with quantities observed, conditions assessed, homogeneous hazard assessment and changes since the previous re-inspection report are presented in Appendix A of this report.

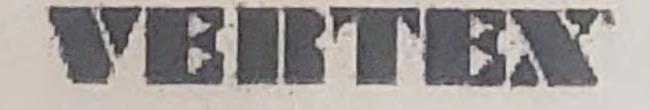
# Section 1 Inspection Report (continued)

## Bulk Sampling Methodology

Bulk samples were not collected during the current re-inspection activities in September 2015. However, VERTEX had collected and analyzed the following bulk samples of suspect homogeneous materials within school during an initial AHERA inspection conducted in August 2012 as well as additional bulk sampling in November 2015 and November 2016. Please refer to Table 1A, 1B and 1C below for a summary of the bulk samples collected and analyzed. Please refer to Appendix D for a schematic depicting the bulk sample locations.

## John Decas Elementary School-760 Main Street Sample Locations and Results (August 2012)

Table IA			
Sample Number	Sample Description	Sample Location	Asbestos Content
B0821-01A	Gray Covebase	1 <sup>st</sup> Floor, Entry # 1	None Detected
B0821-01B	Gray Covebase	1 <sup>st</sup> Floor, Conference Room	None Detected
B0821-02A	Gray Covebase Adhesive	1 <sup>st</sup> Floor, Entry # 1	Trace (< 1 % Chrysotile)
B0821-02B	Gray Covebase Adhesive	1 <sup>st</sup> Floor, Conference Room	Trace (< 1 % Chrysotile)
B0821-03A	2'x 4' Ceiling Tile (Busy Pattern)	1 <sup>st</sup> Floor, Hallway # 2	Trace (< 1 % Amosite)
B0821-03B	2'x 4' Ceiling Tile (Busy Pattern)	1 <sup>st</sup> Floor, Stair # 2	Trace (< 1 % Amosite)
B0821-04A	Carpet Adhesive (Yellow)	1 <sup>st</sup> Floor, Principal Office	None Detected
B0821-04B	Carpet Adhesive (Yellow)	1 <sup>st</sup> Floor, Library	None Detected
B0821-05A	Black Covebase	1 <sup>st</sup> Floor, Hallway # 2	None Detected
B0821-05B	Black Covebase	1 <sup>st</sup> Floor, Room # B-2	None Detected
B0821-06A	Black Covebase Adhesive	1 <sup>st</sup> Floor, Hallway # 2	None Detected
B0821-06B	Black Covebase Adhesive	1 <sup>st</sup> Floor, Room # B-2	None Detected
B0821-07A	Textured Ceiling	1 <sup>st</sup> Floor, Room # B-8	None Detected
B0821-07B	Textured Ceiling	1st Floor, Room #B-4	None Detected
B0821-07C	Textured Ceiling	1st Floor, Room #B-1	None Detected
B0821-08A	12" x 12" White Spec Floor Tile	1st Floor, Room # E-8	None Detected
B0821-08B	12" x 12" White Spec Floor Tile	1st Floor, Conference Room	None Detected
B0821-09A	12" x 12" White Spec Floor Tile Mastic	1 <sup>st</sup> Floor, Room # E-8	None Detected
B0821-09B	12" x 12" White Spec Floor Tile Mastic	1st Floor, Conference Room	None Detected
B0821-10A	Beige Covebase	1st Floor, Gym Storage	None Detected
B0821-10B	Beige Covebase	1 <sup>st</sup> Floor, Kitchen	None Detected
B0821-11A	Beige Covebase Adhesive	1st Floor, Gym Storage	None Detected
B0821-11B	Beige Covebase Adhesive	1 <sup>st</sup> Floor, Kitchen	None Detected
B0821-12A	Black Sink Mastic	1st Floor, Room # B-5	2 % Chrysotile
B0821-12B	Black Sink Mastic	1st Floor, Room # B-8	Positive Stop
B0821-13A	White Sink Mastic	1st Floor, Room # E-7	3 % Chrysotile
B0821-13B	White Sink Mastic	1st Floor, Room # E-2	Positive Stop
B0821-14A	12" x 12" Gray Spec Floor Tile	1 <sup>st</sup> Floor, Hallway # 5	None Detected
B0821-14B	12" x 12" Gray Spec Floor Tile	1 <sup>st</sup> Floor, Hallway # 6	None Detected
B0821-15A	12" x 12" Gray Spec Floor Tile Mastic	1 <sup>st</sup> Floor, Hallway # 5	None Detected
B0821-15B	12" x 12" Gray Spec Floor Tile Mastic	1 <sup>st</sup> Floor, Hallway # 6	None Detected



## Inspection Report (continued)

John Decas Elementary School-760 Main Street Sample Locations and Results (August 2012)

Table IA (Continued)				
Sample Number	Sample Description	Sample Location	Asbestos Content	
B0821-16A	Green Spec Epoxy Floor	1 <sup>st</sup> Floor, Gym Storage	None Detected	
B0821-16B	Green Spec Epoxy Floor	1 <sup>st</sup> Floor, JC Closet	None Detected	
B0821-17A	Tectum Ceiling	1 <sup>st</sup> Floor, JC Closet	None Detected	
B0821-17B	Tectum Ceiling	1 <sup>st</sup> Floor, Library	None Detected	
B0821-18A	Pipe Wrap	1 <sup>st</sup> Floor, Maintenance Storage	None Detected	
B0821-18B	Pipe Wrap	1 <sup>st</sup> Floor, Maintenance Storage	None Detected	
B0821-18C	Pipe Wrap	1 <sup>st</sup> Floor, Maintenance Storage	None Detected	
B0821-19A	Breeching Material	Basement, Boiler Room	None Detected	
B0821-19B	Breeching Material	Basement, Boiler Room	None Detected	
B0821-19C	Breeching Material	Basement, Boiler Room	None Detected	
B0821-10C	Glue Daubs	Basement, Boiler Room	None Detected	
B0821-20R	Glue Daubs	Basement, Boiler Room	None Detected	
B0821-20B	Sheetrock	1st Floor, Room # E-2	None Detected	
B0821-21A	Sheetrock	1 <sup>st</sup> Floor, Room # A-1	None Detected	
B0821-21B	Joint Compound	1st Floor, Room # E-2	Trace (< 1 % Chrysotile)	
B0821-22B	Joint Compound	1st Floor, Room # E-8	Trace (< 1 % Chrysotile)	
B0821-22C	Joint Compound	1 <sup>st</sup> Floor, Room # E-11	Trace (< 1 % Chrysotile)	
B0821-22D	Joint Compound	1 <sup>st</sup> Floor, Hallway # 4	None Detected	
B0821-22E	Joint Compound	1st Floor, Room # E-1	Trace (< 1 % Chrysotile)	
B0821-22F	Joint Compound	1st Floor, Room # E-3	Trace (< 1 % Chrysotile)	
B0821-22G	Joint Compound	1st Floor, Room # E-4	Trace (< 1 % Chrysotile)	
B0821-223A	Tan Rubber Floor	1 <sup>st</sup> Floor, Little Gym	None Detected	
B0821-23B	Tan Rubber Floor	1st Floor, Little Gym	None Detected	
B0821-24A	Light Weight Yellow Floor Leveler	1st Floor, Room # D-4	Trace (< 1 % Chrysotile)	
B0821-24B	Light Weight Yellow Floor Leveler	1st Floor, Room # D-4	None Detected	
B0821-25A	12" x 12" Green Spec Floor Tile	1st Floor, Room # E-5	None Detected	
B0821-25B	12" x 12" Green Spec Floor Tile	1st Floor, Room # E-11	None Detected	
B0821-25B	12" x 12" Green Spec Floor Tile Mastic	1st Floor, Room # E-5	None Detected	
B0821-26B	12" x 12" Green Spec Floor Tile Mastic	1st Floor, Room # E-11	None Detected	
B0821-20B	12" x 12" Dark Green Spec Floor Tile	1st Floor, Room # E-9	None Detected	
B0821-27A	12" x 12" Dark Green Spec Floor Tile	1st Floor, Room # E-7	None Detected	
B0821-27B B0821-28A	12" x 12" Dark Green Spec Floor Tile	1 <sup>st</sup> Floor, Room # E-9	None Detected	
B0821-28B	12" x 12" Dark Green Spec Floor Tile	1 <sup>st</sup> Floor, Room # E-7	None Detected	
DU021-20D	12 A 12 Dark Officer Spect 1 tool The			

## Inspection Report (continued)

John Decas Elementary School-760 Main Street Sample Locations and Results (November 2015)

Table IB			
Sample Number	Sample Description	Sample Location	Asbestos Content
B-1118-01A	Drywall	Portable Connector/Hallway #3	None Detected
B-1118-01B	Drywall	Portable Connector/Hallway #3	None Detected
B-1118-02A	Joint Compound	Portable Connector/Hallway #3	None Detected
B-1118-02B	Joint Compound	Portable Connector/Hallway #3	None Detected
B-1118-02C	Joint Compound	Portable Connector/Hallway #3	None Detected
B-1118-02D	Joint Compound	Portable Connector/Hallway #3	None Detected
B-1118-02E	Joint Compound	Portable Connector/Hallway #3	None Detected
B-1118-03A	2' x 4' Ceiling Tile	Main Hall/Hallway # 2	2 % Amosite
B-1118-03B	2' x 4' Ceiling Tile	Main Hall/Hallway # 2	Positive Stop

John Decas Elementary School-760 Main Street Sample Locations and Results (November 2016)

Table IC			
Sample Number	Sample Description	Sample Location	Asbestos Content
B-1122-1A	Black Covebase	Room E-7	None Detected
B-1122-1B	Black Covebase	Room E-7	None Detected
B-1122-2A-Brown	Black Covebase Adhesive	Room E-7	None Detected
B-1122-2B	Black Covebase Adhesive	Room E-7	None Detected
B-1122-3A	Textured Coating on CMU	Main Foyer	None Detected
B-1122-3B	Textured Coating on CMU	Main Foyer	None Detected
B-1122-3C	Textured Coating on CMU	Main Foyer	None Detected

**Bold** indicates representative bulk sample analyzed positive for Asbestos (>1% asbestos containing) **Positive Stop** indicates representative bulk sample analyzed positive for Asbestos. *Italicized* indicates representative bulk sample analyzed Trace for Asbestos content (<1% asbestos containing)



## Inspection Report (continued)

Based on past sampling of homogenous suspect ACBMs identified within the school, VERTEX has determined the following:

The following is a list of homogenous materials that were determined or assumed to be ASBESTOS-CONTAINING:

Black Sink Mastic
Cement Board Panel (Skylights)
Interior Boiler Insulation
Fire Doors

White Sink Mastic
2' x 4' Ceiling Tile (Busy Pattern)
Interior Incinerator Insulation

The following is a list of materials that were found to be <u>TRACE</u> (< 1%) <u>ASBESTOS</u>-CONTAINING:

Joint Compound Gray Covebase Adhesive Black Covebase Adhesive Lightweight Floor Yellow Floor Leveler

# The following is a list of materials that were found and determined to be NON-ASBESTOS-CONTAINING:

Drywall
Textured Ceiling Material
Breeching Material
Black Covebase
Beige Covebase
Gray Covebase
12" x 12" White Spec Floor Tile
12" x 12" Gray Spec Floor Tile
12" x 12" Green Spec Floor Tile
12" x 12" Dark Green Spec Floor Tile
Green Spec Epoxy Floor

Carpet Adhesive
Tectum Ceiling
Pipe Wrap
Black Covebase Adhesive
Beige Covebase Adhesive
Brown Glue Daubs
12" x 12" White Spec Floor Tile Mastic
12" x 12" Gray Spec Floor Tile Mastic
12" x 12" Green Spec Floor Tile Mastic
12" x 12" Dark Green Spec Floor Tile Mastic

## Inspection Report (continued)

## Updated Hazard Assessment

All known locations of friable and non-friable ACBM were re-inspected to determine whether a change in the ACBMs condition has occurred since the initial AHERA inspection. From the reinspection, an asbestos hazard assessment was performed. Factors considered when assessing asbestos hazard include;

- 1. The friability of the material;
- 2. The condition if material including type, severity and extent of damage;
- 3. The material's potential for disturbance including accessibility and air flow;
- 4. The material's potential for damage.

The location, estimated quantities, condition and Homogenous Area Hazard Assessment Category for the identified ACBMs are presented in APPENDIX A. The following is an updated homogenous area assessment for each homogeneous area.

## Homogeneous Area Assessment

## Homogeneous Area #1 - 2' x 4' Ceiling Tile

Classification: Friable Miscellaneous ACBM

Asbestos-containing 2' x 4' Ceiling Tile is generally located throughout the school. Please refer to Appendix A for the locations. The material is friable and displays a significant potential for damage.

## Homogeneous Area #2 - Black Sink Mastic

Classification: Non-friable surfacing or miscellaneous ACBM

Asbestos-containing Black Sink Mastic is located within the A, B, and D Classrooms as well as the Nurses Room and Teachers Room at the school. The material is in generally good condition, non-friable and was observed to be screwed shut and inaccessible to the students and teachers.

## Homogeneous Area #3 - White Sink Mastic

Classification: Non-friable surfacing or miscellaneous ACBM

Asbestos-containing White Sink Mastic is located within the E Classrooms at the school. The material is in generally good condition, non-friable and was observed to be screwed shut and inaccessible to the students and teachers.

# Section 1 Inspection Report (continued)

## Updated Hazard Assessment

## Homogeneous Area #4 - Cementitious Board (Skylight Cover)

## Classification: Non-friable surfacing or miscellaneous ACBM

Asbestos-containing Cementitious Board is located within the Teachers Room and Hallway # 8 at the school. The material is in generally good condition, non-friable and presents a moderate potential for damage.

## Homogeneous Area #5 - Interior Boiler Insulation, Boiler Room

## Classification: Non-friable/Friable Thermal System Insulation ACBM

Assumed asbestos-containing interior boiler insulation is located within Boiler Room at the school. Based on the location of the material (i.e. interior of the boilers) the materials assumed inside the boilers present a moderate potential for damage.

## Homogeneous Area #6 - Interior Incinerator Insulation, Boiler Room

## Classification: Non-friable/Friable Thermal System Insulation ACBM

Assumed asbestos-containing interior incinerator insulation is located within Boiler Room at the school. Based on the location of the material (i.e. interior of the incinerator) the materials assumed inside the boilers, present a moderate potential for damage.

## Homogeneous Area #7- Fire Doors

## Classification: Non-friable/Friable miscellaneous ACBM

Assumed asbestos-containing fire doors are located within Hallway # 2 (Main Hall) at the school. Based on the location of the material (i.e. interior of the door) the materials assumed inside the door, present a low potential for damage unless it is disturbed.

## Homogeneous Area #8 - Drywall/Joint Compound

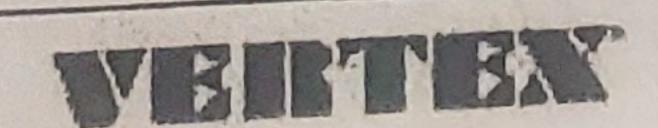
## Classification: Trace ACBM

Trace asbestos-containing Drywall/Joint Compound is generally located throughout the school. The material is generally in good condition, and trace asbestos-containing.

## Homogeneous Area #9 - Gray and Black Covebase Adhesive

## Classification: Trace ACBM

Trace asbestos-containing Gray and Black Covebase Adhesive is generally located throughout the school. The material is generally in good condition, and trace asbestos-containing.



# RESPONSE ACTION DETERMINATION

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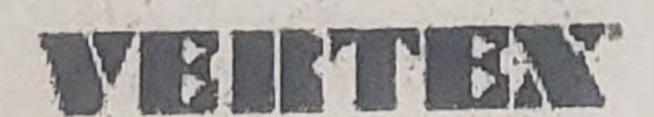
# Section 2 Response Action Determination

The following is based on the Decision Tree for Thermal System Insulation Type ACM. The recommended response actions are determined utilizing the "decision tree" approach for Response Action Determination as outlined in EPA's "Asbestos Hazard Emergency Response Act," (AHERA) 40 CFR 763. Because of defined friability factors associated with surfacing and miscellaneous materials versus thermal system insulation, separate decision trees are utilized for each group of materials.

Decision Trees are used to estimate the risk associated with exposure to asbestos in a given homogeneous area, and to recommend certain response actions, which are consistent with regulatory requirements. Eight response actions are recommended for both thermal system insulation and for surfacing/miscellaneous insulation. The response section number given to each homogeneous area indicates a priority for action, the lower the number, the more serious the hazard. Most response actions call for an operations and maintenance program, assuming that this is the least burdensome method which still protects human health and environment. This does not prohibit the building owner from removal of ACM at any time, if that is the preferred response action.

Recommended response actions are based upon the material condition, disturbance, air-flow and the potential for damage. Potential response actions include the following:

- 1. Significantly Damaged Thermal System Insulation: Response Action 1. Isolate the area and restrict access to the area. ACM should be removed as soon as possible.
- 2. <u>Damaged Thermal System Insulation with High Disturbance</u>: Response Action 2. Continue O&M program and remove the ACM as soon as possible or reduce the potential for disturbance.
- 3. <u>Damaged Thermal System Insulation with Moderate Disturbance and in the Presence of an Air Stream:</u> Response Action 2. Continue with O&M Program and remove the ACM as soon as possible or reduce the potential for disturbance.
- 4. <u>Damaged Thermal System Insulation with Moderate Disturbance:</u> Response Action 3. Repair ACM, continue with O&M Program.
- 5. <u>Damaged Thermal System Insulation with Low Disturbance and in the Presence of an Air Stream:</u> Response Action 4. Repair ACM, continue with O&M Program.
- 6. <u>Damaged Thermal System Insulation with Low Disturbance:</u> Response Action 5. Repair ACM, continue with O&M Program.
- 7. <u>Undamaged Thermal System Insulation with High Disturbance:</u> Response Action 6. Continue with O&M Program and take preventative measures to reduce disturbance.
- 8. <u>Undamaged Thermal System Insulation with Moderate Disturbance:</u> Response Action 7. Continue with O&M Program and take preventative measure to reduce disturbance.
- 9. <u>Undamaged Thermal System Insulation with Low Disturbance:</u> Response Action 7. Continue with O&M Program and take preventative measure to reduce disturbance.



## Response Action Determination (continued)

The following is based on the Decision Tree for Surfacing and Miscellaneous ACM. Recommended response actions are based upon friability, material condition, disturbance, air flow and the potential for damage. Potential response actions include the following:

- 1. Friable Surfacing or Miscellaneous ACM with Significant Damage: Response Action 1: Isolate the area and restrict access to the area. Remove the ACM as soon as possible.
- 2. Friable Surfacing or Miscellaneous ACM with Damage and a High Disturbance: Response Action 2: Continue with O&M Program and remove ACM as soon as possible or reduce the potential for disturbance.
- 3. Friable Surfacing or Miscellaneous ACM with Damage, Moderate Disturbance and in the Presence of an Air Stream: Response Action 2: Continue with O&M Program and remove ACM as soon as possible or reduce the potential for disturbance.
- 4. Friable Surfacing or Miscellaneous ACM with Damage and Moderate Disturbance: Response Action 3: Continue with O&M Program and schedule removal when practical and cost-effective
- 5. Friable Surfacing or Miscellaneous ACM with Damage, Low Disturbance and in the Presence of an Air Stream: Response Action 4: Continue with O&M Program and schedule removal when practical and cost-effective
- 6. Friable Surfacing or Miscellaneous ACM with Damage and Low Disturbance: Response Action 5. Continue with O&M Program and schedule removal when practical and cost-effective
- 7. Friable Surfacing or Miscellaneous ACM with No Damage and High Disturbance: Response Action 6. Take preventative measures to reduce the disturbance.
- 8. Friable Surfacing or Miscellaneous ACM with No Damage and Moderate Disturbance: Response Action 7. Take preventative measure to reduce the disturbance.
- 9. Friable Surfacing or Miscellaneous ACM with No Damage and Low Disturbance: Response Action 8. Take preventative measure to reduce the disturbance.
- 10. Non-Friable Surfacing or Miscellaneous ACM: Response Action 8: Continue with O&M until major renovation or demolition requires removal under the EPA NESHAPS, or until hazard assessment factors change.

## Response Action Determination (continued)

## Advantages and Disadvantage to Abatement Alternatives

The decision trees outlined in AHERA 40 CFR 763 are used to provide the "best" alternative for the specific conditions in each homogeneous area.

Below is a discussion of the alternative approaches to asbestos management in a building.

## Long Term Operation & Maintenance Program

## Advantages:

- \*Low initial cost for continueation
- \*Good interim plan
- \*An O&M program may be continued and carried out by in house trained personnel.

## Disadvantages:

- \*Asbestos remains in the building
- \*Condition of the asbestos must be monitored
- \*Cost of training and special work procedures may be significant
- \*Effectiveness may be limited where control of the building occupants is difficult

#### Encapsulation

#### Advantages:

- \*Reduces the risk of release of asbestos fibers
- \*Initial cost is lower than the cost of asbestos removal
- \*Asbestos-containing material may still serve its initial purpose
- \*Quick temporary means of repair

#### Disadvantages:

- \*Asbestos remains in the building and encapsulant makes removal more difficult
- \*Improper encapsulation may cause the material to delaminate or pull away from substrate
- \*Asbestos-containing material must have an O&M program
- \*Similar preparation for asbestos removal is required for encapsulation
- \*Long term cost may be greater than asbestos removal is periodic reapplication of the encapsulant is required

## Response Action Determination (continued)

## Enclosure

## Advantages:

- \*Enclosure reduces immediate exposure
- \*Initial cost of enclosure is lower that the cost of asbestos removal
- \*Asbestos-containing material may still serve its initial purpose
- \*Quick temporary means of repair

## Disadvantages:

- \*Asbestos remains in place and later removal is more difficult
- \*If maintenance is required of the systems insulated with asbestos, the asbestos will be exposed
- \*An O&M program will have to be continueed for the asbestos-containing material
- \*Similar preparation for asbestos removal is required for enclosure

#### Removal

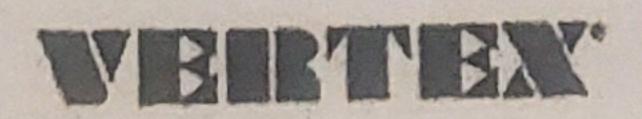
#### Advantages

- \*Asbestos-containing material is eliminated from the building
- \*There is no need for an O&M plan
- \*Initial cost is great, but the future costs are eliminated

## Disadvantages:

- \*Re-insulating, re-fireproofing, or replacement of materials may be required
- \*Improper removal may raise levels of airborne fibers higher than background levels
- \*The initial cost of removal is very high
- \*Areas of the building involved in asbestos removal may not be occupied during removal

# SECTION 3 UPDATED RECOMMENDED RESPONSE ACTIONS



## Updated Recommended Response Actions

The updated recommended response actions are for all the homogenous areas found within the school. The response actions are determined utilizing the decision tree approach for Response Action Determination as described in Section 2.

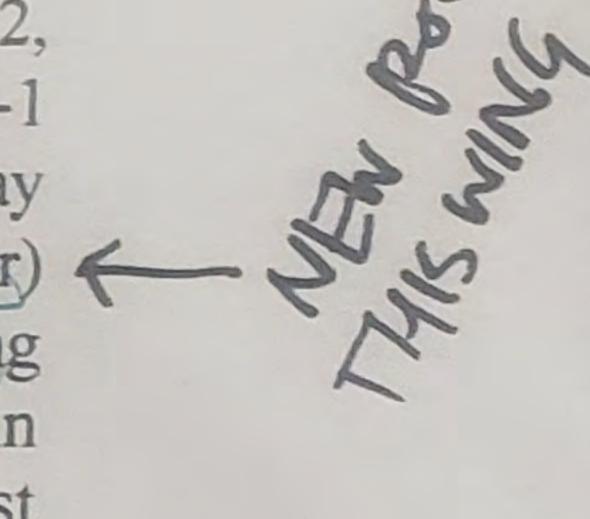
## Homogeneous Area #1 - 2' x 4' Ceiling Tile

Response Action 2: The 2' x 4' Ceiling Tile located within Hallway # 1, Hallway # 2, Kitchen/Office, Maintenance Storage Area, ST-1 Offices, ST-2 Storage, Hallway # 4, Rooms A-1 to A-6, Hallway # 5, Room E-1, Room E-4, Room E-5, Room E-10 and Hallway # 6 display minor to moderate damage. The 2' x 4' Ceiling Tiles located within the Hallway # 7 (E-Corridor) displays extensive water staining and/or water damage. Remove and replace the damaged ceiling tiles as soon as possible or when funds become available to complete the response actions. An asbestos abatement contractor licensed and certified in the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform O&M activities, which involve less than three linear or square feet. Prior to renovation/demolition the material must be removed if it will be disturbed.

Response Action 7: The 2' x 4' Ceiling Tile located throughout the remainder of the school is in generally good condition. Inform teachers and staff at the school not to disturb the ceiling tiles (i.e. hangers). A routine cleaning schedule is recommended to be implemented to clean horizontal surfaces that are below the ceiling tiles. Properly trained staff are required conduct the cleaning activities utilizing HEPA-vacuums and/or wet wiping. Limit the potential for disturbance and implement an O&M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor licensed and certified in the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform O&M activities, which involve less than three linear or square feet. Prior to renovation/demolition the material must be removed if it will be disturbed.

#### Homogeneous Area #2 - Black Sink Mastic

Response Action 8: The Black Sink Mastic throughout the school is in generally good condition. Access to the sink areas was observed to be screwed shut and inaccessible to the students and teachers. Continue the Operations and Maintenance (O & M) Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.



### Updated Recommended Response Actions (continued)

### Homogeneous Area #3 - White Sink Mastic

Classification: Non-friable surfacing or miscellaneous ACBM

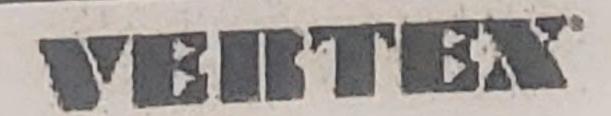
Response Action 8: The White Sink Mastic throughout the school is in generally good condition. Access to the sink areas was observed to be screwed shut and inaccessible to the students and teachers. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.

### Homogeneous Area #4 - Cementitious Board (Skylight Cover)

Response Action 8: The Cememtitious Wallboard within Hallway # 8 and Teachers Room skylight areas is generally good condition. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.

## Homogeneous Area #5 - Interior Boiler Insulation, Boiler Room

Response Action 7: Assumed Interior Boiler Insulation is located within the Boiler and conditions of the materials that may exist are unknown. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.



### Updated Recommended Response Actions (continued)

## Homogeneous Area #6 - Interior Incinerator Insulation, Boiler Room

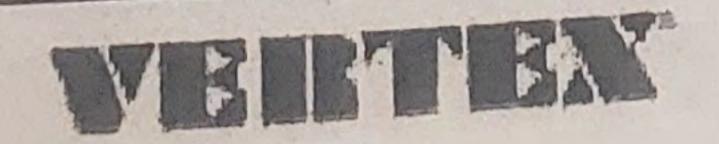
Response Action 7: Assumed Interior Incinerator Insulation is located within the Incinerator and conditions of the materials that may exist are unknown. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.

### Homogeneous Area #7 - Fire Doors

Response Action 8: The Fire Doors within the Hallway # 2 (Main Hall) are generally good condition. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.

# Homogeneous Area #8 - Drywall/Joint Compound

Response Action 8: The Drywall/Joint Compound located throughout the school is in generally good condition. The Joint Compound has been determined through sampling and laboratory analysis as Trace Asbestos-Containing. For identified trace asbestos materials (i.e. materials containing less than 1% asbestos), disturbance of these materials are regulated under the OSHA Construction Standard 29 CFR 1910. OSHA requires the proper protection of workers from exposure to these materials by continuing proper handling methods such as conducting a negative exposure assessment while using proper Personal Protective Equipment (PPE) properly trained employees, wetting materials to prevent dust and airborne asbestos fibers, covering materials during transport and at the end of each work day (i.e. covered bins and lined roll off containers) and following all applicable local, state and/or federal regulations.



### Updated Recommended Response Actions (continued)

### Homogeneous Area #9 - Gray/Black Covebase Adhesive

Response Action 8: The Gray Covebase Adhesive located throughout the school is in generally good condition. The Gray Covebase Adhesive has been determined through sampling and laboratory analysis as Trace Asbestos-Containing. For identified trace asbestos materials (i.e. materials containing less than 1% asbestos), disturbance of these materials are regulated under the OSHA Construction Standard 29 CFR 1910. OSHA requires the proper protection of workers from exposure to these materials by continuing proper handling methods such as conducting a negative exposure assessment while using proper Personal Protective Equipment (PPE) properly trained employees, wetting materials to prevent dust and airborne asbestos fibers, covering materials during transport and at the end of each work day (i.e. covered bins and lined roll off containers) and following all applicable local, state and/or federal regulations.

### Homogeneous Area #10 - Yellow Floor Leveler

Response Action 8: The Yellow Floor Leveler within the Vice Principals Office area is covered. Continue the O & M Program until major renovations or demolition requires the removal of this material, or until the hazard assessment factors change. An asbestos abatement contractor certified by the Commonwealth of Massachusetts must perform projects, which involve greater than 3 linear or 3 square feet of ACM. Personnel who have been trained as Associated Project Workers, which is a required 16-hour training course, may perform Operations and Maintenance activities, which involve less than three linear or three square feet. Personnel not properly trained and certified should not drill, cut, sand or abrade. Prior to renovation/demolition the material if it will be disturbed and any disposal of the material must be treated in accordance with all local, state and federal agency protocols.

### SECTION 4

RECORDKEEPING REQUIREMENTS AND RECOMMENDATIONS

VERTEX

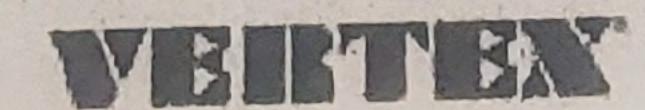
### Recordkeeping Requirements and Recommendations

The AHERA regulations have very specific requirement for the maintenance of records associated with the management of the identified ACBMs in the school. The following is a list of some of the key items that the LEA Designated Person must maintain as part of the package:

- Initial AHERA inspection report and Asbestos Management Plan
- Subsequent 3-year reinspection reports.
- 6-month surveillance reports.
- Documentation for minor and major fiber release episodes. This includes abatement work performed by outside contractors as well as work performed by 16 hour trained maintenance personnel no matter how small.
- Documentation for completion of response actions (i.e. clearance testing, waste shipment records, etc.). This should always include applicable training and certification documentation for the parties involved performing the work activities.
- Labeling of ACBM (friable)
- Yearly notice to parents, teachers and staff.
- Training and medical exams for 16-hour trained personnel. Although training does not require renewal. Medicals are to be performed every year. In addition, 16-hour personnel should be fit tested every six months.
- Two hour awareness training for staff. Any new workers are required to receive this training at start of employment. Training should include specific review of ACBMs in the building their working in.

The above items are some of the key items, which need to be incorporated into the plan. The following are some recommendations are how best to maintain for easy access and review by outside parties:

- Maintain an update the three- ring binder for the school. Have a duplicated copy, one for administration office and one for the facilities office.
- Create tab sections in the binder. Each section should contain the information above. This will allow for easy review and update.
- Ensure that for every major and minor fiber release episode, that all documentation is received.
- As you updated your file, ensure the school's is updated.



AFIERA Re-Inspection Report September 2013/Revised January 2017
Page 18

#### Section d

## Recordkeeping Requirements and Recommendations (continued)

Also, it is also required that if outside contractors enter building perform work that they review areas where asbestos may be present that will be near their work. Have a log at the school for them to sign that they have read and understand. This will protect the school from liability and ensure outside contactors will not disturb asbestos. Finally, periodically review program internally and with your 16-hour persons to ensure compliance.

VERTEX recommends informing teachers and staff at the school not to disturb the ceiling tiles (i.e. hanging items). In addition, a periodic cleaning schedule is recommended to be implemented to clean horizontal surfaces that are below the asbestos-containing ceiling tiles. Properly trained staff (i.e. 2-Hour Asbestos Awareness) should conduct the cleaning activities utilizing HEPA-vacuums and/or wet wiping as outlined in the recommended O&M procedures.

VERTEX recommends an Asbestos Containing Materials (ACMs) Survey be conducted prior to any renovation activities to comply with the Environmental Protection Agency (EPA) Title 40 CFR Part 61, National Emissions Standards for Hazardous Air Pollutants (NESHAPs) and the Massachusetts Department of Environmental Protection Regulations.

#### SECTION 5

ESTIMATED RESOURCES REQUIRED TO COMPLETE THE RESPONSE ACTIONS

WEIRTEX.

### Estimated Resources Required to Complete the Response Actions

This section contains the estimated resources required to complete the abatement activities of the identified damaged ACBMs. These estimates will vary according to competitive bidding, accessibility, location, and condition of ACMs, phasing of work, etc. The cost estimate below does not include abatement contactor mobilization, abatement design and/or project monitoring services.

Estimated Cost to complete the Response Actions at the John Decas Elementary School in Wareham, Massachusetts:

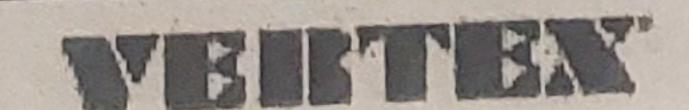
\$10,200.00

The estimated cost provided above does not include costs that may be associated with preparation of a work plan, mobilization of a contractor, and/or project monitoring/clearance testing. Please refer below for estimated costs that may be associated with the mentioned above:

Abatement Work Plan/Design Specification = \$500-\$2,500.00 Abatement Contactor Mobilization = \$1,500.00-\$2,500.00 Project Monitoring/Clearance Testing = \$520.00-\$600.00/per shift

\*\* In addition, the estimated cost provided above does not include costs that may be associated with two-hour asbestos awareness training, OSHA 16-hr Operations and Maintenance Training and/or the labor to conduct the required six-month surveillance re-inspections. Please refer below for estimated costs that may be associated with the mentioned above:

2-Hour Asbestos Awareness Training = \$75/person
OSHA 16-hr Operations and Maintenance Training = \$300/person
Six-Month Periodic Surveillance Inspection = \$600/inspection



#### SECTION 6

ESTIMATED RESOURCES REQUIRED FOR THE ABATEMENT OF THE IDENTIFIED ACBMs



### Estimated Resources Required For Abatement of the Identified ACBMs

This section contains the estimated resources required to perform the removal of identified ACBMS, however EPA recommends the ACBMs to be managed in place if they are not damaged. Alternative abatement costs are estimated using current Abatement Contractor Estimates. These estimates will vary according to competitive bidding, accessibility, location, and condition of ACMs, phasing of work, etc. The cost estimate below is a worst case scenario if all identified ACBMs were to be removed. The cost estimate below does not include abatement contactor mobilization, abatement design and/or project monitoring services.

Estimated Cost for the Removal of ACBMs from the John Decas Elementary School in Wareham, Massachusetts:

\$195,000.00

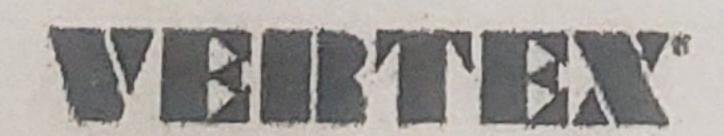
### Cost Estimate Worksheet can be found in Appendix C.

- \*The estimated cost above does not include removal of the assumed interior ACMs that mat be associated with boilers at the school.
- \*\* The estimated cost provided above is developed from current Abatement Contractor Unit pricing. These estimates will vary according to competitive bidding, accessibility, location, and condition of ACMs, phasing of work, etc. In addition, the costs above do not include mobilization of the Abatement Contractor, Abatement Work Plan/Design, Project Monitoring and/or Clearance Testing Services for the completion of the response actions. Please refer for below unit pricing regarding costs for the Contractor Mobilization and Clearance Testing Services:

Abatement Work Plan/Design Specification = \$500-\$2,500.00
Abatement Contactor Mobilization = \$1,500.00-\$2,500.00
Project Monitoring/Clearance Testing = \$520.00-\$600.00/per shift
Transmission Electron Microcopy (TEM) Analysis = \$75.00-\$100.00/sample
Phase Contrast Microscopy (PCM) Analysis = No Charge -\$15.00/sample
Clearance Report Preparation = \$350.00-\$800.00

SECTION 7

OPERATIONS AND MAINTENANCE



### Operations and Maintenance Program

#### INTRODUCTION

The John Decas Elementary School and/or Wareham Public Schools has established an overall asbestos control program that is designed to minimize exposure of all occupants of the school to asbestos fibers located at 760 Main Street in Wareham, Massachusetts. This Operations and Maintenance (O&M) Plan is an integral part of the overall program. It sets guidelines for the proper in-place management of all assumed and identified asbestos-containing building materials (ACBM) located in the building.

This O&M plan contains the following sections:

- A. A description of the duties of the LEA Designated Person (DP).
- B. A procedure for **notifying** workers, tenants, and other visitors where ACBM are located, and stressing the importance of avoiding disturbing the ACBM in any way.
- C. The detailed description of O&M Activities, including:
  - 1. Emergency procedures for both major and minor episodes of fiber release;
  - 2. Periodic surveillance of ACBM, so that any changes in the condition of ACBM can be noted, assessed, and documented; and
  - 3. Detailed descriptions of work procedures for both general maintenance and Asbestos Associated Project Workers, which must be used so that workers can avoid or minimize fiber release when performing activities that may disturb ACBM.
- D. A list of records that must be kept to document O&M and abatement activities.
- E. Training requirements for the DP, and custodial and maintenance staff.

In general, asbestos represents a health hazard **only** if fibers are breathed into the lungs or, in rare cases, are swallowed. Asbestos-containing materials that are non-friable (i.e. cannot be easily broken of crumbled by hand pressure) are not hazardous as long as they are intact and in good condition. Because friable materials can be easily crumbled or crushed, they are more susceptible to airborne fiber release than are non-friable materials.

It is a policy of the John Decas Elementary School that untrained employees and outside contractors **DO NOT** handle, touch or otherwise disturb any material that is asbestos or suspected of containing asbestos. A properly qualified and trained individual must handle any material that is, or may contain asbestos. Non-asbestos materials have been and may be identified by the asbestos coordinator using one or more of the following criteria: (1) lab analysis, (2) results of previous lab analysis, (3) product composition labels, (4) receipts, and so forth. At no time will any employee, student, or outside contractor assume a material to be asbestos-free. An inventory of Asbestos Containing Building Materials identified from the inspections are presented in Appendix A.



## Operations and Maintenance Program (Continued)

# 1. DUTIES OF THE ASBESTOS MANAGEMENT PLAN DESIGNATED PERSON

The DP oversees the implementation and management of the O&M plan. Duties of the DP include (1) notifying building staff, workers, and outside contractors where ACBM is located in the building, (2) assigning workers to tasks involving work that may disturb ACBM, (3) ensuring that abatement and O&M activities are conducted by trained qualified personnel, and (4) keeping records of all asbestos-related activities at the property.

The DP must receive training related to asbestos issues (see "Training Requirements" of this plan).

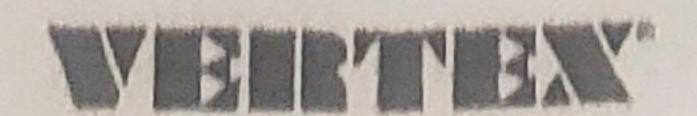
#### 2. NOTIFICATION

The DP shall ensure that building workers, outside contractors, and tenants are notified of the location, quantity, and physical condition of identified and assumed ACBM that they might disturb. Such notification shall be accomplished by written notice, by personal communication, by posting signs at entrances to mechanical areas, and/or by labeling ACBM. By informing occupants of potential hazards in their vicinity, the notification reduces the possibility that occupants will accidentally disturb ACBM. The notification must stress that persons who disturb ACBM may accidentally release asbestos fibers into the air, and that therefore everyone must avoid disturbing ACBM. This notification will assure compliance with Occupational Health and Safety Administration (OSHA) Regulation 29 CFR Part 1926.1101, which regulates asbestos exposure as it relates to construction work (including building maintenance) and with 29 CFR 1910.1001, which regulates asbestos exposure in general industry (including normal housekeeping).

If asbestos-related construction, abatement, of O&M activities is conducted, the DP shall also notify the following persons about the presence, location, and quantity of ACBM:

- A. Employees of the building, such as maintenance and custodial personnel who will work in or adjacent to areas containing ACBM:
- B. Staff who will occupy areas containing ACBM.
- C. Prospective employers applying for or bidding for work if their employees will be expected to work in or adjacent to areas containing ACBM.
- D. Multiple employers occupying a work-site in the building, any of whose employees will be performing work within or adjacent to areas containing ACBM.

Before conducting any work in the building that has the potential to impact ACBM, contractors will be required to sign the Contractor's Asbestos Notification and Acknowledgment Form. In addition, all contractors and contractor's employees who work on the site will be required to notify the DP of the presence, location, and quantity of newly discovered ACBM within 24 hours



### Operations and Maintenance Program (Continued)

(or sooner if ACBM is disturbed) of the discovery. If any building materials are discovered, the asbestos content of which is unknown, the material shall be presumed to contain

asbestos, until the results of sampling and analysis prove otherwise. Appropriate sampling of the material shall be conducted by a Massachusetts Department of Labor and Work Force Development Division of Labor Standards accredited asbestos inspector and analyzed at an appropriately licensed asbestos analytical laboratory.

The DP shall ensure that all required warning signs are posted during abatement and O&M activities during which the release of asbestos fibers into the air is possible. Warning signs shall demarcate all regulated areas and shall bear the following information:

DANGER
ASBESTOS
CANCER AND LUNG DISEASE HAZARD
AUTHORIZED PERSONNEL ONLY
RESPIRATORS AND PROTECTIVE
CLOTHING ARE REQUIRED IN THIS AREA

Contractors and in-house personnel who remove ACBM within the site shall label all waste containers that contain ACBM waste in accordance with OSHA and EPA guidelines.

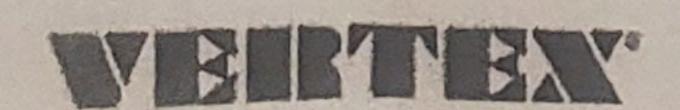
The Massachusetts Department of Environmental Protection (DEP) and the Massachusetts Division of Labor Standards (DLS) will be notified anytime work will impact any quantity of ACBM at the school.

The DP shall ensure that all previously installed ACBM that have been identified in the facility are labeled or identified by signs, as feasible. All ACBM that are friable and accessible, such as TSI located in mechanical areas or below suspended ceilings, will be labeled. Labels shall be attached to or posted in areas where employees, residents, and outside contractors who are likely to be exposed will clearly notice (such as at the entrance to mechanical rooms).

The labels shall bear the following information:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

Posted signs may be used in lieu of labels to indicate the type and location of each ACBM.



## Operations and Maintenance Program (Continued)

## 3. OPERATIONS AND MAINTENANCE ACTIVITIES

Operations and maintenance activities include:

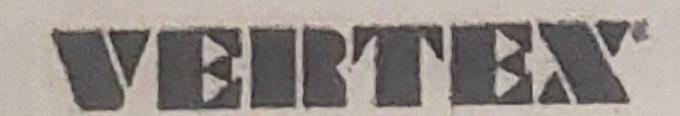
- A. Emergency procedures to be followed in the event of a major or minor episode of fiber release;
- B. Periodic surveillance of ACBM within at the school building;
- C. Work procedures associated with planned maintenance activities that may disturb ACBM. Only properly trained personnel under the control and direction of the DP shall conduct operations and maintenance activities.
- D. Periodic Cleaning Activities

### A. Emergency Procedures for Fiber Release Episodes

Fiber release episodes are categorized as *major* (the falling or dislodging of more than 3 square feet or 3 linear feet of friable ACBM), or minor (the falling or dislodging of fewer than 3 square feet or 3 linear feet of friable ACBM)

#### PROCEDURE FOR MAJOR EPISODE

- 1. Restrict entry into the area.
- 2. Immediately contact the DP
- 3. Post sign to prevent anyone from entering the area except persons necessary to perform the response action.
- 4. Shut off or temporarily modify the air-handling system to prevent the fibers from being distributed to other areas in the building.
- 5. The DP shall contact an accredited designer of abatement to prepare an abatement plan that specifies the appropriate response actions.
- 6. The DP shall ensure that only a Massachusetts Certified Asbestos Abatement Contractor conducts the response actions.



### Operations and Maintenance Program (Continued)

#### PROCEDURE FOR MINOR EPISODE

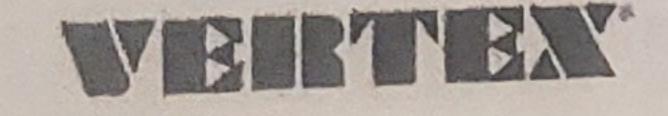
- 1. Thoroughly saturate the debris using all wetting methods necessary.
- 2. Clean the area using wet wiping techniques followed by vacuuming with a specially equipped High Efficiency Particulate Air (HEPA) vacuum.
- 3. Place all debris and all contaminated cleaning supplies (mop heads, rags, etc.) into a leak tight container, such as a 6-mil thick polyethylene waste bag, and seal the container. Place the sealed container into a second 6-mil thick polyethylene bag. If labeled waste bags are not used, apply warning label to outside of each bag used.
- 4. Repair the area of damaged ACBM, as follows:
  - a. Use materials such as asbestos-free spackling, plaster, cement, or insulation; or
  - b. Seal the area with latex paint or an encapsulate; or
  - c. Immediately implement other appropriate response action.

#### B. Periodic Surveillance

Periodic surveillance of all known and assumed ACBM shall be conducted once every six months. The purpose of the regularly scheduled surveillance is to ensure that any ACBM that are damaged or that have deteriorated are detected in a timely manner. The DP shall use the information from the periodic surveillance in conjunction with ongoing reports from the periodic surveillance in conjunction with ongoing reports from service workers of changes in the condition of the ACBM to take corrective action.

The periodic surveillance consists of a visual inspection of all known and assumed ACBM. Periodic surveillance shall also include a visual and physical evaluation of ACBM in order to determine the degree of damage and to assess the likelihood of future fiber release. The area in the immediate vicinity shall also be examined for potential loose ACBM debris. The DP shall record the cause of the damage.

Only persons who have received at least the minimum asbestos-awareness training (see "Training Requirements", of this plan) shall conduct the periodic surveillance. The results of the surveillance shall be recorded on the periodic surveillance inspection form.



### Operations and Maintenance Program (Continued)

#### C. Work Procedures for General Maintenance Personnel

The following work practices shall be prohibited in all circumstances:

- Drilling holes in ACBM;
- Damaging ACBM while moving furniture or other objects;
- Sweeping of dusting floors, ceilings, moldings, or other surfaces in asbestoscontaminated environments;
- Using an ordinary vacuum to clean up asbestos-containing or asbestos contaminated debris (only vacuums equipped with a HEPA filter should be used);
- Removing potentially contaminated ventilation system filters without thoroughly wetting them; and
- Shaking potentially contaminated ventilation system filters.

### D. Periodic Cleaning

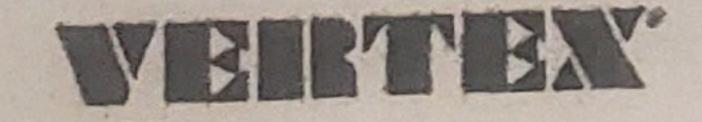
Asbestos-containing ceiling tile is located at the school. Based on discussions with the DP for the school and maintenance personnel, the routine cleaning activities in the areas identified with asbestos-containing ceiling tile are suggested to be conducted in manageable sections daily (i.e. 3 to 4 rooms or areas per day).

Properly trained staff (i.e. 2-Hour Asbestos Awareness) are equipped with the following equipment while conducting the cleaning activities in accordance with the O&M Program:

- 3-Gallon Hand Pump Water Sprayer with Amended Water
- Disposable Rags
- High Efficiency Particulate Air (HEPA)-equipped vacuum
- 6-Mil Asbestos Waste Bag with Appropriate Labeling

The following is a general outline to be utilized for the properly trained personnel to conduct the periodic cleaning activities:

- Utilization of disposable rags to wet wipe of all non-porous horizontal surfaces followed by the use of a HEPA-equipped vacuum. Dry sweeping and/or dusting is not permitted to be used to clean the surfaces.
- The collected debris within the lined HEPA-equipped vacuum and disposal rags should be properly disposed of in a labeled asbestos-waste bag accompanied by a Waste Shipment Record for future disposal at a permitted facility that accepts asbestos waste.
- Document the Name of the individual conducting the work activities, location date and time of cleaning for proper recordkeeping. These records should be included within the AMP for the school.

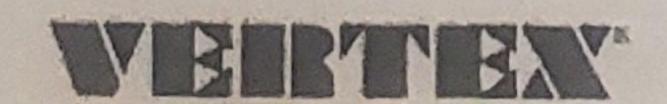


### Operations and Maintenance Program (Continued)

### 4. RECORDKEEPING REQUIREMENTS

The building owner shall maintain the following documentation pertaining to ACBM in the facility:

- A. All data that are relied upon to demonstrate that suspect ACBM do not in fact contain asbestos.
- B. All data communicated and received that identify the locations and quantities of ACBM.
- C. All records associated with abatement projects and O&M activities.
- D. These documents shall be maintained during the term of ownership. They shall then be transferred to successive owners, in accordance with OSHA Regulation 1926.1101 (n).
- E. If the owner's employees conduct activities that may potentially cause them to be exposed to asbestos fibers, the owner shall keep the following additional records:
- F. All employee exposure-monitoring records pursuant to OSHA Regulation 1926.1101(f).
- G. All information relative to medical surveillance of employees pursuant to OSHA Regulation 1926.1101(m). Medical surveillance shall be required only if:
  - 1. Employees are required to conduct tasks that would result in their exposure to airborne concentrations of asbestos above the OSHA permissible exposure limit (PEL); or
  - 2. If employees conduct asbestos abatement tasks for more than 30 days per year.
- H. The owner shall maintain all employee-training records for one year beyond the employee's last date of employee's last date of employment.



# Section 7 Operations and Maintenance Program (Continued)

## 1. TRAINING REQUIREMENTS

The extent of asbestos training for facility employees depends on the type of asbestos-related activities they will conduct. For most employees who will require training, a two-hour awareness course will be sufficient but necessary. For employees who are involved in activities where exposure to airborne asbestos fibers is likely, a more comprehensive 16 hour training course is necessary.

#### AWARENESS TRAINING

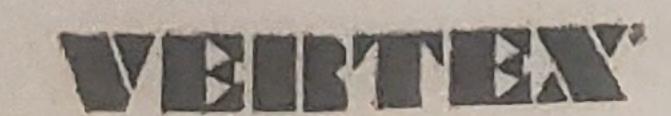
The curriculum shall include instruction in the following:

- A. The location, quantity, and physical condition of all ACBM located in the facility.
- B. Recognition of damage, deterioration, and delaminating of ACBM.
- C. The health effects associated with asbestos exposure, including the relationship between smoking and asbestos in producing lung cancer.
- D. Procedures to be implemented in the event of a minor or major episode of fiber release.
- E. The requirements for posting signs and affixing labels, and the meaning of the required legends for such signs and labels.

#### COMPREHENSIVE WORKER TRAINING

The curriculum shall include instruction in the following:

- A. All awareness training information described above.
- B. The nature of operations that could result in exposure to asbestos, and the importance of necessary protective controls and of procedures for minimizing exposure, including:
  - engineering controls
  - work practices,
  - respirators,
  - housekeeping procedures,
  - hygiene facilities,
  - protective clothing,
  - decontamination procedures,
  - emergency procedures,
  - waste disposal procedures and any necessary instruction in the use of these controls and procedures.



## Operations and Maintenance Program (Continued)

- C. The purpose, proper use, fitting instructions, and limitations of respirators.
- D. Medical surveillance program requirements
- E. The contents of the OSHA standard (1926.1101) regarding asbestos in construction.
- F. Hands-on-training in the use of respiratory protection, other personal protection measures, and work practices.

Detailed procedures for conducting small-scale, short duration abatement activities, as defined in Appendix A to Subpart E to EPA Regulation 40 CFR Part 763.



### APPENDIX A

LOCATIONS OF THE ASBESTOS CONTAINING BUILDING MATERIALS AND UPDATED CONDITONS

### Appendix A

Locations of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials
John Decas Elementary School-760 Main Street

Location	John Decas Element  Description	Amount	VIAIN Street VERTEX	VERTEX	Feei	HAHAC
			2012 Cond.	2016 Updated Cond.		#
	Bo	iler Room				
Boiler Room	Interior Boiler Insulation (Assumed)	2 Units	U	U	U	7
Boiler Room	Incinerator Insulation (Assumed)	1 Unit	U	U	U	7
	F	irst Floor				
Main Entrance	Gray Covebase Adhesive*	130 lf	C	C	N	7
Men's Room	2' x 4' Ceiling Tile (Busy Pattern)	96 ft <sup>2</sup>	G	D (1 Tile)	Y	4/5
Women's Room	2' x 4' Ceiling Tile (Busy Pattern)	96 ft <sup>2</sup>	G	G	Y	4/7
Nurses Area	Black Sink Mastic	1 Unit	G	G	N	7
Hallway # 1	2' x 4' Ceiling Tile (Busy Pattern)	280 ft <sup>2</sup>	G	D (3 Tiles)	Y	4/5
Hallway # 2	2' x 4' Ceiling Tile (Busy Pattern)	2,800 ft <sup>2</sup>	G	D (7 Tiles)	Y	4/5
	Fire Doors	4 Units	NPI	G	IJ	7
Gym	Flooring Paper Under Wood Floor (Assumed)	3,600 ft <sup>2</sup>	C	C	U	7
Stage Office Area	2' x 4' Ceiling Tile (Busy Pattern)	120 ft <sup>2</sup>	G	G	Y	4/5
Stage Area	Flooring Paper Under Wood Floor (Assumed)	500 ft <sup>2</sup>	C	C	U	7
Kitchen/Office	2' x 4' Ceiling Tile (Busy Pattern)	50 ft <sup>2</sup>	G	D (1 Tile)	Y	4/5
Maint. Storage Area	2' x 4' Ceiling Tile (Busy Pattern)	48 ft <sup>2</sup>	G	D (3 Tiles)	Y	4/5
ST-1 Offices	Drywall/Joint Compound*	625 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	280 ft <sup>2</sup>	G	D (5 Tiles)	Y	4/5
ST-2 Storage	Drywall/Joint Compound*	625 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	280 ft <sup>2</sup>	G	D (9 Tiles)	Y	4/5
Hallway # 4	Drywall/Joint Compound*	2,900 ft <sup>2</sup>	G	C	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	1,350 ft <sup>2</sup>	G	D (12 Tiles)	Y	4/5
Room # A-1	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	C	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	G	D (4 Tiles)	V	4/5
Room # A-2	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	C . Thes,	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	G	WD (7 Tiles)	V	4/5
Room # A-3	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	C ( Thes)	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	G	WD (4 Tiles)	V	4/5
Room # A-4	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	C (T IIICS)	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	G	D (8 Tiles)	V	4/5
Room # A-5	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	D (6 THES)	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	G	WD (3 Tiles)	V	1/5
Room # A-6	Drywall/Joint Compound*	1,100 ft <sup>2</sup>	G	(STHES)	N	4/5
	2' x 4' Ceiling Tile (Busy Pattern)	840 ft <sup>2</sup>	0	WD (8 Tiles)	IN XZ	4/5

### Appendix A

Locations of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials
John Decas Elementary School-760 Main Street

Location	Description	Am	ount	VERTEX 2012 Cond.	VERTEX 2016 Updated Cond.	Fri.	HAHAC #
	First Floor (	Continu	red)				
Teachers Room	Black Sink Mastic	1	Unit	G	G	N	7
	Cementitious Board (Skylight Cover)	64	ft <sup>2</sup>	G	G	N	7
Hallway # 5	2' x 4' Ceiling Tile (Busy Pattern)	1,350	ft <sup>2</sup>	G	G	Y	5
Room # C-1	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-2	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-3	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-4	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-5	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-6	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-7	Black Sink Mastic	1	Unit	G	G	N	7
Room # C-8	Black Sink Mastic	1	Unit	G	G	N	7
Vice Principal Storage	Light Weight Yellow Floor Leveler	60	ft <sup>2</sup>	G	G	N	7
Room #E-1	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
ICOOM II L	2' x 4' Ceiling Tile (Busy Pattern)	60	ft <sup>2</sup>	G	WD (1Tile)	Y	4/5
	White Sink Mastic	1	Unit	G	G	N	7
Jom # E-2	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	G	G 16ft <sup>2</sup>	Y	5
	White Sink Mastic	1	Unit	G	G	N	7
Room # E-3	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
ICOUIT II LES	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	G	G	Y	5
	White Sink Mastic	1	Unit	G	G	N	7
Room #E-5	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
ICOUIT II LES	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	G	G	Y	5
	White Sink Mastic	1	Unit	G	G	N	7
Room # E-6	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
ROOM # L-0	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	G	D (1 Tile)	Y	4/5
	White Sink Mastic	1	Unit	G	G	N	7
D 4 F 7	Drywall/Joint Compound*	40	ft <sup>2</sup>	G	G	N	7
Room #E-7	2' x 4' Ceiling Tile (Busy Pattern)		ft <sup>2</sup>	G	G	Y	5
	Black Covebase Adhesive*		1f	C	C	N	7
	White Sink Mastic	1	Unit	G	G	N	7
D		40	ft <sup>2</sup>	G	G	N	7
Room #E-8	Drywall/Joint Compound*  22 v. 42 Coiling Tile (Pusy Pattern)	24	ft <sup>2</sup>	G	G	Y	5
	2' x 4' Ceiling Tile (Busy Pattern) White Sink Mastic	1	Unit	G	G	N	7

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ationa	of the	Talandico 1	A	1	~		

Locations of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials

John Deces Floresters Selvel 7600 75 in the Testing Selvel 7600 75 in

John Decas Elementary School-760 Main Street						
Location	Description	Amount	VERTEX 2012 Cond.	VERTEX 2016 Updated Cond.	Fri.	HAHAC #
Dan UEO	Fir.	st Floor(Continu	ed)			
Room # E-9	Drywall/Joint Compound*	40 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	G	D (2 Tiles)	Y	4/5
D	White Sink Mastic	1 Unit	G	G	N	7
Room #E-10	Drywall/Joint Compound*	40 ft <sup>2</sup>	· G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	G	D (2 Tiles)	Y	4/5
D // T 4 4	White Sink Mastic	1 Unit	G	G	N	7
Room #E-11	Drywall/Joint Compound*	40 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	G	G	Y	7
D //	White Sink Mastic	1 Unit	G	G	N	7
Room # E-12	2	40 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	G	G	Y	7
	White Sink Mastic	1 Unit	G	G	N	7
Hallway # 7	2' x 4' Ceiling Tile (Busy Pattern)	2,860 ft <sup>2</sup>	G	WD (52 Tiles)	Y	4/5
Room # D-3	Black Sink Mastic	1 Unit	G	G	N	7
Hallway # 6	2' x 4' Ceiling Tile (Busy Pattern)	1,700 ft <sup>2</sup>	G	D (3 Tiles)	Y	4/5
Room # D-1	Black Sink Mastic	1 Unit	G	G	N	7
	Drywall/Joint Compound*	40 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	60 ft <sup>2</sup>	G	G	Y	7
Room # D-2	Black Sink Mastic	1 Unit	G	G	N	7
	Drywall/Joint Compound*	40 ft <sup>2</sup>	G	G	N	7
	2' x 4' Ceiling Tile (Busy Pattern)	60 ft <sup>2</sup>	G	G	Y	5
Entrance # 2	Gray Covebase Adhesive*	130 lf	C	G	N	7
Room # B-1	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-3	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-4	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-5	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-6	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-7	Black Sink Mastic	1 Unit	G	G	N	7
Room # B-8	Black Sink Mastic	1 Unit	G	G	N	7
Hallway # 8	2' x 4' Ceiling Tile (Busy Pattern)	1,152 ft <sup>2</sup>	G	G	N	5
	Cementitious Board (Skylight Cover)	64 ft <sup>2</sup>	G	G	N	7

Notes:

 $ft^2$  = Square Foot

If = Linear Foot

Unit = Each

Y = Yes N = No

Cond. = Condition

G = Good

MD = Minor Damage

D = Damaged

WD = Water Damaged

U = Unknown

C = Covered

Fri. = Friable

NPI = Not Previously Identified

\* = Trace asbestos-containing

### HAHAC # = Homogenous Area Hazard Assessment Category

- 1 = Damaged/Significantly Damaged Thermal System Insulation
- 2 = Damaged Friable Surfacing ACBM
- 3 = Significantly Damaged Friable Surfacing ACBM
- 4 = Damaged or Significantly Damaged Friable Miscellaneous ACBM
- 5 = ACBM with Potential for Damage
- 6 = ACBM with Potential for Significant Damage
- 7 = Any Remaining Friable ACBM or Friable Suspected ACBM
- NA = Not Applicable

#### APPENDIX B

ESTIMATED RESOURCES REQUIRED TO COMPLETE THE RECOMMENDED RESPONSE ACTIONS

WEBTEX.

### Appendix B

Estimated Costs to Complete the Recommended Response Actions
John Decas Elementary School-760 Main Street

Location	Description	Amount	Estimated Cost	Date of Completed Response Action
	Firs	t Floor		
Men's Room	2' x 4' Ceiling Tile (Busy Pattern)	D (1 Tile)	\$75.00	
Hallway # 1	2' x 4' Ceiling Tile (Busy Pattern)	D (3 Tiles)	\$225.00	
Hallway # 2	2' x 4' Ceiling Tile (Busy Pattern)	D (7 Tiles)	\$525.00	
Kitchen/Office	2' x 4' Ceiling Tile (Busy Pattern)	D (1 Tile)	\$75.00	
Maint. Storage Area	2' x 4' Ceiling Tile (Busy Pattern)	D (3 Tiles)	\$225.00	
ST-1 Offices	2' x 4' Ceiling Tile (Busy Pattern)	D (5 Tiles)	\$375.00	
ST-2 Storage	2' x 4' Ceiling Tile (Busy Pattern)	D (9 Tiles)	\$675.00	
Hallway # 4	2' x 4' Ceiling Tile (Busy Pattern)	D (12 Tiles)	\$900.00	
Room # A-1	2' x 4' Ceiling Tile (Busy Pattern)	D (4 Tiles)	\$300.00	
Room # A-2	2' x 4' Ceiling Tile (Busy Pattern)	WD (7 Tiles)	\$525.00	
Room # A-3	2' x 4' Ceiling Tile (Busy Pattern)	WD (4 Tiles)	\$300.00	
Room # A-4	2' x 4' Ceiling Tile (Busy Pattern)	D (8 Tiles)	\$600.00	
Room # A-5	2' x 4' Ceiling Tile (Busy Pattern)	WD (3 Tiles)	\$225.00	
Room # A-6	2' x 4' Ceiling Tile (Busy Pattern)	WD (8 Tiles)	\$600.00	
Room #E-1	2' x 4' Ceiling Tile (Busy Pattern)	WD (1Tile)	\$75.00	
Room #E-6	2' x 4' Ceiling Tile (Busy Pattern)	D (1 Tile)	\$75.00	
Room # E-9	2' x 4' Ceiling Tile (Busy Pattern)	D (2 Tiles)	\$150.00	
Room #E-10	2' x 4' Ceiling Tile (Busy Pattern)	D (2 Tiles)	\$150.00	
Hallway # 7	2' x 4' Ceiling Tile (Busy Pattern)	WD (52 Tiles)	\$3,900.00	
Hallway # 6	2' x 4' Ceiling Tile (Busy Pattern)	D (3 Tiles)	\$225.00	

#### APPENDIX C

ESTIMATED RESOURCES REQUIRED FOR THE ABATEMENT OF THE IDENTIFIED ACBMs

### Appendix C

Estimated Costs for Abatement of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials
John Decas Elementary School-760 Main Street

Location	Description	Am	ount	Estimated Costs
	Boiler Rooi	n		
Boiler Room	Interior Boiler Insulation (Assumed)	2	Units	TBD
Boiler Room	Incinerator Insulation (Assumed)	1	Unit	TBD
	First Floor	7		
Main Entrance	Gray Covebase Adhesive*		lf	\$520.00
Men's Room	2' x 4' Ceiling Tile (Busy Pattern)	96		\$384.00
Women's Room	2' x 4' Ceiling Tile (Busy Pattern)	96	ft <sup>2</sup>	\$384.00
Nurses Area	Black Sink Mastic	1	Unit	\$50.00
Hallway # 1	2' x 4' Ceiling Tile (Busy Pattern)	280		\$1,120.00
Hallway # 2	2' x 4' Ceiling Tile (Busy Pattern)	2,800	ft <sup>2</sup>	\$11,200.00
	Fire Doors	4	Units	\$400.00
Gym	Flooring Paper Under Wood Floor (Assumed)	3,600	ft <sup>2</sup>	\$21,600.00
Stage Office Area	2' x 4' Ceiling Tile (Busy Pattern)	120	ft <sup>2</sup>	\$480.00
Stage Area	Flooring Paper Under Wood Floor (Assumed)	500	ft <sup>2</sup>	\$3,000.00
Kitchen/Office	2' x 4' Ceiling Tile (Busy Pattern)	50	ft <sup>2</sup>	\$200.00
Maint. Storage Area	2' x 4' Ceiling Tile (Busy Pattern)	48	ft <sup>2</sup>	\$192.00
ST-1 Offices	Drywall/Joint Compound*	625	ft <sup>2</sup>	\$5,000.00
	2' x 4' Ceiling Tile (Busy Pattern)	280	ft <sup>2</sup>	\$1,120.00
ST-2 Storage	Drywall/Joint Compound*	625	ft <sup>2</sup>	\$5,000.00
o i z broing	2' x 4' Ceiling Tile (Busy Pattern)	280	ft <sup>2</sup>	\$1,120.00
Hallway # 4	Drywall/Joint Compound*	2,900	ft <sup>2</sup>	\$23,200.00
I I all way "	2' x 4' Ceiling Tile (Busy Pattern)	1,350	ft <sup>2</sup>	\$5,400.00
Room # A-1	Drywall/Joint Compound*	1,100	ft <sup>2</sup>	\$8,800.00
KOOIII # /\-1	2' x 4' Ceiling Tile (Busy Pattern)	840	ft <sup>2</sup>	\$3,360.00
D + 1 2	Drywall/Joint Compound*	1,100	ft <sup>2</sup>	\$8,800.00
Room # A-2	2' x 4' Ceiling Tile (Busy Pattern)	840	ft <sup>2</sup>	\$3,360.00
D 4 A 2	Drywall/Joint Compound*	1,100	ft <sup>2</sup>	\$8,800.00
Room # A-3	2' x 4' Ceiling Tile (Busy Pattern)	840	ft <sup>2</sup>	\$3,360.00
	Drywall/Joint Compound*	1,100	ft <sup>2</sup>	\$8,800.00
Room # A-4	2' x 4' Ceiling Tile (Busy Pattern)	840	ft <sup>2</sup>	\$3,360.00
		1,100	2	\$8,800.00
Room # A-5	Drywall/Joint Compound*  Drywall/Joint Compound*  Drywall/Joint Compound*	840	- 5	\$3,360.00
	2' x 4' Ceiling Tile (Busy Pattern)	1.100	- 2	\$8,800.00
Room # A-6	Drywall/Joint Compound*  2' x 4' Ceiling Tile (Busy Pattern)	840	- 2	\$3,360.00

### Appendix C

Estimated Costs for Abatement of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials
John Decas Elementary School-760 Main Street

Location	Description	Amount	Estimated Costs
	First Floor (Continue	d)	
Teachers Room	Black Sink Mastic	1 Unit	\$50.00
	Cementitious Board (Skylight Cover)	64 ft <sup>2</sup>	\$640.00
Hallway # 5	2' x 4' Ceiling Tile (Busy Pattern)	1,350 ft <sup>2</sup>	\$5,400.00
Room # C-1	Black Sink Mastic	1 Unit	\$50.00
Room # C-2	Black Sink Mastic	1 Unit	\$50.00
Room # C-3	Black Sink Mastic	1 Unit	\$50.00
Room # C-4	Black Sink Mastic	1 Unit	\$50.00
Room # C-5	Black Sink Mastic	1 Unit	\$50.00
Room # C-6	Black Sink Mastic	1 Unit	\$50.00
Room # C-7	Black Sink Mastic	1 Unit	\$50.00
Room # C-8	Black Sink Mastic	1 Unit	\$50.00
Vice Principal Storage	Light Weight Yellow Floor Leveler	60 ft <sup>2</sup>	\$360.00
Room #E-1	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	60 ft <sup>2</sup>	\$240.00
	White Sink Mastic	1 Unit	\$50.00
Room #E-2	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00
Room #E-3	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00
Room # E-5	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00
Room #E-6	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00
Room # E-7	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00
200m # E-8	Drywall/Joint Compound*	40 ft <sup>2</sup>	\$320.00
LUUIII TT LI-0	2' x 4' Ceiling Tile (Busy Pattern)	24 ft <sup>2</sup>	\$96.00
	White Sink Mastic	1 Unit	\$50.00

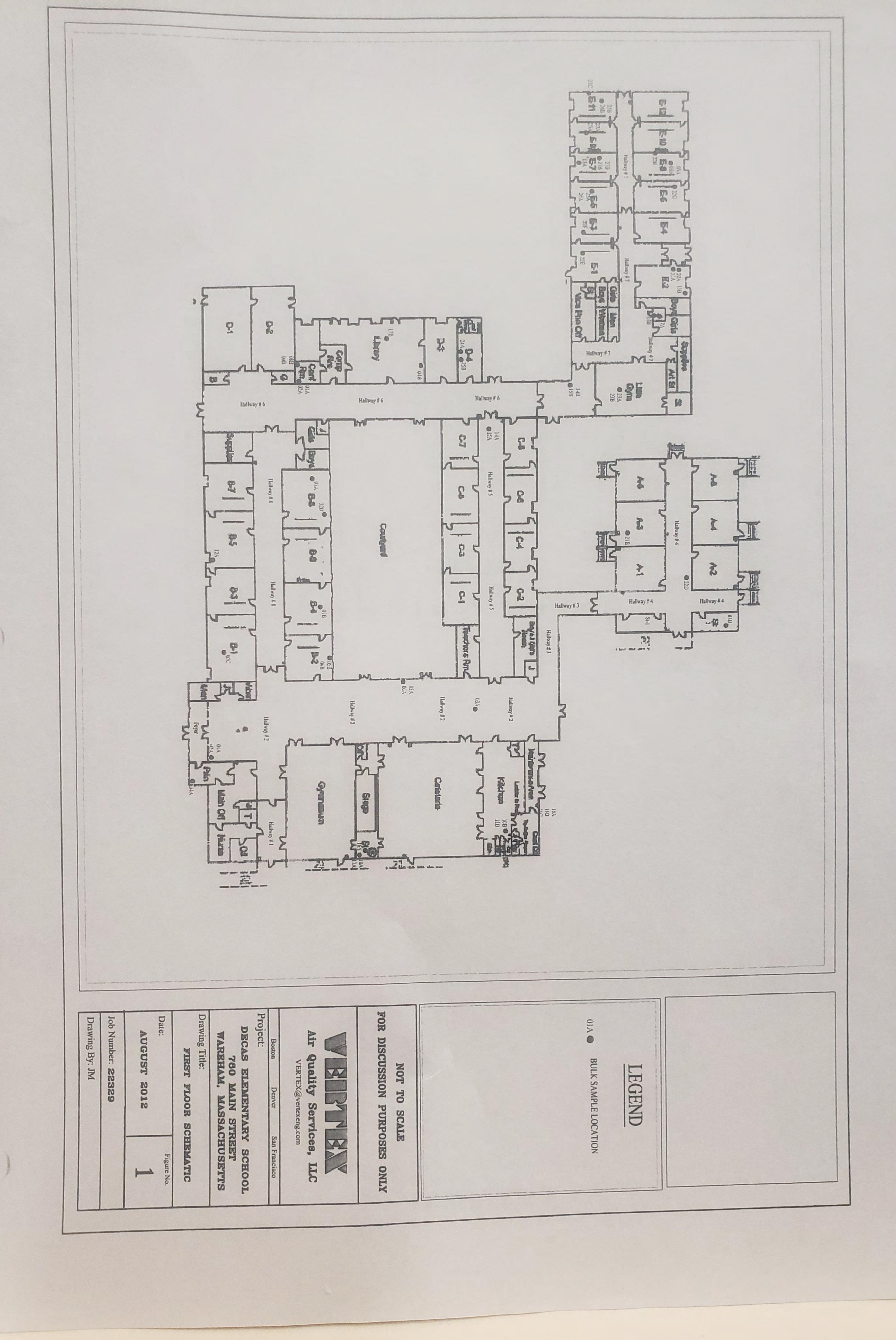
### Appendix C

Estimated Costs for Abatement of the Identified Asbestos-Containing Building Materials and
Trace Asbestos-Containing Building Materials
John Decas Elementary School-760 Main Street

Location	Description	Am	ount	Estimated Costs
	First Floor(C	ontinue	1)	
Room #E-9	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	\$96.00
	White Sink Mastic	1	Unit	\$50.00
Room #E-10	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	\$96.00
	White Sink Mastic	1	Unit	\$50.00
Room #E-11	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	\$96.00
	White Sink Mastic	1	Unit	\$50.00
Room #E-12	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	24	ft <sup>2</sup>	\$96.00
	White Sink Mastic	1	Unit	\$50.00
Hallway # 7	2' x 4' Ceiling Tile (Busy Pattern)	2,860	ft <sup>2</sup>	\$11,440.00
Room # D-3	Black Sink Mastic	1	Unit	\$50.00
Hallway # 6	2' x 4' Ceiling Tile (Busy Pattern)	1,700	ft <sup>2</sup>	\$6,800.00
Room # D-1	Black Sink Mastic	1	Unit	\$50.00
	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	60	ft <sup>2</sup>	\$240.00
Room # D-2	Black Sink Mastic	1	Unit	\$50.00
	Drywall/Joint Compound*	40	ft <sup>2</sup>	\$320.00
	2' x 4' Ceiling Tile (Busy Pattern)	60	ft <sup>2</sup>	\$240.00
Entrance # 2	Gray Covebase Adhesive*	130	1f	\$520.00
Room # B-1	Black Sink Mastic	1	Unit	\$50.00
Room # B-3	Black Sink Mastic	1	Unit	\$50.00
Room # B-4	Black Sink Mastic	1	Unit	\$50.00
Room # B-5	Black Sink Mastic	1	Unit	\$50.00
Room # B-6	Black Sink Mastic	1	Unit	\$50.00
Room # B-7	Black Sink Mastic	1	Unit	\$50.00
Room # B-8	Black Sink Mastic	1	Unit	\$50.00
Hallway # 8	2' x 4' Ceiling Tile (Busy Pattern)	1,152	ft <sup>2</sup>	\$4,608.00
	Cementitious Board (Skylight Cover)	64	ft <sup>2</sup>	\$640.00

APPENDIX D

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APPENDIX E
PERSONNEL CERTIFICATIONS

### Wareham Impact Report



Founded in 1965, the mission of South Shore Community Action Council is to eliminate poverty on the South Shore by working together with our community partners to create opportunities for education and training, the opportunity to work, and the opportunity to live in decency and dignity, so every individual can contribute to the full extent of his/her capabilities and participate in the workings of our communities.



PROGRAMS & SERVICES AVAILABLE TO RESIDENTS OF WAREHAM

Appliance Management Program, Bagged Food for Seniors, Emergency Assistance, Emergency Food and Shelter, Emergency Grocery Assistance, Food Resources, Fuel Assistance, Heating System Repair and Replacement (HEARTWAP), South Shore Early Education, Transportation for the Elderly and Disabled, Volunteer Income Tax Assistance (VITA), and Weatherization

## Making a Difference for Wareham Residents



#### SSCAC SERVED 1,642 WAREHAM RESIDENTS IN 2020

With so many of our families, friends, and neighbors struggling in 2020 due to the COVID-19 pandemic, South Shore Community Action Council (SSCAC) continued its work on the front lines to provide essential programs and services. Through collaboration with community partners, our dedicated staff helped to mitigate the pandemic's devastating impact for 27,474 low-income people of all ages in over 80 communities on the Southeastern Massachusetts, Cape Cod, and the Islands.

890
Households

#### **FUEL ASSISTANCE**

Making home heating more affordable through \$749,884 in direct vendor payments made by SSCAC on behalf of Wareham residents.

38 Households

#### **ENERGY CONSERVATION**

Lowering utility bills for Wareham residents through Weatherization, Appliance Management and Heating System Repair and Replacement totaling \$98,230.

14 Residents

#### **TRANSPORTATION**

Safe, reliable door-to-door transportation in handicap accessible vehicles with specially trained drivers so elderly and disabled residents can get to/from medical appointments.

1,435
Meals

#### **FOOD RESOURCES**

Fresh and non-perishable food for Wareham's food-insecure and under-nourished children, seniors, and families.

24 Children

#### **SOUTH SHORE EARLY EDUCATION**

Head Start, Early Head Start, and state funded preschool provided for free or low-cost for Wareham's children, including nutritious meals, health screening, bus transportation, and family supports.

44 Tax Payers

#### **VOLUNTEER INCOME TAX ASSISTANCE**

Free, electronic preparation and filing of state and federal income tax returns, resulting in **\$64,318** in refunds for Wareham tax payers.

**4** Families

#### ARREARAGE ASSISTANCE

Emergency assistance with rent, mortgage, or utility arrearages to prevent eviction, foreclosure, or utility shut-off.

WAREHAM CLIENT CHARACTERISTICS					
Gender: Female		62%			
Age: 0-17 Years		22%			
Age: 60 Years or	Older	49%			
At or Below 1009	% Poverty Level	20%			
Single Person Ho	ousehold	55%			
High School Gra	duate or Greater	88%			
Active Military or	Veteran	6%			
Disabled		20%			
Employed Full or	Part Time	18%			
Homeowners		80%			

#### #OurCommunityInAction

27,474 Individuals Served 185 Locally Employed

\$22.8m FY20 Agency Budget 93% Revenue Spent on Direct Services

680 Community Volunteers 9,456
Volunteer Hours of Donated Service

South Shore Community Action Council For more information visit sscac.org, follow us on social media or call 508-747-7575

Decas Utilities through June 2021			July	<u>August</u>	<u>September</u>	<u>October</u>	November	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Heat															
	Direct Energy	FY17		\$ 235.87		\$ 254.29	\$ 553.44	\$1,753.75	\$ 1,777.06	\$ 875.13	\$2,194.45		\$ 5,385.34	\$2,950.90	\$ 15,980.23
	Direct Energy	FY18		\$ 159.20	\$ 149.69	\$ 185.91	\$ 283.16	\$1,035.57	\$ 6,615.17	\$ 8,693.42	\$6,787.44	\$ 6,999.65	\$ 5,436.62	\$ 293.50	\$ 36,639.33
	Direct Energy 497638	FY19		\$ 142.08	\$ 101.31	\$ 53.67	\$ 2,440.39	\$6,165.29	\$ 6,644.61	\$ 8,208.64	\$6,622.04	\$ 4,800.24	\$ 3,313.13	\$ 763.90	\$ 39,255.30
	Direct Energy 496221- 16293	FY20	\$ 204.10	\$ 204.19	\$ 275.06	\$ 479.25	\$ 1,706.47	\$4,828.14	\$ 5,212.07	\$ 4,875.00	\$3,952.48	\$ 3,759.27	\$ 2,732.77	\$ 344.65	\$ 28,573.45
	Direct Energy 496221- 16293	FY21	\$ 103.92	\$ 71.63	\$ 97.54	\$ 299.07	\$ 1,211.09	\$3,267.72	\$ 5,458.63	\$ 5,305.18	\$4,960.83	\$ 3,259.59	\$ 1,434.83	\$ 243.35	\$ 25,713.38
		E)//=				<b>*</b> 400.04	• • • • • • • • • • • • • • • • • • • •				• •••			0.4.400.40	\$ -
	National Grid	FY17		\$ 97.66	\$ 82.28	\$ 103.31	\$ 204.00	\$ 689.80	\$ 793.77	\$ 391.32	\$ 335.03	\$ 639.04	\$ 2,534.67	\$1,180.10	\$ 7,050.98
	National Grid	FY18	ф 00.00	\$ 77.58	\$ 72.01	\$ 98.58	\$ 143.76	\$ 573.78	\$ 4,197.02	\$ 5,513.98	\$4,305.70	\$ 4,440.68	, ,	\$ 154.57	\$ 24,533.20
	National Grid 12520	FY19	\$ 83.23	\$ 79.95	\$ 59.43	\$ 68.24	\$ 1,036.15	\$3,249.80	\$ 3,497.71	\$ 4,314.49	\$2,533.67	\$ 2,533.67		\$ 414.40	\$ 19,608.42
	National Grid-12520	FY20	\$ 167.71	\$ 135.53	\$ 170.12	\$ 269.49 \$ 214.52	\$ 935.46	\$3,128.10	\$ 3,373.03	\$ 3,152.96	\$2,561.97	\$ 2,441.27		\$ 242.66	\$ 18,337.77
	National Grid-12520	FY21	\$ -	\$ 100.29	\$ 90.17	\$ 214.52	\$ 813.48	\$2,291.19	\$ 3,807.98	\$ 3,697.73	\$3,460.70	\$ 2,286.61	\$ 987.68	\$ 182.67	\$ 17,933.02
Services		<u> </u>													\$ - \$ -
Services	Comcast	FY17					\$ 72.70		\$ 224.85						\$ 297.55
	Comcast	FY18					φ 12.10	\$ 22.57	φ 224.00	\$ 224.85	\$ 450.94	\$ 225.47	\$ 225.47	\$ 225.47	\$ 1,374.77
	Comcast	FY19	\$ 225.47	\$ 225.47	\$ 224.85	\$ 224.86	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 225.47	\$ 224.85	\$ 224.85	\$ 224.85	\$ 2,700.07
	Comcast	FY20	\$ 224.85	\$ 224.85	\$ 225.47	\$ 225.47	\$ 225.47	\$ 225.47	\$ 230.59	\$ 225.47	\$ 456.06	\$ 225.47	\$ 225.47	\$ 225.47	\$ 2,940.11
	Comcast	FY21	\$ 225.47	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 224.85	\$ 2,698.82
	Comease	1 1 2 1	Ψ 220.41	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	Ψ 224.00	\$ -
	Eversource	FY17	\$ 3,647.59	\$ 2,618.91	\$ 3,758.73		\$5,248.72	\$4,875.34	\$ 4,823.87	\$ 4,985.35	\$5,162.28	\$ 4,252.94	\$ 5,375.81	\$9,875.37	\$ 54,624.91
	Eversource	FY18	\$ 3,965.38	\$ 2,344.98	\$ 2,276.80		\$9,227.98	\$4,663.60	ψ 4,020.07	\$ 4,932.77	\$9,379.20	Ψ 4,202.04	\$ 4,413.85	\$4,229.21	\$ 45,433.77
	Eversource	FY19	\$ 3,847.68	\$ 2,403.19	\$ 3,498.48	\$ 10,012.15	\$5,420.87	\$5,146.20	\$ 5,150.27	\$ 5,748.92	\$5,000.98	\$ 5,891.57	<u> </u>	\$4,577.18	\$ 61,440.75
	Eversource	FY20	\$ 3,154.44	\$ 2,936.53	\$ 3,244.23	\$ 4,712.61	\$4,375.12	\$4,744.41	\$ 4,692.64	\$ 5,119.93	\$4,588.50	\$ 3,993.10		\$2,295.27	\$ 51,124.93
	Eversource	FY21	\$ 2,021.76	\$ 1,877.37	\$ 2,077.02	\$ 2,758.88	\$4,373.20	\$3,176.21	\$ 3,813.47	\$ 4,405.01	\$3,880.95	\$ 4,557.86	. ,	\$4,357.68	\$ 41,420.55
	Lversource	1 1 2 1	φ 2,021.70	φ 1,077.37	φ 2,011.02	φ 2,750.00	φ 4,373.20	φ 3,170.21	φ 3,013.47	\$ 4,405.01	φ3,000.93	φ 4,557.60	φ 4,121.14	φ4,357.00	\$ -
	Metropolitan Telephone	FY20	\$ 1,530.52			\$ 1,147.90			\$ 1,147.90			\$ 1,147.90		\$1,147.90	\$ 6,122.12
	Metropolitan Telephone	FY21	φ 1,000.02		\$ 1.147.90	φ 1,147.90		\$ 1.147.90	φ 1,14 <i>1</i> .90		\$1.047.90	φ 1,147.90		φ1,141.90	\$ 3,343.70
	wietropontan reiepnone	FYZI			\$ 1,147.90			\$ 1,147.90			\$1,047.90				\$ 3,343.70
	Water	FY17			\$ 631.93		\$3,349.19			\$ 70.00			\$ 2,838.96		\$ 6,890.08
	Water	FY18			\$ 631.93		\$ 3,349.19			\$ 70.00			\$ 2,838.96	<u> </u>	\$ 6,890.08
	Water	<del> </del>	•	\$ 631.93	\$ 631.93	¢ 4 007 00	\$ 2,235.77	•	•	,	\$ -	¢ 0 550 04	क् उ, १४१.००		
		FY19	\$ -	,	<u> </u>	\$ 4,007.80	<u> </u>	\$ -	\$ -		<u> </u>	\$ 2,556.64			<u> </u>
	Water	FY20	\$ -	\$ 631.93	\$ -	\$ -	\$ 5,755.73	\$ -	\$ -	\$ 75.00	\$ -	0.4.60.4.6			\$ 6,462.66
	Water	FY21		\$ 631.93		\$ 1,131.04				\$ 75.00		<b>\$ 1,904.84</b>			\$ 3,742.81 \$ -
	Sewer-Town of	EV/20			0.5.050.45					0.5.050.45					· ·
	SCWCI-10WII 01	FY20	<u> </u>		\$ 5,853.10					\$ 5,853.10			<u> </u>		\$ 11,706.20

Decas Utilities through June 2021			July	August	September	<u>October</u>	November	<u>December</u>	<u>January</u>	February	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
	Sewer-Town of	FY21		\$ 5,853.10							\$6,040.10				\$ 11,893.20
	Waraham			<del>+ 0,000.10</del>			\$ -				ψ σ,σ τοι το				\$ -
	Verizon	FY17					\$ 329.97	\$ 329.98	\$ 329.98						\$ 989.93
	Verizon	FY18			\$ 78.87	\$ 309.98	\$ 35.83	\$ 31.65	, t=1.00		\$ 410.10				\$ 866.43
	Verizon	FY19	\$ 314.98	\$ 326.01	\$ 326.01	7 00000	7	7			· · · · · · · · · · · · · · · · · · ·			\$ 9.14	\$ 976.14
	Verizon-Internet	FY20				\$ 318.10	\$ 348.09	\$ 318.10	\$ 302.97	\$ 314.98	\$ 314.98	\$ 314.98	\$ 314.98		\$ 3,810.22
	Verizon-Internet	FY21	\$ 314.98												\$ 3,742.43
			Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 014.00	Ψ 211.00	, , ,
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Decas Comm	nunity Center Pr	rojected Budget	Total						
Expenses									
	Utilities								
		Direct Energy 496221-16293	\$25,713.38						
		National Grid-12520	\$17,933.02						
		Comcast	\$2,698.82						
		Eversource	\$41,420.55						
		Metropolitan Telephone	\$3,343.70						
		Water	\$3,742.81						
		Sewer-Town of Wareham	\$11,893.20						
		Verizon-Internet	\$3,742.43						
	Employees								
		Facilities Operation Mger (salary * 1.35)	\$70,200.00						
	Contracted								
		Maintenance of 50K sq ft @ \$1.37/sq ft	\$68,500.00						
	Building Re	Building Repairs Maintenance							
		Amount appropriated for 2021	\$19,000.00						
		Expense subtotal	\$268,187.91						
Incomo		Office Pental (1 renter @ CFV/ma 8 4 @ CP00/ma 4 @ CF00/ma)	\$122,400.00						
Income		Office Rental (1 renter @ \$5K/mo & 4 @ \$800/mo, 4 @ \$500/mo)  Event Rental							
			\$5,000.00						
		Co-working Space Rental Income (10 @ \$100 and 10 *\$200)	\$36,000.00						
		Sustaining Memberships	\$25,000.00						
		Fundraising	\$50,000.00						
		Grants	\$25,000.00						
		Adult Education Program (for credit and non credit)	\$10,000.00						
		Income subtotal	\$273,400.00						
		Net Revenue	\$5,212.09						



SOUTH SHORE COMMUNITY ACTION COUNCIL 71 OBERY STREET | PLYMOUTH, MA 02360 T: 508-747-7575 | F: 508-747-1250 WWW.SSCAC.ORG | FIND US ON FACEBOOK DANIEL SHANNON PRESIDENT

JACK COCIO
CHIEF EXECUTIVE OFFICER

October 6, 2021

Decas for Wareham c/o Leslie Edwards Davis 8 Trinity Lane Wareham, MA 02571

Dear Ms. Edwards Davis:

On behalf of South Shore Community Action Council (SSCAC), I am writing to express our support for the Decas for Wareham vision of repurposing the Decas Elementary School. Our understanding is that the proposed uses include a Council on Aging, senior center, community meeting space, early education and day care, veterans' services, youth programming, and other vital supports for Wareham residents.

As a Community Action Agency dedicated to fighting poverty, SSCAC has provided Fuel Assistance, Income Tax Assistance, Food Assistance, and Emergency Assistance for low income Wareham residents for many years. In 2020, the federal Administration for Children and Families awarded SSCAC a grant to provide Head Start for 71 preschoolers and Early Head Start for 8 infants/ toddlers from Wareham and Bourne. We currently lease space from the Oak Grove Cape Verdean Cultural Center located at 314 Onset Avenue in Wareham for our Head Start/Early Head Start programming. However, the space only allows for 3 classrooms and will be taken over for use in its entirety by the Oak Grove Cape Verdean Cultural Center in the next few years. Given regulatory limits on the number of children per classroom and our long-term commitment to providing services for Wareham's children and families, leasing space for only 3 classrooms is not a viable long-term solution for the needs of the community.

There is significant demand for early child care education in Wareham and many more could benefit from our child care programs if we had more classroom space. We currently need to split one of our classrooms into a morning and an afternoon session to accommodate more families. However, working families need full day child care services. If the town approves the Decas for Wareham request and lease space becomes available at the Decas School, we could easily fill a 4<sup>th</sup> and 5<sup>th</sup> classroom (all full day), and a 6<sup>th</sup> classroom could allow expansion of our services to offer an after-school program for school-age children. With the Head Start/Early Head Start model grounded in providing comprehensive early education and supportive family services, our programming is fully aligned with the vision of repurposing the Decas School to be a multi-purpose hub for community services for all of Wareham's residents.

The expansion of our Early Education program to Wareham is a reflection our commitment to improving the quality of life for Wareham's most vulnerable residents. We know the critical need for and impact of comprehensive, locally accessible services for low income individuals and families to overcome the many obstacles of poverty to become financially stable. As such, we support the Decas to Wareham request to provide the programming and services Wareham's residents deserve and need.

Jack Cocio

Chief Executive Officer

The Family Pantry - Damien's Place P O Box 730 East Wareham, MA 02538



October 10, 2021

To the Wareham Selectmen,

This letter is a statement of The Family Pantry- Damien's Place's intention of joining with other community services to reside in the new Decas Community Center, should this space become available.

Dependent on a few details, we are interested in taking up residency in the school as tenants of the town and to be a service to the community. We intend to operate as we do presently, as a pantry that distributes food to those in our community who are in need.

We are pleased to have the opportunity to become part of the venture should the town decide to use the property as a Community Center.

Sincerely,

Jacqueline Arsenault

The Family Pantry - Damien's Place

**Executive Director** 



#### **Guide to Potential Funding Sources**

## NOTE: Your project might be eligible for more funding assistance than you think!

While there are only a few grant, loan, and tax credit programs specifically targeted at historic preservation projects, many preservation projects include cultural, arts, education, and environmental components that may qualify them for other types of funding. When looking for funding assistance, consider all aspects of your project. Are you trying to make your building energy efficient, or are you working on a historic park or other landscape project? Then you might qualify for a grant from an environmental organization. Can you incorporate an educational element into your project to teach people about the historical, cultural, or architectural aspects of your site? Then you might qualify for an arts, cultural, or educational grant. Will your project enhance your community, promote tourism or business, or create housing? Then you might qualify for community development funding. Explore as many opportunities as you can - you never know what you'll find!

Don't hesitate to contact grant givers for more information, especially for lists of past grant recipients and copies of successful grant applications. Contacting past recipients for advice and looking at examples of good grant applications can help you make your own application better and improve your chances of success.

Good luck with your search!

#### Grants—State or Federal

#### **Department of Conservation and Recreation (DCR)**

Unfortunately, DCR's Heritage Landscape Inventory program and Heritage Landscape grants are no longer available. However, there are some grants for parks, trails, and other sites that might be useful for projects involving historic landscapes. Their grant program has changed recently. Go to their website for current information:

https://www.mass.gov/orgs/eea-office-of-grants-and-technical-assistance

#### **Department of Housing & Community Development**

In service to Massachusetts' residents and municipalities, the Division of Community Services offers programs, funding, and technical assistance to support the advancement towards self-sufficiency of low-income households and the revitalization of cities and towns.

• Community Development Action Grant (CDAG)

The Community Development Action Grant (CDAG) Program, which most recently has funded projects to support the production of workforce and affordable housing, has now been consolidated into the MassWorks Infrastructure Program, a new one-stop shop at EOHED for municipalities and other eligible applicants seeking public infrastructure funding to support these and other economic development projects. For more information about this program, please go to: MassWorks Infrastructure Program -

http://www.mass.gov/hed/economic/eohed/pro/infrastructure/massworks/

#### Community Development Block Grant (CDBG)

The Community Development Block Grant Program is a federally funded, competitive grant program designed to address revitalization efforts and the needs of low- and moderate-income residents by supporting housing, community and economic development activities in small cities and towns throughout the Commonwealth.

#### • Community Development Block Grant -Recovery Act Program (CDBG-R)

The federal Department of Housing and Urban Development (HUD) has allocated \$9.1 million from the American Recovery and Reinvestment Act (ARRA) to Massachusetts for distribution through the Massachusetts Community Development Block Grant (CDBG) Program. The money will be granted to non-entitlement cities and towns.

Community Services Block Grant (CSBG)

The Community Services Block Grant is a federally funded, poverty reduction program that was created to promote and provide an array of services and activities to encourage self-sufficiency and to make permanent improvements in the lives of low-income families and individuals.

#### • <u>Economic Development Fund (EDF)</u>

The Economic Development Fund, a component of the Massachusetts Community Development Block Grant Program, provides funding for projects that create and/or retain jobs, improve the local and/or regional tax base, or otherwise enhance the quality of life in the community. EDF gives priority to assistance for physical improvements and mixed-use projects supporting downtown and commercial center development.

#### • Gateway Plus Action Grant

Funding to 18 Gateway Cities to support local strategic planning efforts to increase diversity of housing options, increase economic opportunities, foster and strengthen civic engagement, and revitalize neighborhoods.

#### • Individual Development Account (IDA)

The Individual Development Account is a state funded pilot program that provides funds for low to moderate income wage earners to reach self sufficiency and ultimately achieve homeownership.

## Massachusetts Downtown Initiative (MDI) The primary mission of the Massachusetts

Downtown Initiative is to make downtown revitalization an integral part of community development in cities and towns across the Commonwealth.

#### Neighborhood Housing Services (NHS)

Neighborhood Housing Services Program assists residents and public/private entities to reinvest in urban neighborhoods in Boston, Cambridge, Chelsea, Quincy, and Springfield by rehabilitating housing and making it affordable for low and moderate-income families.

#### • Neighborhood Stabilization Program (NSP) NSP1 is a \$54.8 million grant program from the Housing and Economic Recovery Act (HERA) awarded by the federal Department of Housing and Urban Development (HUD) to Massachusetts and four of its cities. These NSP funds are to be used primarily for the acquisition and rehabilitation of abandoned and foreclosed properties. NSP2 is a competitive grant program from the American Recovery and Reinvestment Act (ARRA) awarded by federal Department of Housing and Urban Development (HUD).

#### • Peer to Peer Technical Assistance Program

The Peer-To-Peer Technical Assistance Program provides small grants to municipalities for short-term problem solving or technical assistance projects.

For information on all the above programs, go to: <a href="https://www.mass.gov/community-development-planning-and-funding">https://www.mass.gov/community-development-planning-and-funding</a>

#### **Division of Conservation Services**

The Division of Conservation Services offers grant programs to municipalities for the acquisition of conservation and recreation land, as well as the development and renovation of parks. These programs can help in the preservation of historic landscapes.

#### Landscape Partnership Program

EEA is pleased to introduce a new grant opportunity for FY2012 called the Landscape Partnership Program. This program will offer competitive grants to municipalities, non-profit organizations and EEA agencies to help fund partnership projects that permanently protect a minimum of 500 acres of land. The Landscape Partnership Program seeks to preserve large, unfragmented, high value conservation landscapes including working forests and farms, expand state-municipal-private partnerships, increase leveraging of state dollars, enhance stewardship of conservation land, and provide public access opportunities.

#### Conservation Appraisals and Open Space & Recreation Plans for Small Communities Grant Program

Reimbursement funding for Open Space & Recreation Plans (OSRPs) and/or appraisals contracted in order to apply to the LAND grant program. Available to all communities with a population of fewer than 5,000 people. Funding is non-competitive; all eligible applicants will receive contracts on a rolling basis until all available funding is allocated. Participants must have an executed state contract prior to getting the appraisal. The Participant must submit a complete LAND application to receive reimbursement. Reimbursement under this grant is not contingent upon the Participant's LAND application being selected for funding.

## Massachusetts Land and Water Conservation Fund

The Federal Land & Water Conservation Fund (P.L. 88-578) provides up to 50% of the total project cost for the acquisition, development and renovation of park, recreation or conservation areas. Municipalities, special districts and state agencies are eligible to apply. Nearly 4000 acres have been acquired and hundreds of parks renovated using the \$95.6

million that Massachusetts has received from the state side portion of the federal program since 1965. DCS administers the state side Land & Water Conservation Fund program in Massachusetts. Access by the general public is required.

#### Massachusetts Local Acquisitions for Natural Diversity (LAND) Program

The LAND Program (formerly the Self-Help Program) was established in 1961 to assist municipal conservation commissions acquiring land for natural resource and passive outdoor recreation purposes. Lands acquired may include wildlife, habitat, trails, unique natural, historic or cultural resources, water resources, forest, and farm land. Compatible passive outdoor recreational uses such as hiking, fishing, hunting, cross-country skiing, bird observation and the like are encouraged. Access by the general public is required.

#### Massachusetts Parkland Acquisitions and Renovations for Communities (PARC) Program

The PARC Program (formerly the Urban Self-Help Program) was established in 1977 to assist cities and towns in acquiring and developing land for park and outdoor recreation purposes. Any town with a population of 35,000 or more year-round residents, or any city regardless of size, that has an authorized park /recreation commission is eligible to participate in the program. Communities that do not meet the population criteria listed above may still qualify under the "small town," "regional," or "statewide" project provisions of the program.

#### Conservation Partnership Grant

The Conservation Partnership Grants provide funding to assist non-public, not-for-profit corporations in acquiring interests in lands suitable for conservation or recreation purposes.

#### • <u>Drinking Water Supply Protection Grant</u> <u>Program</u>

This grant provides funds to assist public water systems and municipal water departments in protecting and conserving the quality and quantity of public drinking water supply sources in the Commonwealth. It is a reimbursement program.

For more information, go to: <a href="http://www.mass.gov/eea/grants-and-tech-assistance/grants-and-loans/dcs/grant-programs/">http://www.mass.gov/eea/grants-and-tech-assistance/grants-and-loans/dcs/grant-programs/</a>

#### **Division of Housing Development**

Housing Development programs provide funding opportunities to for-profit and non-profit developers. The programs offered encourage the development of affordable rental projects

that serve both families and individuals with annual incomes at or below 80% of area median income.

#### Affordable Housing Trust Fund (AHTF)

#### • <u>Capital Improvement and Preservation Fund</u> (CIPF)

Capital Improvement and Preservation Fund (CIPF) is a state funded program that provides funds for the preservation of expiring use properties or for properties with expiring project-based rental assistance contracts.

#### • Commercial Area Transit Node Housing Program (CATNHP)

Commercial Area Transit Node Housing Program (CATNHP) is a state funded bond program available to municipalities, non-profit and forprofit sponsors to support rental housing production or rehabilitation.

#### • Community Based Housing (CBH)

The Community Based Housing (CBH) program provides funding for the development of integrated housing for people with disabilities, including elders, with priority for individuals who are in institutions or nursing facilities or at risk of institutionalization.

#### • Facilities Consolidation Fund (FCF)

Facilities Consolidation Fund (FCF) is a state funded program for non-profit developers to create and preserve affordable rental housing for clients of the Department of Mental Health and the Department of Mental Retardation.

#### HOME Investment Partnerships Program (HOME)

The HOME Program is a federally funded program that provides funding to non-profit or for-profit developers for affordable rental housing production and rehabilitation.

#### Housing Innovations Fund (HIF)

The Housing Innovations Fund (HIF) is a state funded program for non-profit developers to create and preserve affordable rental housing for special needs populations.

#### Housing Stabilization Fund (HSF)

The Housing Stabilization Fund (HSF) is a state funded program for municipalities, non-profit, or for-profit developers to support affordable rental housing production and rehabilitation.

#### • Lead Abatement Program

The Massachusetts Lead Abatement Program is a federally funded program for municipalities and non-profit developers serving communities that have been determined to be at "high risk" for lead paint contamination.

#### Local Initiative Program (LIP)

The Local Initiative Program is a state housing program that was established to give cities and

towns more flexibility in their efforts to provide low and moderate-income housing.

Low Income Housing Tax Credit (LIHTC)

The Low Income Housing Tax Credit Process

The Low Income Housing Tax Credit Program (LIHTC) is a federally authorized program for non-profit and for-profit developers to promote the construction and rehabilitation of affordable rental housing. Often these units are within a larger mixed income development.

NOTE: The above list is only a sample of this agency's programs. The Housing Development division also has a number of other programs, including assistance for individual homeowners and renters, such as energy efficiency loans and grants and assistance for first-time homebuyers.

For information about these and other Housing and Economic Development programs, go to: <a href="https://www.mass.gov/housing-development-programs">https://www.mass.gov/housing-development-programs</a>

#### **Environmental Protection Agency (EPA)**

The U.S. EPA's Pollution Prevention (P2) Grant Program funds state and tribal technical assistance projects to help businesses identify better environmental strategies and solutions for reducing or eliminating waste at the source. Eligible applicants include the fifty states, any agency or instrumentality of a state, including state colleges/universities and federally-recognized tribes; local governments, private universities, for-profit organizations, nonprofit organizations, private businesses, and individuals are not eligible.

(NOTE – It seems as though this program might be a good way to show that preserving historic sites and structures is a great way to "reduce or eliminate waste at the source.")

#### **Massworks Infrastructure Program**

The MassWorks Infrastructure Program provides a one-stop shop for municipalities and other eligible public entities seeking public infrastructure funding to support economic development and job creation.

The MassWorks Infrastructure Program provides public infrastructure grants that support four project types:

- Housing development at density of at least 4 units to the acre (both market and affordable units)
- Transportation improvements to enhance safety in small, rural communities
- Community revitalization and sustainable development
- Economic development and job creation and retention

The MassWorks Infrastructure Program is administered by the Executive Office of Housing and Economic Development, in cooperation with the Department of Transportation and Executive Office for Administration & Finance.

More information is available at:

https://www.mass.gov/service-details/massworks-infrastructure-grants

#### **Executive Office of Transportation**

#### **Transportation Enhancement Program**

Provides funds for transportation enhancement activities.

 Eligible projects include historic preservation, rehabilitation and operation of historic transportation buildings, provision of facilities for pedestrians and bicycles, landscaping and other scenic beautification, and preservation of abandoned railway corridors, including conversion of use for pedestrians and bicycles.

More information is available by contacting the Executive Office of Transportation at (617) 973-7000 or online at <a href="https://www.mass.gov/infodetails/funding-for-community-transportation#state-funding-">https://www.mass.gov/infodetails/funding-for-community-transportation#state-funding-</a>

#### Massachusetts Cultural Council

#### The John and Abigail Adams Arts Program

Provides funds to promote the use of cultural resources as a tool for economic development.

More information is available by contacting Massachusetts Cultural Council at (617) 727-3668 or online at http://www.massculturalcouncil.org/

#### **Massachusetts Cultural Facilities Fund**

The goal of the Cultural Facilities Fund is to increase investments from both the public sector and the private sector to support the sound planning and development of cultural facilities in Massachusetts.

The Fund will provide Capital Grants and Feasibility and Technical Assistance Grants to promote the acquisition, design, repair, rehabilitation renovation, expansion, or construction of nonprofit cultural facilities in Massachusetts.

More information is available by contacting Massachusetts Cultural Council at (617) 727-3668 or online at

## http://www.massculturalcouncil.org/facilities/facilities.htm

#### **Cultural Investment Portfolio**

Provides unrestricted general operating support.

#### Becoming Part of the Cultural Investment Portfolio

CIP supports organizations of all sizes and disciplines statewide. There are three levels of participation to the Portfolio - Peers, Colleagues, and Partners. Organizations can choose to participate at any level for which they are eligible.

#### Peers

Peer grants are designed primarily for organizations seeking operating support from the MCC for the first time, young organizations, not fully-cultural organizations, and other groups offering cultural programming who do not meet the requirements for Partners or Colleagues (or choose to opt out).

#### Colleagues

Colleague grants are available to organizations with a track record of offering public cultural programming in Massachusetts for at least five years, and have received operational support from the MCC for at least four fiscal years since FY2003.

#### **Partners**

Partner grants are available to given to organizations with a track record of offering public cultural programming in Massachusetts for at least 10 years, and have received operational support from the MCC for at least eight fiscal years since FY1997.

For more information, see:

https://massculturalcouncil.org/organ izations/cultural-investmentportfolio/

#### <u>MassDevelopment (aka Massachusetts Development</u> Finance Agency)

MassDevelopment works with businesses, nonprofits, and local, state, and federal officials and agencies to strengthen the Massachusetts economy. Offering a wide range of finance programs and real estate development services, MassDevelopment supports economic growth, development, and investment across all sectors of the Massachusetts economy: public and

private; commercial, industrial, and residential; and nonprofit, including healthcare, educational, cultural, and human service providers. MassDevelopment staff works in collaboration with private- and public-sector developers, businesses, and banks to identify investors and leverage public and private funds to support economic growth.

More information is available by contacting the Massachusetts Development Finance Agency at (800) 445-8030 or online at http://www.massdevelopment.com/

#### MA. Emergency Management Agency (MEMA)

The Mass. Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) are inviting communities, state agencies, and tribal governments and territories to submit applications for the Federal Emergency Management Agency (FEMA) <a href="Hazard Mitigation Grant Program">Hazard Mitigation Grant Program</a>. These competitive grants assist applicants with hazard mitigation planning and the implementation of hazard mitigation projects to reduce or eliminate the loss of life and property due to natural hazards. DCR and MEMA will provide technical assistance to potential applicants upon request. <a href="https://www.mass.gov/hazard-mitigation-assistance-grant-programs">https://www.mass.gov/hazard-mitigation-assistance-grant-programs</a>

## MA Executive Office of Energy and Environmental Affairs (EEA)

The Office of Energy and Environmental Affairs combines the Commonwealth's six environmental, natural resource and energy regulatory agencies. These agencies provide a range of grants, loans, and technical assistance in the following areas:

Agricultural Grants & Loans
Emergency Planning Grants & Loans
Energy and Air Quality Grants & Loans
Forestry Grants & Loans
Land and Recreation Grants & Loans
Waste and Recycling Grants & Loans
Water Grants & Loans

Historic preservation projects can often include one or more of these components, so it's worth checking out what EEA's programs have to offer.

#### For detailed information, go to:

https://www.mass.gov/orgs/eea-office-ofgrants-and-technical-assistance

### <u>Massachusetts Historical Commission (MHC)</u> Massachusetts Preservation Projects Fund (MPPF)

Through the MHC, this program provides funding for the acquisition,

preservation, and rehabilitation of historic properties, landscapes, and sites.

 Predevelopment projects such as feasibility studies, plans and specification, and historic structures reports are also eligible activities.

[NOTE – Emergency funding is sometimes available throughout the year.]

## http://www.sec.state.ma.us/mhc/mhcmppf/mppfidx.htm

#### **Survey and Planning Grants**

As the State Historic Preservation
Office, the Massachusetts Historical
Commission is responsible for
administering the National Historic
Preservation Act of 1966, as amended.
The Act authorizes the Secretary of the
Interior, through the National Park
Service and State Historic Preservation
Offices, to grant funds to communities
and private non-profit organizations for
a wide range of preservation-related
activities. These include:

- Completion of cultural resource inventories;
- Nomination of significant properties to the National Register of Historic Places;
- Completion of community-wide preservation plans; and
- Other types of studies, reports, publications and projects that relate to the identification and protection of significant historic properties and sites.

More information is available at <a href="http://www.sec.state.ma.us/mhc/mh">http://www.sec.state.ma.us/mhc/mh</a> <a href="http://www.sec.state.ma.us/mhc/mh">chpp/Surveyandplanning.htm</a>

#### <u>National Endowment for the Arts and National</u> <u>Endowment for the Humanities</u>

Both agencies have a wide range of grants for museum, historical, and cultural programs and collections management and preservation – too many to list here! Go to <a href="https://www.arts.gov/grants">https://www.arts.gov/grants</a> for details. Doesn't usually have construction funding, but some planning funds available. Many grants for document and artifact conservation and education projects. Some NEH grants don't require matching funds, or require a match of less than 50%.

#### National Park Service

The National Park Service has grant programs for historic sites, including National Landmarks and Native American sites. Funding for these programs varies from year to year, so check the NPS website for information on current grant programs:

http://www.nps.gov/history/

#### **National Heritage Areas**

There are five National Heritage Areas in Massachusetts. The National Park Service (NPS) provides technical, planning and limited financial assistance to the National Heritage Areas. If your town is located in a National Heritage Area, your project might be eligible for funding or technical assistance. Check the National Heritage Area's website for information.

John H. Chafee Blackstone River Valley National Heritage Corridor -

http://www.nps.gov/blac/index.htm - covers Blackstone, Douglas, Grafton, Hopedale, Leicester, Mendon, Millbury, Millville, Northbridge, Sutton, Upton, Uxbridge, Worcester

Essex National Heritage Area - <a href="http://www.essexheritage.org/">http://www.essexheritage.org/</a> - covers
Amesbury, Andover, Beverly, Danvers, Essex,
Georgetown, Gloucester, Groveland, Haverhill,
Ipswich, Lawrence, Lynn, Manchester,
Marblehead, Methuen, Nahant, Newbury,
Newburyport, North Andover, Peabody,
Rockport, Salem, Salisbury, Saugus, Swampscott,
Topsfield, and Wareham

## Freedom's Way National Heritage Area - <a href="http://freedomsway.org/">http://freedomsway.org/</a>

- covers Acton, Arlington, Ashburnham, Ashby, Ayer, Bedford, Bolton, Boxborough, Carlisle, Clinton, Concord, Devens, Dunstable, Fitchburg, Gardner, Groton, Harvard, Hudson, Lancaster, Leominster, Lexington, Lincoln, Littleton, Lunenburg, Malden, Maynard, Medford, Pepperell, Princeton, Shirley, Sterling, Stow, Sudbury, Townsend, Westford, Westminster, Winchendon, Woburn

Quinebaug and Shetucket Valley National Heritage Area (aka "The Last Green Valley") http://www.tlgv.org/index.php - covers Brimfield, Charlton, Dudley, East Brookfield, Holland, Oxford, Southbridge, Sturbridge, and Webster

Upper Housatonic Valley National Heritage Area - <a href="http://www.upperhousatonicheritage.org/">http://www.upperhousatonicheritage.org/</a> - covers Alford, Becket, Dalton, Egremont, Great Barrington, Hancock, Hinsdale, Lanesboro, Lee, Lenox, Monterey, Mount Washington, New Marlboro, Pittsfield, Richmond, Sheffield, Stockbridge, Tyringham, Washington, and West Stockbridge.

#### National Scenic Byways Program

Massachusetts has many scenic byways designated by federal or state government. You can find a map of them here:

https://scenicbyways.info/state/MA.html

Battle Road Scenic Byway -

https://battleroadbyway.org/

Blackstone Canal Heritage Highway

Connecticut River Scenic Farm Byway -

http://www.bywayswestmass.com/byways/con necticut-river/

Cranberry Highway

Essex Coastal Scenic Byway -

http://www.essexheritage.org/aboutbyway

Jacob's Ladder Trail (Route 20) -

http://www.bywayswestmass.com/byways/jacobs-ladder-trail/

Lost Villages (Route 122) Scenic Byway -

http://www.bywayswestmass.com/byways/route-122/

Minuteman Highway

Mohawk Trail -

http://www.bywayswestmass.com/byways/mo hawk-trail/

Mount Greylock Scenic Byway -

http://www.bywayswestmass.com/byways/mtgreylock/

Old King's Highway (Route 6A)

http://capecodroute6a.com/wp/

Route 112 Scenic Byway -

http://www.bywayswestmass.com/byways/rout

#### e-112/

Route 116 Scenic Byway -

http://www.bywayswestmass.com/byways/route-116/

Taconic Trail Scenic Highway

#### **US Department of Agriculture (USDA)**

#### Community Facility Loans (CF)

Loans are made to construct, enlarge, extend or otherwise improve community facilities providing essential services in rural areas. Funds

are available to public entities such as municipalities, counties, special purpose districts, federally recognized tribal groups and corporation not operated for profit.

#### **Community Facility Grants (CF)**

Community Facility Grants can be used to assist rural areas in developing essential public community facilities. Grant funds can be used to supplement funding for projects eligible under our direct or guaranteed community facility program. Eligible applicants are limited to those communities under 20,000 population, and the facility must serve areas where median household income is below the poverty line or 80 percent of the state non-metropolitan median household income.

#### **Farm and Ranch Lands Protection Program**

The Farm and Ranch Land Protection Program (FRPP) provides matching funds to help purchase development rights to keep productive farm and ranchland in agricultural uses. Working through existing programs, USDA partners with State, tribal, or local governments and nongovernmental organizations to acquire conservation easements or other interests in land from landowners. USDA provides up to 50 percent of the fair market easement value of the conservation easement.

Also has home ownership & repair loans and grants – mostly for senior citizens and low-income applicants

Also has loans and grants for rural businesses, and community development loans and grants For more information, see:

http://www.usda.gov/wps/portal/usda/usdahome?navid=GRANTS LOANS

#### **US Sustainable Communities Program**

A collaborative program of the Environmental Protection Agency (EPA), Department of Housing and Urban Development HUD, and Department of Transportation (DOT) to assist communities in developing in environmentally and economically sustainable ways. Provides funding and technical assistance on community and regional basis.

https://www.epa.gov/smartgrowth

## **Grants—Non-profit and Corporate Philanthropy Grant Programs**

#### 1772 Foundation

Provides funding for historic preservation projects. The Foundation selects several different thematic and geographic areas to fund each year; these themes and areas keep changing, so check the web site periodically for updates.

More information is available by contacting the 1772 Foundation at <a href="http://www.1772foundation.org">http://www.1772foundation.org</a>

## ALCES Foundation (has given grants to Trustees of Reservations, which owns some historic properties)

The ALCES Foundation (no web page) helps people find pathways to a better life through education, access to healthcare, and fostering greater respect for the people and environment that surround us. Requests for funding should be submitted to: Franz F. Colloredo-Mansfeld, c/o Cabot Properties, Inc. One Beacon St., Ste 2800, Boston, MA 02108. Telephone: (617) 523-1635. While there are no particular application forms or deadlines, groups requesting finding must have tax-exempt status and the funds requested must be used for charitable purposes.

## <u>American Express Historic Preservation and</u> Conservation Grants

Supported projects embrace the **preservation**, **restoration or sustainability of historic places** and demonstrate their significance to the community through one or more of the following:

- Restoring historic places to ensure ongoing public access and interaction with the sites.
- Preserving historic places for future or innovative use.
- Sustaining historic places by creating systems to manage increased visitor activities and environmental impacts.

https://about.americanexpress.com/we-preserveplaces

#### **Americorps**

The <u>AmeriCorps State and National Grants</u>

<u>Program</u> provides support to improve lives in communities across the country through national service in areas where service can make a major impact. AmeriCorps awards grants to organizations to implement programs that utilize AmeriCorps members to engage in evidence-based interventions to strengthen

communities. Write to: <a href="mailto:americorpsgrants@cns.gov">americorpsgrants@cns.gov</a> or call (202) 606-7508 for more info. <a href="http://www.nationalservice.gov/build-your-capacity/grants">http://www.nationalservice.gov/build-your-capacity/grants</a>

#### Mary Alice Arakelian Foundation

The Mary Alice Arakelian Foundation (no web page) makes grants to conservation and other charitable entities in the Newburyport, MA area and elsewhere. Grant requests should be submitted to: Mark Welch, P.O. Box 695, Newburyport, MA 01950. (no web site)

#### Frances and Benjamin Benenson Foundation

The Frances and Benjamin Benenson
Foundation (no web page) makes grants to a
wide variety of health, cultural, environmental
and other organizations, mostly in the New
York metropolitan area but occasionally in
Massachusetts. Groups seeking funding should
do so in writing, stating the amount sought as
well as the purpose(s) for which the requested
funding would be used. Send requests to: Bruce
W. Benenson, Frances and Benjamin Benenson
Foundation, 708 Third Ave., 28<sup>th</sup> Fl, New York,
NY 10017. Telephone: (212) 867-0990.

#### **Biogen Idec Foundation**

The mission of the Biogen Idec Foundation is "to improve the quality of people's lives and contribute to the vitality of the communities in which we operate (one of which is greater Boston), with a special emphasis on innovative ways to promote science literacy and encourage young people to consider science careers". Target areas include education and the arts. Grant requests are considered on a rolling basis. https://www.biogen.com/en\_us/biogen-

#### foundation.html

#### **Charles Sumner Bird Foundation**

The Charles Sumner Bird Foundation (no web page) makes grants primarily to environmental groups and projects located in southeastern Massachusetts and adjacent areas.

Organizations interested in requesting funding from the Foundation should contact Christine E. Abramo, Mellon Trust of New England, at (617) 722-7527 or c/o BNY Mellon Center, PO Box 185, Pittsburgh, PA 15230, 617-722-7527.

#### **Harris and Frances Block Foundation**

The Marshfield, VT-based Harris and Frances Block Foundation supports a broad range of

projects, giving its highest priority consideration to social and economic justice, peace, environmental protection, community development and education. The Foundation is particularly interested in funding non-profit grassroots organizations working on community and self-help projects. Although the Foundation does not accept unsolicited proposals, it welcomes letters of inquiry, which may be submitted at any time. https://blockfound.org/

#### **Burnham Foundation**

The Burnham Foundation (no web page) makes small grants to charitable organizations for educational and environmental purposes in Massachusetts and elsewhere. Requests for funding should be submitted in the form of a letter describing the organization and the proposed use of the funds sought. Send to: Burnham Foundation, Deborah J. McManus, c/o Nutter, McClennan and Fish LLP, PO Box 51400, 155 Seaport Blvd., Boston, MA 02205-8982. Telephone: (617) 439-2498.

#### **Cabot Corporation Corporate Giving Program**

The Boston-based Cabot Corporation's Corporate Giving Program is designed to support Cabot's community outreach activities, with priority given to science and technology education and community and civic improvement efforts in the communities where the company operates. Contact Cabot Corporation Foundation, Inc., Two Seaport Lane, Ste 1300, Boston, MA 02210 at (617) 345-0100 for more info.

http://www.cabotcorp.com/company/foundatio

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#### **Caswell Foundation**

The Exeter, NH-based Caswell Foundation (no web page), a small family foundation, has provided funding for educational, youth and environmental programs and projects in eastern Massachusetts and New Hampshire as well as Palo Alto, CA. Groups seeking funding should submit a proposal in writing stating the purpose for which finds are sought along with the requested amount. Additional financial information may be requested. Proposals should be sent to: Dorothy D. Caswell, 10 White Oak Drive, Z228, Exeter, NH 03833. Telephone: (603) 580-1207.

#### **Cathay Bank Foundation**

The Cathay Bank Foundation serves the community needs in seven states: California, Illinois, New Jersey, New York, Massachusetts, Texas and Washington. The Foundation's ultimate objective is to create opportunities in the areas of affordable housing, community and economic development, and education. The Foundation will also consider supporting cultural and arts, health and welfare, environmental and human services and programs that benefit the communities at large.

Cathay Bank Foundation, 9650 Flair Drive, El Monte, CA 91731

https://www.cathaybank.com/Cathay-Foundation/Home/

#### **Cherbec Advancement Foundation**

The Minnesota-based Cherbec Advancement Foundation (no web page) makes grants to a wide variety of environmental, educational and other charitable causes in New England and elsewhere. Proposals are considered throughout the year, and a letter advising of the decision of the directors will be sent to the applicant as promptly as possible. The applications need not be in any particular form, and the directors have not set any restrictions or limitations on the types of requests that will be considered. Requests for funding should be directed to: Charles A. Weyerhaeuser, President, 30 East Seventh St., Suite 2000, St. Paul, MN 55101-4930, (651) 228-0935.

#### **Clif Bar Family Foundation**

The Clif Bar Family Foundation has a Small Grants and (by invitation only) a Large Grants Program. Small Grants average about \$8,000 each and are awarded for general organizational support or to fund specific projects. Priority is given to applicants that address the Foundation's mission and funding priorities and achieve one or more of the following: protect the Earth's beauty and bounty; create a robust, healthy food system; increase opportunities for outdoor activity; reduce environmental health hazards; and build stronger communities.

http://clifbarfamilyfoundation.org

#### **Community Foundations**

Community Foundations are nonprofit, taxexempt, publicly-supported grantmaking organizations. These foundations are public charities, since they develop broad support from many unrelated donors with a wide range of charitable interests in a specific community. A community foundation maintains a diverse grants program that is not limited in scope. In addition to making grants, these foundations often play a leadership role in their communities, serve as a resource for grant information and broker training and technical assistance for local nonprofits.

The following community foundations serve Massachusetts:

Berkshire Taconic Community Foundation http://www.berkshiretaconic.org

**Boston Foundation** 

http://www.tbf.org

**Brookline Community Fund** 

http://www.brooklinecommunity.org

Cambridge Community Foundation
<a href="http://www.cambridgecf.org">http://www.cambridgecf.org</a>
Cape Cod Foundation

http://www.capecodfoundation.org

Community Foundation for Nantucket http://cfnan.org

Community Foundation of North Central Massachusetts <a href="http://www.cfncm.org">http://www.cfncm.org</a>

Community Foundation of Southeastern Massachusetts http://www.cfsema.org

Community Foundation of Western Massachusetts

http://www.communityfoundation.org

Essex County Community Foundation http://www.eccf.org

**Foundation for Metrowest** 

 $\underline{\text{http://www.foundationformetrowest.o}}$ 

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Greater Lowell Community Foundation http://www.glcfoundation.org/

Greater Worcester Community Foundation
<a href="http://www.greaterworcester.org">http://www.greaterworcester.org</a>
Woods Hole Foundation

http://www.woodsholefoundation.org

<u>Copeland Family Foundation (has given funds to Historical Societies)</u>

The Copeland Family Foundation (no web page) gives grants to a large number of educational, health and environmental programs and organizations in Milton, MA and elsewhere in Massachusetts and beyond. Requests for funding should be submitted by letter and should summarize the project for which funding is sought, as well as include evidence of the organization's federal tax-exempt (§501(c)(3)) status. Letters are accepted any time and acceptance, rejection or deferral responses are made promptly. Letters should be addressed to: Copeland Family Foundation, c/o Martha Verdone, 1183 Randolph Avenue, Milton, MA 02186.

#### **Crisp Family Foundation**

The Crisp Family Foundation (no web page) makes grants to educational, conservation and outdoor recreation projects, primarily in New York and New England. Groups seeking funding should submit a request to: Peter O. Crisp, c/o Withumsmithbrown PC, 1411 Broadway, New York, NY 10018, 212-751-9100. There are no specified application forms or deadlines.

#### Dr. Harry M. Day Foundation (Day Family Foundation)

The Dr. Harry M. Day Foundation (no web page) makes conservation, health, historic preservation and other grants to recipients in New England and elsewhere. Requests for funds should be submitted in writing, using a form available here:

http://990s.foundationcenter.org/990pf\_pdf\_ar chive/592/592845883/592845883\_201312\_990 PF.pdf?\_ga=1.214885269.38225907.142791422 6

(scroll down to Exhibit C) and sent to Pete Lapp, 129 Wisteria Drive, Longwood, FL 32779. Telephone: (321) 422-0575.

#### **Daymarc Foundation**

The Daymarc Foundation (no web page) makes small grants to 501(c)(3) organizations or municipalities for education, conservation, landscaping, health and other purposes. The customary grant size limit to new organizations is \$350. Requests for funding should be submitted to: Daymarc Foundation, 65 Woodridge Road, Wayland, MA 01778-3611, (508) 358-6024, daymarc@att.net.

#### **Demoulas Family Foundations**

The Telemachus and Irene Demoulas Family Foundation and the Demoulas Market Basket Foundation (no web page) give grants (generally in the \$2,500 to \$10,000 range – sometimes considerably bigger) to a large number of youth, educational, civic and other organizations, particularly in the Merrimack Valley. Funding requests should be submitted by a letter describing the needs for which the funding is sought. Letters should be addressed to: Arthur T. Demoulas, Telemachus and Irene Demoulas Family Foundation, 286 Chelmsford St., Chelmsford, MA 01824. Telephone: (978) 244-1024

#### **Deutsche Bank Americas Foundation**

Deutsche Bank works in partnership with local nonprofit organizations to provide distressed communities and disadvantaged individuals with opportunities for safe and affordable housing and economic advancement. The Foundation also seeks to enrich these communities by providing access to the arts, supporting local leaders, and strengthening local organizations. The Bank relies on the talents of its employees and the leadership of its management to leverage its financial commitments in addressing local needs. Please direct inquiries to: **Deutsche Bank Americas Foundation** 60 Wall Street, NYC60-2312 New York, NY 10005

https://www.db.com/usa/content/en/Application%20Process.html

#### **Harriet Ford Dickenson Foundation**

The Harriet Ford Dickenson Foundation (no web page) makes grants for conservation and other purposes, primarily in New York and New England. Groups seeking funding should send a letter request at any time stating the amount of funding sought and the purposes for which it will be used. Send the letter to: Mr. James Largey, V.P., Harriet Ford Dickenson Foundation, c/o J.P. Morgan Chase Bank, N.A., 270 Park Ave., New York, NY 10017. Telephone: (212) 464-1937.

#### William C. Dowling Foundation

The New York-based **William C. Dowling Foundation** (no web page) makes **grants for conservation and other purposes in the Northeast U.S.** and elsewhere. Requests for funding should be submitted in writing and include a description of the organization, the purposes for which funds are sought, and proof of its tax-exempt status. Send to: John T. Evans, President, William C. Dowling Jr Foundation, 90 Broad St, 14<sup>th</sup> Fl, New York, NY 10004.

Telephone: (212) 344-3900.

#### Max and Victoria Dreyfus Foundation

The Foundation will consider requests to support museums, cultural, and performing arts programs; schools, hospitals, educational and skills training programs, programs for youth, seniors, and the handicapped; environmental and wildlife protection activities; and other community-based organizations and their programs.

The Max and Victoria Dreyfus Foundation Attn: Mary P. Surrey, President 2233 Wisconsin Avenue NW, Suite 414 Washington, DC 20007

Phone: 202-337-3300 FAX: 202-337-3302 Email: <a href="mailto:info@mvdreyfusfoundation.org/">info@mvdreyfusfoundation.org/</a>

#### **Easter Foundation**

The EASTER Foundation was created in the spring of 2006 by Fred and Anne Osborn of Garrison NY, with proceeds from the purchase by Colgate Palmolive of Tom's of Maine. The Osborn children decided to use the letters of the word EASTER to clarify the areas of focus for the foundation: Education, Arts, Sustainability, Technology, Environment and Rights. There is no formal application form or deadlines, but organizations seeking funding should write the Easter Foundation c/o Fred Osborn III, P O Box 347, Garrison, NY 10524-0347; no telephone calls please.

http://easterfoundation.org

#### **Eastern Bank Charitable Foundation**

The mission of the Eastern Bank Charitable Foundation is to contribute, in a meaningful way, to the health and vitality of the various eastern Massachusetts communities served by Eastern Bank Corporation. This is done through financial support to selected nonprofit organizations operating within these communities.

Our Foundation accepts three types of grant requests:

- Community Grants
- Partnership Grants
- Neighborhood Support

Focus areas include: Human Services, Families & Children, Education, Affordable Housing, Health Care, and Economic Revitalization. However, there is also a focus area labeled "Other" – so it's worth inquiring if you're not sure whether your project qualifies.

https://www.easternbank.com/site/about\_us/commun ity\_involvement/Pages/charitable\_foundation.aspx

## J. Irving & Jane L. England Charitable Trust (has given grants to Historical Commissions & Societies)

The Worcester-based J. Irving & Jane L. England Charitable Trust (no web page) makes "general purposes" grants, typically in the \$2-5,000 range, to organizations primarily in central Massachusetts. Groups seeking funding should submit requests in writing, detailing the charitable nature of the organization, to: Ann K. Molloy, Trustee, J. Irving & Jane L. England Charitable Trust, 370 Main St., Suite 800, Worcester, MA 01608. Telephone: (508) 756-2423.

#### **Entergy's Open Grants Program**

Entergy's Open Grants Program focuses on improving communities as a whole. They look for giving opportunities in the areas of arts and culture, community improvement/enrichment, the environment and healthy families. Check out Entergy's Micro Grants and Charitable Foundation as well. Open Grant applications are accepted on an ongoing basis. For information, go to:

https://www.entergy.com/our\_community/

#### **Falconwood Foundation**

The NYC-based Falconwood Foundation (no web page) provides funding for **education**, **environmental research and other projects in the Northeast and beyond**. Requests for funding should be sent to: Falconwood Foundation, c/o Dr. Stanley A. Lefkowitz, VP/Secretary, 257 Park Avenue South, 7<sup>th</sup> Fl, New York, NY 10010. No set form; Applicants are requested to send detailed information regarding each request.

#### Felicia Fund (has given grants to preservation projects)

(no website) Funds projects primarily on the northeastern seaboard of the US which relate to architecture, art, decorative arts, historic preservation, conservation, and related educational pursuits. Initial requests for funding should be submitted with a concise statement of the proposed project and an estimate of the amount of funds to be requested. Ordinarily, Felicia Fund, Inc. will not make grants in excess of \$10,000. The fund will not fund operating expenses.

Address application to:

The Felicia Fund, Inc. Pauline C. Metcalf 90 Elm Street Providence, RI 02903 (401) 274-1550

#### **Fidelity Cares**

Fidelity Financial Services provides corporate sponsorship, educational assistance, and volunteer assistance for non-profit organizations and events. See their website for details:

https://www.fidelity.com/about-fidelity/education-financial-literacy

#### **Fidelity Foundation**

The Foundation's primary philanthropic investments are allocated to the following sectors:

## Arts and culture Community development and social services

Secondarily, grants are considered in the following fields:

#### Health Education

http://www.fidelityfoundation.org/guidelines/index.ht ml

#### **Fiskars Project Orange Thumb**

Provides grants for garden makeovers and neighborhood beautification. Since its inception, Fiskars' Project Orange Thumb has provided over \$1.3 million to 140 community groups and helped to complete fourteen garden makeovers in the U.S. and Canada.

http://www2.fiskars.com/Community/Project-Orange-Thumb

#### James Marston Fitch Charitable Foundation

The James Marston Fitch Charitable Foundation awards grants to professionals working in the fields of historic preservation, landscape architecture, urban design, environmental planning, decorative arts, architectural design, and architectural history. Projects will be evaluated based on a range of criteria, including the potential for the project to make a meaningful contribution to the academic and/or professional field of historic preservation in the United States and the innovativeness and creativity of the planned project. Grants are awarded to individuals only (i.e., not to organizations).

http://fitchfoundation.org

#### Friendship Fund (no web page)

Provides support for a broad range of educational, environmental, health-related, and cultural interests. While there is no set

application form, the request should contain a concise statement of the purpose for which the grant is sought. If the grant sought is for a specific program, the staff and budget of the program must be described. In addition, all applications should include the organization's current year's operating budget, list of board members, and the most recent audited financial statement. The deadline is April 1st for consideration at the annual meeting held the first week of August. Requests for funding should be submitted to: Carolyn Rau, Friendship Fund c/o GMA Foundations, 2 Liberty Square, No. 500, Boston, MA 02109. Telephone: (617) 426-7080; CRAU@GMAFOUNDATIONS.COM.

#### **Garfield Foundation**

Offers Community Revitalization, grants in urban communities suffering from chronic unemployment, high poverty rates, low median incomes, and a lack of economic opportunity. Grants are given for: physical development of commercial and non-residential real estate, green collar job development, urban entrepreneurship and wealth creation, policy and advocacy, and sustainable urban environments. info@garfieldfoundation.org

http://www.garfieldfoundation.org/index.html

#### **Gateway Fund**

The Gateway Fund (no web page) provides grants to support education (including nature education) and other purposes, in the Northeast and elsewhere. Organizations seeking funding should send a request to: Jameson S French, Gateway Fund, 45 Driftwood Lane, Portsmouth, NH 03801. Telephone: (617) 523-1635. There are no specified forms or deadlines, or limitations/restrictions.

## Frank Gerrity Charitable Trust (has given money to historical societies)

The Frank Gerrity Charitable Trust (no web page) makes small grants to a number of charitable recipients in Massachusetts and elsewhere. Groups seeking funding should send a request to: Trustees of the Frank Gerrity Charitable Trust, 25 Garden Park STE 4, Braintree, MA 02184 (781) 535-6070 russ.wilde@morganwilde.com There are no specified application forms or deadlines.

#### **The Getty Foundation**

The Foundation offers a variety of grants for research, conservation, and museums. The

## conservation grants can be used for historic buildings and archaeological sites.

For a list of programs, eligibility, deadlines, and awards, please see <a href="http://www.getty.edu/grants/">http://www.getty.edu/foundation/</a>

#### Good 360 (formerly Gifts in Kind International)

Gifts In Kind International is a non-profit that matches non-profits with corporate donors of various sorts of products, from toys to computer software. Gifts In Kind is currently partnering with Home Depot to provide building supplies to organizations that need them. Find out more at:

http://good360.org

## <u>David Greenewalt Charitable Trust (gives money to preservation projects)</u>

The David Greenewalt Charitable Trust (no web page) makes grants for conservation, historic preservation and other purposes in Massachusetts and elsewhere. Applications should be submitted in writing, such as by using the AGM Common Proposal Form (online at: https://www.grantmakers.io/profiles/v0/04614 5922-david-greenewalt-charitable-trustgeoffrey-m-mason-trustee/ Include info on the nature of the charitable service, enclose 3 copies of your IRS Letter of Tax Exempt Status, 3 copies of 2 most recent years annual financial reports and a description and budget for the proposed project to be funded. Send three copies of application and all attachments/enclosures. Deadlines generally May 15 and November 1 (subject to change each year). No restrictions/limitations on awards. Submit to: Geoffrey M Mason, Trustee, c/o Ropes Gray LLP, 800 Boylston St., Boston, MA 02199-3600. Telephone (617) 951-7057.

#### **Gryphon Fund**

The Gryphon Fund (no web page) has made grants to river conservation and other nonprofit organizations in New England and elsewhere. Requests for funding should indicate the purpose for which funds are sought as well as include evidence of the organization's tax-exempt status. Send to: Helen B. Kaplan, 36 Drumlin Road, West Simsbury, CT 06092-2906. Telephone: (860) 658-5433.

#### Mary W. Harriman Foundation

The Mary W. Harriman Foundation (no web page) gives grants to a large number of educational, health and environmental programs and organizations in the New York area, with some giving in Massachusetts and the other New England states. Interested applicants should submit a written request that includes a description of the organization, including the organization's history, the purpose for which funds are being requested, and the amount of the request. Applicants should also include a copy of the IRS letter confirming taxexempt status. Letters are accepted any time and should be addressed to: Barbara O'Connell, Mary W. Harriman Foundation, c/o Brown Brothers Harriman Trust Co. 140 Broadway, 16th Floor, New York, NY 10005, (212) 493-8182.

#### **Hermann Foundation**

The Worcester-based Hermann Foundation (no web page) gives grants to a number of charitable [§501(c)(3)] organizations in the Worcester and Cape Cod regions and elsewhere. Requests for funds should be submitted by letter to: Mr. Henry Lusardi, Treasurer, Hermann Foundation, Inc., 370 Main St., Suite 925, Worcester, MA 01608, (508) 756-4657.

#### **Home Depot**

The Home Depot has several programs to provide building supplies, financial assistance, and volunteer workers for nonprofit building projects. Find out more at their "We Build CommUnity" website:

https://corporate.homedepot.com/CorporateResponsibility/HDFoundation/Pages/default.aspx

Home Depot Community Impact Grants, up to \$5,000, are available to registered 501(c)(3) nonprofit organizations, public schools, or tax-exempt public service agencies in the U.S. that are using the power of volunteers to improve the physical health of their community. Grants are given in the form of The Home Depot gift cards for the purchase of tools, materials, or services. One of the identified project priorities is planting trees or community gardens and/or landscaping community facilities that serve veterans.

http://homedepotfoundation.org/page/applying-for-a-grant

#### **Horne Family Foundation**

The <u>Horne Family Foundation</u> supports the work of nonprofits (particularly those active in the **Merrimack Valley** and southern NH) in the areas of conservation, **education**, health and human services, **the arts**, wildlife preservation, international development and relief and **environmental sustainability**. Grants range in size from \$2,500 to \$25,000.

#### http://hornefamilyfoundation.org/index.htm

#### **Geoffrey C. Hughes Foundation**

The New York City-based Geoffrey C. Hughes Foundation (no web page) has given grants to a number of environmental, arts, and other organizations for projects in the northeastern U.S. and elsewhere. Interested grant applicants may submit letters of inquiry stating the purpose and amount of the grant requested, along with a description of the nature and tax-exempt status of the applicant organization, to: John R. Young, President, Geoffrey C. Hughes Foundation, c/o Cahill, Gordon and Reindel LLP, 80 Pine St. New York, NY 10005-1702, or call (202) 701-3400.

#### Roy A. Hunt Foundation

The mission of the Roy A. Hunt Foundation is to support organizations that strive to improve the quality of life.

The trustees of this family foundation meet semi-annually to make grants to nonprofit organizations engaged primarily in Arts and Culture, Environment, Health, Human Services, Community Development, and Youth Violence Prevention.

http://rahuntfdn.org

#### **Institute of Museum and Library Services**

The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

 The IMLS offers a variety of grant programs. For a list of programs, eligibility, deadlines, and awards, please see <a href="https://www.imls.gov">https://www.imls.gov</a>

ICAPGEN (International Commission for the Accreditation of Professional Genealogists) – "Whispers from the Dust" Grant Program

"Whispers from the Dust" is a grant program that provides technology and financial support for cemeteries to:

- Preserve historical information
- Modernize record keeping
- Make information accessible on the Internet

NOTE: This program provides assistance for documentation only; it has no funding for restoration of gravestones or landscaping.

http://www.icapgen.org/icapgen/affiliate/whisper sfromthedust

#### Jebediah Foundation

The Jebediah Foundation (no web page) makes small grants to a number of conservation, arts and other organizations in Massachusetts and elsewhere. Groups seeking funding should direct requests to: David Silvian, Jebediah Foundation, c/o Bingham McCutchen, 1 Federal St., Boston, MA 02110. There are no specific application forms or deadlines.

## <u>George Frederick Jewett Foundation East (gives money to preservation projects)</u>

The San Francisco-based George Frederick Jewett Foundation East (no web page) provides funding to conservation and other nonprofit organizations in Massachusetts as well as in New York and Washington, DC. The Foundation's areas of interest include education, libraries, music, historic preservation and the environment, including population issues and scientific research. Types of support include project support, general support, building funds, equipment and land/property acquisition. Interested applicants should submit a brief letter of inquiry to: Ms. Toni Bermudez, Program Grants Coordinator, George Frederick Jewett Foundation East, 235 Montgomery Street, Suite 612, San Francisco, CA 94104 Telephone: (415) 421-1351, (415) 421-0721 (FAX). If the project is of interest to the Foundation, information on submitting a formal application will be sent to you.

#### Kalkin Family Foundation (has given to museums)

The NJ-based **Kalkin Family Foundation** (no web page) makes grants for **educational and other purposes in Massachusetts and elsewhere.**Requests for funding should be submitted by letter indicating the mission of the organization. Submit requests to: Eugene Kalkin, Kalkin Family Foundation, c/o Kalkin & Co., 40 Quimby Lane, 2<sup>nd</sup> Floor, Bernardsville, NJ 07924. Telephone: (908) 696-1999. There are no specified application forms or deadlines.

#### Kendeda Fund

Two grant-making entities with similar names, the Kendeda Fund (c/o Foundation Source, 501 Silverside Road, Suite 123, Wilmington, DE 19809-1377, (800) 839-1754) and the Kendeda Sustainability Fund (a donor-advised fund of the Tides Foundation), neither of which have web pages, nevertheless have made sizable grants to environmental, civic and other causes. The Kendeda Fund is a charitable giving program dedicated to exploring how human beings can relate to one another and to this planet more mindfully and use resources equitably. Through its grant making, the Fund is committed to examining two of the critical questions confronting humanity: How do we live within the limits of the natural world in ways that promote community, equity, and health? How do we redefine prosperity so that it leads to deeper contentment in our lives? While neither funding entity appears open to receiving unsolicited grant proposals, it is possible that a letter of inquiry might receive a favorable response. Contact Diane Ives c/o Diane Ives Consulting, 122 Park Avenue, Takoma Park MD 20912, (301) 270-2206, dives@igc.org. 501 Silverside Road, Suite 123 Wilmington, DE 19809

Phone: 800-839-1754

#### **Kent-Lucas Foundation**

The **Kent-Lucas Foundation** (no web page) makes small grants (typically in the \$500-\$5,000 range) for education, conservation and related organizations and projects, primarily in the northeast U.S. Grant requests should be submitted in writing to: James L. Van Alen II, President, Kent-Lucas Foundation, 101 Springer Bldg., 3411 Silverside Rd., Wilmington, DE 19810. Telephone: (302) 478-4383. Submitted information should describe the general purposes of your organization and the specific need for, and purpose of, the requested grant; proof of your group's 501(c)(3) tax-exempt status; a copy of your most recent Annual Report and certified financial statements; and a detailed project budget. The related Atwater-Kent Foundation (no web page) makes similartype grants, although to fewer recipients in New England. Grant requests should follow the above guidelines but instead be submitted to: Hope P. Annan, President, Atwater-Kent Foundation, 101 Springer Bldg., 3411 Silverside Rd., Wilmington, DE 19810. Telephone: (302) 478-4383.

**Kresge Foundation (funds construction projects)** 

The Kresge Foundation awards grants to small, mid-size, and large nonprofit organizations in six fields of interest: health, the environment, community development, arts and culture, education, and human services.

- Facilities capital grants fund the acquisition and construction of facilities, including land, new construction and existing property renovation, and major equipment purchases. Facilitiescapital grants historically have been awarded as challenge grants to organizations engaged in capital campaigns to raise private funds for their projects.
- General operating support provides nonprofit organizations with unrestricted funds to use as they deem appropriate to become more sustainable over time. The funds may be used for staffing, new technology or business practice development, among other purposes.
- Growth capital grants support specific efforts associated with expanding, retooling, transitioning or scaling an organization's operations so that it may develop a more sustainable operating model.
- Planning grants provide seed money in the form of a grant or a loan to organizations for business planning, market analysis and other necessary aspects of launching or spinning off a new nonprofit organization.
- Program-related investments are loans to nonprofit organizations, including nonprofit banks or community development financial institutions. PRIs provide high-performance organizations with access to financial capital. A secondary benefit of the PRI is that interest is charged at below-market rates.
- Program support provides restricted funds for specific activities associated with an organization's programming, such as research, program management or any other explicitly designated purpose.

The Kresge Foundation 3215 West Big Beaver Road Troy, Michigan 48084 248.643.9630 telephone 248.643.0588 fax http://kresge.org/programs

#### **Larsson Danforth Family Foundation**

The Larsson Danforth Family Foundation (no web page) makes grants for environmental and other purposes in New England and elsewhere. Organizations seeking funding should submit a letter of request, including the amount sought and the purposes for which the funding will be used, to: Fred C. Danforth or Carlene B. Larsson,

53 County Road, P.O. Box 1508, Mattapoisett, MA 02739. There are no specified application forms or deadlines.

#### **Lawrence Foundation**

The Santa Monica, CA-based Lawrence Foundation is focused on making grants to support environmental, education, human services and other causes. The Foundation makes both program and operating grants and does not have any geographic restrictions.

http://www.thelawrencefoundation.org/grants/guidelines.php

#### **Nancy and Maurice Lazarus Fund**

The Nancy and Maurice Lazarus Fund (no web page) makes small-sized grants (generally \$500 or less) to a large number of medical, **cultural**, **educational and environmental charities**, **primarily in Massachusetts.** Groups seeking funding should do so in the form of a letter stating the request, the amount sought and the usage of the requested funds. Send it to: Carol Lazarus, Nancy & Maurice Lazarus Fund, 304 School St., Watertown, MA 02472. There are no specified application forms or deadlines.

#### **Leighty Foundation**

The lowa-based Leighty Foundation, a small family foundation, makes grants in several areas, including earth protection and volunteerism and civic engagement. According to the Foundation's website: "We partner with organizations which seek to deal with today's problems and opportunities in ways which meet current needs without compromising the ability of future generations to meet their needs."

http://www.leightyfoundation.org/guidelines.php

#### **Linde Family Foundation**

Gives grants to arts- and education-related programs, primarily in Greater Boston and the Berkshires, and is open to new requests for funding. Groups seeking funding should contact the Foundation c/o Mott Philanthropic, Prudential Tower, 800 Boylston St., Suite 1560, Boston, MA 02199. Telephone: (617) 927-5700.

#### **Lowe's Charitable and Educational Foundation**

The Lowe's Charitable and Educational Foundation is dedicated to improving communities through support of **public education**, **community improvement projects and home safety initiatives**.

Lowe's also partners with organizations like Habitat for Humanity and the National Trust for Historic Preservation. For more about Lowe's other community funding programs, go to: <a href="http://www.lowes.com/cd">http://www.lowes.com/cd</a> Corporate+Citizensh ip 674540029

#### **Edward H. Mank Foundation**

The Edward H. Mank Foundation (no web page) has made charitable contributions to health and environmental organizations, primarily in the Boston area. Requests for funding should be submitted in writing to: Donald Himmelsbach, 1430 Massachusetts Ave., Cambridge, MA 02138 Telephone: (617) 576-3200. There are no particular application forms, grant limitations or deadlines.

## Maple Hill Foundation (has made some grants to historical societies)

The Maple Hill Foundation (no web page) makes grants to conservation and other groups in Massachusetts and elsewhere. Groups seeking funding should submit a written letter describing the nature of the charitable organization and proof of its federal tax-exempt status. Send it to: E. Warren Miller, Maple Hill Foundation, c/o Miller Associates, 100 Front St., Suite 950, West Conshohocken, PA 19428. Telephone: (610) 941-5011.

#### **Massachusetts Foundation for the Humanities**

Mass Humanities supports public humanities projects. Public humanities projects bring historical, cultural or ethical perspectives to bear on topics and issues of interest to our communities.

More information is available at http://www.masshumanities.org/

#### **Maxwell House Drops of Good Program**

Maxwell House partners with Rebuilding Together to provide grants from \$1,000 to \$50,000 for **community center projects**. Supporters can vote for projects online and nominate projects via Facebook. http://www.maxwellhousecoffee.com/drops-of-

good/

#### **D.J. McManus Foundation**

The **D.J. McManus Foundation** (no web page) provides funding to **civic**, **health**, **environmental and other organizations**, **primarily in New York State but occasionally in Massachusetts**. Groups seeking funding should do so in writing,

Groups seeking funding should do so in writing, on the organization's letterhead, stating the funding need and the specific uses for which the

requested funding is sought. Send to: Deborah McManus, D. J. McManus Foundation, 420 West Broadway, PH A, New York, NY 10012-3741. Telephone: (212) 874-7426. There are no specified application deadlines.

#### **Andrew Mellon Foundation**

Makes grants in six core program areas: Higher Education and Scholarship; Scholarly Communications; Research in Information Technology; Museums and Art Conservation; Performing Arts; Conservation and the Environment.

http://www.mellon.org/grant\_programs/progra

#### George H. and Jane A. Mifflin Fund

The George H. and Jane A. Mifflin Memorial Fund (no web page) makes grants of \$5,000 or greater for charitable purposes to conservation and other organizations in Massachusetts and elsewhere. Organizations seeking funding should contact Lawrence Coolidge, c/o Loring, Wolcott & Coolidge, 230 Congress St. Boston, MA 02110. Telephone: (617) 523-6531.

#### Herman and Frieda L. Miller Foundation

The Herman and Frieda L. Miller Foundation supports civic engagement, advocacy, and community organizing in Greater Boston and Eastern Massachusetts. The Miller Foundation is also dedicated to improving the infrastructure that supports vibrant urban community life. Key elements toward achieving this goal include strong civic culture and community empowerment, neighborhood and citywide, and the development and maintenance of healthy physical settings that facilitate vigorous communities. The related Miller Innovation Fund supports innovations, tools, and practices that help social justice organizations and their allies improve conditions and institutions in pursuit of an involved, informed, and active public. http://millerfoundation.grantsmanagement08.c om/

#### **David and Katherine Moore Foundation**

The **David and Katherine Moore Foundation** (no web page) makes grants to educational, environmental and other groups in Massachusetts and elsewhere. Organizations seeking funding should do so in writing at any time, including a description of the organization and the purposes for which the funds are sought. Send it to: David and Katherine Moore Foundation, David E. Moore, c/o D'Arcangelo

Co., LLP, 800 Westchester Ave., Suite N-400, Rye Brook, NY 10573. Telephone: (914) 694-4600.

#### **National Grid Foundation**

Grants (typically in the range of \$5,000-\$25,000) are made on a competitive basis to non-profit organizations for programs and projects that fall within its major areas of focus: Education and Environment. Environmental priorities include: projects that support the sustainability of our natural resources; programs and projects that inspire and educate young people about their connection to and responsibility for the preservation of the environment; and projects that seek to preserve open spaces for future generations.

For more information, go to National Grid's web page at:

http://www2.nationalgridus.com/corpinfo/com munity/index all all.jsp

National Grid's Corporate Citizenship, National Grid Foundation, and Schools and Education programs all have potential for funding historic preservation projects. National Grid also has a housing and business rehab program called "Cinderella/Green Cinderella." This program is not yet available in New England, but may become available at a later date, so check the National Grid website for more information.

#### **National Trust for Historic Preservation**

The National Trust for Historic Preservation has several grant programs, which offer two types of assistance to nonprofit organizations and public agencies: 1) matching grants from \$500 to \$5,000 for preservation planning and educational efforts, and 2) intervention funds for preservation emergencies.

The National Trust's web site, preservationnation.org, also has a wealth of information about historic preservation issues, from weatherization to rural preservation. http://www.preservationnation.org/resources/find-funding/

#### **New Alliance Foundation**

The NewAlliance Foundation provides support to the not-for-profit community in four key areas: the arts, community development, health and human services, and youth and education. In Massachusetts, the Foundation makes grants in Chicopee, East Longmeadow, Feeding Hills, Holyoke, Ludlow, Southwick, West Springfield, Webster, and Westfield. http://www.newalliancefoundation.org/funding

.html

#### New England Grassroots Environment Fund (NEGEF):

The New England Grassroots Environment Fund (NEGEF) recently launched its "new and improved" grants program. While NEGEF funding continues to be dedicated to grassroots community groups working on local environmental projects, groups can now choose between "SEED" and "GROW" grants to meet their funding needs. SEED grants are geared to groups launching new projects and/or evolving the scale of an existing project. SEED grants range in size from \$250 - \$1000 and can be applied for any time. GROW grants are geared to established groups who are ready to expand the scope of their work. Grow groups often have 1+ year experience running community projects and are ready to take on (pieces of) local system strategy around their issue. GROW grants range in size from \$1,000 - \$3,500. Both SEED and GROW Grants are intended to support community groups who represent the most exciting energy in the environmental movement and that are not being reached by traditional funders. Contact NEGEF at (802) 223-4622 or info@grassrootsfund.org for more info. http://grassrootsfund.org/

#### **NiSource Charitable Foundation**

In close collaboration with NiSource employees and community partners, the Foundation seeks opportunities to provide funding and encourage volunteer support for non-profit organizations in the areas of Community Vitality and Development, Environmental and Energy Sustainability, Learning and Science Education, and Public Safety and Human Services. http://www.nisource.com/en/sustainability/co

mmunities/corporate-giving.aspx
NiSource Charitable Foundation
Attn: Jennifer Moench
801 E 86th Ave.
Merrillville, IN 46410
219-647-6209
jmoench@nisource.com

#### **Nordstrom Cares**

The Nordstrom Cares program supports the communities the company serves. The company prefers to partner with **organizations who champion arts and culture, education, health, community development and the environment,** with diversity also playing a key role. http://shop.nordstrom.com/c/nordstrom-cares-

community-giving?origin=topnav

#### **Orton Family Foundation**

To achieve its Mission, the Orton Family Foundation partners with communities and organizations across the country to learn about and explore new models for citizen engagement, community visioning, implementation and stewardship.

This organization occasionally has planning grants available. Its website also has a wealth of useful information on innovative community development and planning initiatives. http://www.orton.org/

#### **Perkins Charitable Foundation**

The Cleveland-based Perkins Charitable Foundation (no web page) gives grants to environmental and educational organizations throughout the U.S. There are no specific application guidelines or deadlines. Requests for funding should be sent to: Marilyn Best, 1030 Hanna Building, 1422 Euclid Ave., Cleveland, OH 44115.

#### **Claudia and Steven Perles Family Foundation**

The Claudia and Steven Perles Family
Foundation (no web page) makes grants to
conservation and other groups in
Massachusetts and elsewhere. Requests for
funding should be sent to: Claudia Perles, 6101
Aqua Ave., Unit 401, Miami Beach, FL 33101.
There are no specified application forms or
deadlines.

#### **Harold Whitworth Pierce Charitable Trust**

The Harold Whitworth Pierce Charitable Trust offers grants primarily for projects that will produce long-range benefits through leverage of the Trust's resources. Grants are focused on institutions and programs in the Boston area. Topic areas for which the trustees invite Preliminary Letters include Education, Capital Projects, Green and Public Spaces, Environmental Research, and Arts Education. It is strongly suggested that you first contact Betsy Nichols, Program Director. Betsy may be reached on Tuesdays and Thursdays at (617) 523-8368 or may be reached by email most days at piercetrust@nichols-pratt.com. http://www.piercetrust.org/

#### **Plourde Family Charitable Trust**

The Plourde Family Charitable Trust (no web page) has given a number of small grants to environmental and other organizations for projects in Massachusetts. Interested applicants should send a letter of inquiry requesting funds to: Roger P. Plourde, Jr. c/o Morris and Morris

P.C., 2 Kearney Road, Needham Heights, MA 02494 or call (781) 455-6900.

#### **The Pollination Project**

Provides \$1,000 grants as seed money for projects in the following categories:

- compassion towards all life (people, planet, animals)
- environmental sustainability
- justice in all of its forms
- community health and wellness
- putting consciousness into action
- social change-oriented arts and culture
   Funding primarily goes to individuals who do not
   have an already well-established organization.
   http://thepollinationproject.org/

#### **Mary Norris Preyer Fund**

The Mary Norris Preyer Fund (no web page) gives to a variety of conservation and other charitable causes. While this giving is primarily centered in North Carolina, the Foundation accepts requests from throughout the U.S. Requests for funding should be submitted in writing before April 1 (accompanied by the organization's IRS tax-exempt status letter) to: Jane Preyer, Grant Manager, c/o Piedmont Financial Trust Company, P.O. Box 20124, Greensboro, NC 27420. Telephone: (336) 274-5471.

#### Price Chopper's Golub Foundation

Price Chopper's Golub Foundation provides financial support to eligible charitable organizations with a current 501(c)(3) tax exempt status located within Price Chopper's marketing areas in New York, Massachusetts and elsewhere in the Northeast. Contributions are made through planned, continued giving programs in the areas of health and human services, arts, culture, education, and youth activities.

http://www.pricechopper.com/community/golu b-foundation

#### **Mattina R. Proctor Foundation**

The Boston-based Mattina R. Proctor
Foundation (no web page) gives grants to health
and other civic-minded projects and
organizations (including arts and education
organizations) in the northeastern U.S.
Requests for funding should be submitted by
letter and should contain a description of the
applicant organization, the purpose of and
budget for the grant solicited, and proof of the
organization's tax-exempt status. Funding
requests should be submitted to: Alvin S.

Hochberg, Trustee, c/o Broude & Hochberg LLP, 75 Federal St., Suite 1300, Boston, MA 02110, (617) 748-5100.

## <u>Putnam Foundation (has given to historic preservation organizations)</u>

The Keene, NH-based Putnam Foundation (no web page) provides funding to educational, cultural and environmental organizations, primarily in southwest NH but occasionally elsewhere (might be worth trying for projects in northern Mass.). Groups seeking funding should do so in the form of a letter stating the proposed use of the funds requested, accompanied by supporting documentation of the funding need and the charitable propose and status of the organization. Send requests to: James Putnam, Putnam Foundation, P.O. Box 323, 20 Central Sq., Second Floor, Keene, NH 03431. Telephone: (603) 352-2448.

#### Ramsey McCluskey Family Foundation

The Ramsey McCluskey Family Foundation is a small private foundation founded by Margaret Ramsey in 1999 and dedicated to the support of projects in **education and the arts.** 

http://www.ramseymccluskeyfndn.org/

#### **Rebuilding Together**

Rebuilding Together is a national nonprofit working to preserve affordable homeownership and revitalize communities. Their network of more than 200 affiliates provides free rehabilitation and critical repairs to the homes of low-income Americans. They focus especially on modifying housing for disabled residents, senior citizens, and they have initiatives for green housing and housing for veterans.

http://www.rebuildingtogether.org/ For more information, contact Region 1 Council (New England) at <a href="mailto:rtprov@gmail.com">rtprov@gmail.com</a>

#### Rocky's Ace Hardware

Rocky's often provides local nonprofit organizations with gift cards to purchase supplies for maintenance and repair projects or to support a raffle or other fundraiser.

http://www.rockys.com/default/index.cfm/community/giving-programs/

#### Cele H. & William B. Rubin Family Fund

The Cele H. & William B. Rubin Family Fund, Inc. (no web page) makes grants to a variety of educational, cultural and other charitable organizations, primarily in the eastern U.S. (including Massachusetts). Groups seeking

finding should contact: Ellen R. Gordon, Cele H. and William B. Rubin Family Fund, 32 Monadnock Road, Wellesley Hills, MA 02481. Telephone: (781) 235-1075. There are no specified application forms or deadlines.

## <u>Richard Saltonstall Charitable Foundation (gives grants to preservation organizations)</u>

The Richard Saltonstall Charitable Foundation (no web page) provides funding to a number of Massachusetts-based conservation and historic preservation organizations. There are no specific application forms or deadlines. Requests for funding can be submitted to: Dudley H. Willis, Trustee, Richard Saltonstall Charitable Foundation, 50 Congress St., Room 800, Boston, MA 02109 Telephone: (617) 227-8660.

#### **Albert Shapiro Fund**

The Albert Shapiro Fund (no web page) makes grants to cultural, health, environmental and other charitable organizations; past grant recipients are primarily located in and around Boston. Groups seeking funding should do so in the form of a letter. Send it to: Eileen C. Shapiro, Albert Shapiro Fund, 975 Memorial Drive, Apt. 804, Cambridge, MA 02138. Telephone: (410) 561-4411. There are no specified application deadlines.

#### **Sharpe Family Foundation**

The Sharpe Family Foundation (no web page) gives grants to a number of **environmental and educational organizations, primarily in Rhode Island and Massachusetts.** Requests for funding should be in the form of a letter describing: (1) the proposed purpose of the grant; (2) the operations and history of the applying organization; and (3) the tax-exempt status of the organization. Letters should be addressed to: Henry D. Sharpe Jr. c/o Amy E. Szostak, Northern Trust, 50 S. Lasalle St., Chicago, IL 60675, (312) 630-6000.

#### Arch W. Shaw Foundation

The Missouri-based Arch W. Shaw Foundation (no web page) provides funding to conservation and other nonprofit organizations in Massachusetts and several other states. Types of support include project support, general support, building funds, endowments and research. Areas of interest include: Arts; Business school/education; Education; Health care; Higher education; Hospitals (general); Libraries/library science; Medical research; Museums; Residential/custodial care, hospices. Interested applicants should contact the

Foundation for more info on application procedures and deadlines. Contact: Mr. William W. Shaw, Trustee, Arch W. Shaw Foundation, HC 3, Box 60 - B, Birch Tree, MO 65438 Telephone: (417) 764-3701, (417) 764-3706 (FAX).

#### Siemens "We Can Change the World" Challenge

The Siemens We Can Change the World Challenge is designed to help elementary, middle-school, and/or high-school students work together to solve an environmental problem in their classroom or school community, or to identify an environmental issue that has local, national and global implications and to provide a viable, replicable solution. The program has different requirements for different grade levels. Information is online at: http://www.wecanchange.com/

#### **Esther Simon Charitable Trust**

The Esther Simon Charitable Trust (no web page) provides funding to environmental and other organizations. Massachusetts groups receiving grants have been primarily located in the southeastern portion of the state.

Organizations seeking funding should do so in the form of a letter stating the reason for which funds are sought. Send the letter to: Steven A. Simon, Esther Simon Charitable Trust, c/o JP Morgan Chase, 270 Park Avenue, New York, NY 10017. There are no specified application forms or deadlines.

#### **Skoll Foundation**

The Skoll Foundation's mission is to advance systemic change to benefit communities around the world by investing in, connecting and celebrating social entrepreneurs, who see opportunities where others see problems and crises. They apply innovative solutions to social and environmental issues, empowering people and communities to envision and create positive change. The foundation provides operational funding for organizations that meet its criteria. The Skoll Awards for Social Entrepreneurship support people whose work has the potential for large-scale influence on critical challenges of our time: tolerance and human rights, health, economic and social equity, peace and security, institutional responsibility, and environmental sustainability.

#### **Skoll Foundation**

250 University Ave, Suite 200 Palo Alto, CA 94301 Tel: 650 331 1031 Fax:650 331 1033

**General Email:** <u>info@skollfoundation.org</u>. <u>http://www.skollfoundation.org/about/skoll-awards/</u>

## Smart Family Foundation (has given to historical museums)

The CT-based **Smart Family Foundation** (no web page) makes grants to a wide variety of educational, environmental and other organizations throughout the U.S. Organizations seeking funding may submit an informal letter at any time outlining the project and purpose for which funds are sought, along with a description of the resources needed and personnel involved, as well as a description of the methods to be used in completing the project. Requests should be submitted to: Raymond L. Smart, President, Smart Family Foundation, 74 Pin Oak Lane, Wilton, CT 06897-1329. Telephone: (203) 834-0400.

#### Richard & Susan Smith Family Foundation

The Richard and Susan Smith Family Foundation is committed to improving the quality of life in **Greater Boston.** In pursuit of this mission, and building on its tradition, the Foundation has selected the following areas of focus for its grantmaking, in order of priority:

- Supporting our community's healthcare institutions and research aimed at combating specific diseases.
- Increasing educational and developmental opportunities both in and out of school, with emphasis on low-income youth.
- Alleviating chronic poverty, and
- Enriching cultural life in our community.

The Foundation aims to improve the strength and reach of a select number of nonprofit organizations in each area of focus.

http://www.smithfamilyfoundation.net

#### **Society for Industrial Archeology**

The Society for Industrial Archeology offers Industrial Heritage Preservation Grants from \$1000 to \$3000 for the study, documentation, recordation, and/or preservation of significant historic industrial sites, structures, and objects.

Society for Industrial Archeology
Department of Social Sciences
Michigan Technological University
1400 Townsend Dr
Houghton, MI 49931
or via email to <a href="mailto:sia@mtu.edu">sia@mtu.edu</a>
<a href="mailto:http://www.siahq.org/grants/about.html">http://www.siahq.org/grants/about.html</a>

#### Society for the Preservation of Old Mills (SPOOM)

SPOOM provides grants for mill-related projects that are supported by a non-profit organization and that are open to the public, or from individuals doing research into mills and milling operations which would also be of benefit to SPOOM members and the general public.

Bob Hege
P. O. Box 1288

North Wilkesboro, NC 28659

http://www.spoom.org/spgrant.html

#### **Sohn Foundation**

Dr. Robert C. and Tina Sohn Foundation will support a broad spectrum of causes which support the environment, alternative health care and the arts. The Foundation is particularly interested in funding educational projects which bring an awareness of the environment, alternative health care and the arts to those who are underserved, particularly to young people.

Dr. Robert C. and Tina Sohn Foundation c/o The Ross Companies 1270 Avenue of the Americas, 20th Floor New York, NY 10020 212-408-0590 http://www.sohnfoundation.org

#### **Speedwell Foundation**

The Summit, NJ-based Speedwell Foundation (no web page) provides grant funding for urban parks and other projects (see, e.g., moreparks.org), primarily along the East Coast. Grant requests may be made at any time and may be made in the form of a letter including a brief description of the purpose of your organization, the focus of the grant request (the anticipated use of the funds) and the dollar amount of the request, along with proof of your organization's 501(c)(3) tax-exempt status. Letters should be addressed to: Mr. Michael G. Messner, Speedwell Foundation, 34 Locust Drive, Summit. NJ 07901. Telephone: (908) 273-8052.

#### **Dola Hamilton Stemberg Charitable Foundation**

The Dola Hamilton Stemberg Charitable
Foundation (no web page) makes grants to
educational, cultural, health and
environmental organizations, primarily located
in and/or serving Massachusetts. Groups
seeking funding should do so in writing, on the
charitable organization's stationery, with
information about the organization and how the
funds sought would be used. Submit requests
to: Dola Hamilton Stemberg, Dola Hamilton

Stemberg Charitable Foundation, 5 Louisburg Square, Boston, MA 02108. Telephone: (617) 227-5540. There are no specified application deadlines.

#### **Stevens Family Foundations**

Both the Abbot and Dorothy H. Stevens Foundation and the Nathaniel and Elizabeth P. Stevens Foundation (no web page) support a variety of causes, including conservation, community development, education and scientific research, particularly within the Merrimack Valley and Greater Lawrence areas. Grants are typically in the \$2,000-\$9,000 range. There is no application deadline. They accept the Common Proposal [Application] Form (found online at: http://www.agmconnect.org/cpf/) developed by **Associated Grant Makers** (<a href="http://www.agmconnect.org/">http://www.agmconnect.org/</a>) . To apply or for more info, contact Josh Miner, Executive Director, Stevens Foundations, PO Box 111, North Andover, MA 01845. Telephone: (978)

#### **Stifler Family Foundation**

688-7211.

The Stifler Family Foundation (no web page) makes grants to land trusts and other environmental and charitable recipients in Massachusetts and other states, mostly in New England. Requests for funding should be submitted in writing and specify the purpose for which funds are sought. Submit to: Lawrence TP Stifler, 100 Codman Road, Brookline, MA 02445. Telephone: (617) 357-9876. There are no specified application forms or deadlines.

#### Surdna Foundation

The Surdna Foundation's Sustainable
Environments Program invites Letters of Inquiry
(LOI) from 501(c)(3) nonprofit organizations for
programs that connect and improve the
infrastructure systems of urban places and
surrounding areas in ways that maximize
positive impacts and minimize negative
environmental, economic, and social
consequences. This Program supports four main
categories of work: sustainable transportation
networks and equitable development patterns,
energy efficiency in the built environment,
urban water management (esp. green
infrastructure), and regional food supply.
www.surdna.org

#### **Swanson Family Foundation**

Established in 2006, the Tempe, AZ-based Swanson Family Foundation provides funding in the areas of education, leadership, the environment, and health and lifestyle related issues.

http://www.swansonfoundation.org/

## <u>Sweetgrass Foundation (Has given grants to historical organizations)</u>

Grants made by the **Sweetgrass Foundation**, **Inc.** (no web page) are "restricted to individuals and organizations working directly for **ecological health and cultural diversity and preservation**.

The Foundation has a special interest in the protection of pristine wilderness areas and in work that supports young people in gaining respect for the earth... Send to: Thomas Fuller IV, Sweetgrass Foundation, c/o BNY Mellon, 3290 Northside Parkway, NW, Suite 950, Atlanta GA 30327. Telephone: (678) 538-2000. No specific application forms are required.

#### **TD Bank Foundation**

The TD Charitable Foundation provides financial support through its grant application process to organizations providing service in the areas of focus outlined in our mission statement:

Affordable Housing, Education/Financial Literacy and the Environment.

Information about this program is online at:
<a href="http://www.tdbank.com/community/charitable">http://www.tdbank.com/community/charitable</a>
foundation grant.html#

#### **TD Green Streets**

The Arbor Day Foundation and TD Bank are proud to launch **TD Green Streets** - a new grant program supporting innovative practices in **community forestry.** Through the program, municipalities are eligible to receive one of ten \$20,000 grants in support of local forestry projects in **low- to moderate-income (LMI) neighborhoods** 

http://www.arborday.org/programs/tdgreenstreets/

#### **Third Sector New England**

Provides information and services to help non-profits increase their effectiveness, including workshops and training sessions. Some grants available in Greater Boston area and for collaborations among non-profits in Massachusetts and Rhode Island. <a href="http://www.tsne.org/site/c.ghLUK3PCLoF/b.135">http://www.tsne.org/site/c.ghLUK3PCLoF/b.135</a> 2209/k.88BD/Nonprofit Capacity Building.htm

#### **Dorothy F. Thorne Foundation**

The Dorothy F. Thorne Foundation (no web page), a small family foundation, gives grants to §501(c) (3) educational, arts and other organizations in New England and elsewhere. Organizations requesting funds should submit information on the group's mission and history, beneficiaries of its services, other sources of revenues, the amount requested as well as other expected sources of funding, the most recent financial statement and operating budget, and evidence of a funding strategy that demonstrates wide community involvement. Requests for funding should be submitted to: Dorothy F. Thorne Foundation, c/o John Akin Jr., 110 Lakeside Ave., Suite A, Seattle, WA 98122-6594. Telephone: (206) 709-1565.

#### **Tiedemann Foundation**

The Tiedemann Foundation (no web page) makes grants for conservation, education and other purposes in Massachusetts and elsewhere. Requests for funding should be submitted in writing and include a description of the organization and the proposed use of the requested funds, along with a copy of the IRS exempt determination letter, promotional material if available, and the name, address and telephone number of a contact person. Requests should be sent to: Edward G. Tiedemann, Jr., President, 656 Barretts Mill Road, Concord, MA 01742. Telephone: (978) 371-8444.

#### **Tourism Cares**

Worldwide Grant Program
Tourism Cares' Worldwide Grant Program
distributes charitable grants to worthy tourismrelated non-profit organizations worldwide for
capital improvements or educational programs
as outlined below. The 2009 Worldwide Grant
Program goals for grantmaking call for a
balanced distribution to U.S. and non-U.S.
recipients. Typical grants are \$10,000.
Tourism Cares 275 Turnpike St., Suite
307 Canton, MA 02021 Tel: 781-821-5990 Fax:
781-821-8949 Email: info@tourismcares.org
http://www.tourismcares.org/grants

#### Trader Joe's

Trader Joe's accepts requests for donations and involvement in community events through its retail locations. Donation form and guidelines are online here:

http://www.traderjoes.com/pdf/attachments/donation\_guidelines\_community.pdf

#### **Unity Avenue Foundation**

The Mission of Unity Avenue Foundation is to foster ecologically sustainable human behavior within the natural environment.

 Beginning in 2011, the Foundation's two highest focus priority areas are Water and Clean Energy and the Foundation will review requests for other environmental projects as well.

Unity Avenue Foundation
White Pine Building
342 Fifth Avenue North, Suite 200
Bayport, MN 55003-4502
TELEPHONE
(651) 275-4489
FAX
(651) 439-9480
EMAIL
unityavefdn@srinc.biz

https://www.srinc.biz/foundations/unity-avenue-foundation/

#### **Valspar Foundation**

The Valspar Foundation was established in 1979 to financially support those organizations that address community needs and enhance the communities' quality of life. The Valspar Foundation is funded entirely by the Corporation.

There is no specific information on application process on the Foundation's webpage. Interested organizations will probably need to contact the corporation directly.

http://www.valsparglobal.com/corp/about/vals par foundation.jsp

#### A Brush with Kindness

Valspar created the vision and is the driving force behind an innovative Habitat for Humanity program named A Brush with Kindness. Habitat for Humanity is fulfilling its vision for neighborhood revitalization through home building and A Brush with Kindness delivers services that support this vision. Volunteers outfitted with paint and supplies transform neighborhoods by painting home exteriors, providing minor repairs and landscaping; these tasks can be difficult for low income, disabled and senior homeowners. Projects are identified based on the greatest possible impact to the appearance of a neighborhood.

Valspar has also sponsored paint-a-thon's in many cities.

http://www.valsparglobal.com/corp/about/com munity volunteers.jsp

## <u>Gilbert Verney Foundation (has given grants to historical societies)</u>

The Gilbert Verney Foundation (no web page) makes small grants to educational, cultural and

conservation organizations, primarily in New Hampshire and Massachusetts. Requests for funding should be submitted to: Richard G. Verney, c/o Monadnock Paper Mills, Bennington, NH 03442. Telephone: (603) 588-3311. There are no specified application forms or deadlines.

#### **Walgreens Corporate Contribution Program**

The Walgreens Corporate Contribution Program provides grants to organizations that focus on access, outreach, and education geared toward health in their communities; civic and community outreach; and emergency and disaster relief. Priority is given to programs that address the health needs of community residents. The company also accepts sponsorship or promotional marketing requests. http://www.walgreens.com/marketing/about/community/guidelines.jsp#Funding

#### **Walmart Local Community Contribution Program**

The Walmart Local Community Contribution Program provides support to local nonprofit organizations, government agencies, and K-12 schools and higher education institutions located in communities with Walmart Stores, **Logistics Facilities, or Sam's Clubs**. Churches and other faith-based organizations with projects that address the needs of the community at large are also eligible for support. Applying organizations must address one of the following focus areas: education, workforce development/economic opportunity, health and wellness, environmental sustainability, or hunger relief. Grants generally range from \$250 to \$5,000. Applications are accepted from February 1 through December 1, annually. http://walmartstores.com/CommunityGiving/10 526.aspx

#### **Wapack Foundation**

The Wapack Foundation (no web page), a family foundation that benefits educational, environmental and cultural organizations, gives small grants to a number of nonprofits in Massachusetts and elsewhere. There are no submission deadlines and no specified format for funding requests. Funding requests should be submitted to: James R. Nichols, Trustee, c/o Nichols and Pratt, 50 Congress St. Boston MA 02109 (617) 523-6800.

## <u>Waste Management, Inc. Charitable Contributions</u> <u>Program</u>

The Waste Management, Inc. Charitable Contributions Program makes grants to

§501(c)(3) groups for environmental education for Grades 6-12, community beautification, "conserving and maintaining wetlands, wildlife habitats and green spaces for people's enjoyment", and other environmental projects, as well as to charities in the communities where the company (as well as its whollyowned subsidiary Wheelabrator Technologies) does business. Applications are accepted yearround and are reviewed on a continuous basis (expect about a two-month review time). http://www.wm.com/about/community/charita

ble-giving.jsp

## Edwin S. Webster Foundation (Has given grants to museums and historic sites)

The Edwin S. Webster Foundation supports charitable organizations that are well known to its trustees, with emphasis on hospitals, medical research, education, youth agencies, cultural activities, and programs addressing the needs of minorities. The Foundation generally confines its grants to 501(c)(3) nonprofits located in New England. http://websterfoundation.grantsmanagement08 .com/

## <u>David and Candace Weir Foundation (has given to historic preservation organizations)</u>

The David and Candace Weir Foundation (no web page) provides funding to environmental and other organizations, primarily in the Albany, NY area but occasionally elsewhere (might be worth trying for projects in Berkshire County). Groups seeking funding may do so at any time in the form of a letter, accompanied by supporting documentation of the organization's charitable purposes and federal tax-exempt status. Submit requests to: Candace K. Weir, David and Candace Weir Foundation, 9 Elk St., Albany, NY 12207.

#### **Wellspring Foundation**

The Wellspring Foundation (no web page) makes grants to educational and conservation organizations in Massachusetts and New York state. Requests for funding should be submitted in the form of a letter outlining the purpose for which grant funds are sought. Send requests to: Russell J. Bell, c/o Wellspring Foundation, 614 East High St., Charlottesville, VA 22902. Telephone: (434) 977-4420. There are no specified application forms or deadlines.

#### **Henry T. Wiggin Charitable Trust**

The Henry T. Wiggin Charitable Trust (no web page) makes "general purposes" and other

grants to conservation and other organizations, primarily in Massachusetts. Groups seeking funding should direct requests to: James L. Smithson, Esq., Tyler & Reynolds, P.C., 77 Summer St., Boston, MA 02110. Telephone: (617) 695-9799. Requests should include a general description of the project or purpose for which funding is sought, along with a statement of need. There are no specific application forms or deadlines.

#### **Windfall Foundation**

The Windfall Foundation (no web page) accepts requests for funding at any time without any stated geographical or subject matter limits. Requests should consist of a 1-3 page overview describing the project and the amount of the request, and include proof of the requesting organization's tax-exempt status. Requests should be submitted to: Shelby Miller, President, The Windfall Foundation, P.O. Box 1867, Santa Fe, NM 87504.

## Winfield Foundation (has given grants to historical organizations)

grants to conservation and other groups and projects in New England and elsewhere. Organizations seeking funding should submit a written request at any time, including: a list of officers and directors; brochure; stated goals; indication of sources of and uses of funding; and letter from the IRS confirming the group's tax-exempt status. Send it to: Helen Hooke, c/o Hollyer Brady LLP, 60 East 42nd St., Suite 1825,

The Winfield Foundation (no web page) makes

## Clara B. Winthrop Trust (has given grants to historical organizations)

New York, NY 10165.

This foundation (no web page) supports a number of philanthropic causes, including **environmental and natural resource projects**.

Funding is available for the following: annual campaigns; capital campaigns; continuing support; and general/operating support. Giving is primarily to organizations located in Boston and the North Shore. Requests for funding should be submitted to: Oliver A. Spaulding, c/o Welch Forbes, 45 School St., Boston, MA 02108, (617) 523-1635. Applications may be submitted in any form which reasonably informs the trustees of the tax-exempt status of the applicant, its general financial situation and the reason the grant is requested.

#### **World Monuments Fund**

WMF's mission is to preserve the world's architectural heritage of significant monuments, buildings, and sites. They help with funding and technical assistance for projects and issues of regional and global concern. Core programs include advocacy, education and training, cultural legacy preservation, capacity building, and disaster recovery. They also have special initiatives on the topics of climate change, Jewish heritage, modernism, and sustainable tourism.

(Note: WMF's website provides no details about how to apply for WMF assistance. You'll need to call or email them directly for information.)

**World Monuments Fund** 

350 Fifth Avenue Suite 2412 New York, NY 10118 Tel. 646-424-9594 wmf@wmf.org http://www.wmf.org/

#### **Xerox Foundation**

Xerox foundation funds a variety of social, civic and cultural organizations that provide broad-based programs and services in cities where Xerox employees work and live. The Foundation also has a program of grants to colleges and universities to prepare qualified men and women for careers in business, science, government, and general education. Also to further advance knowledge in science and technology, and to enhance learning opportunities for minorities and the disadvantaged.

The Foundation also invests contribution dollars in a number of organizations that contribute to the debate on major national public policy issues. Worldwide, Xerox philanthropy tries to engage national leadership in addressing major social problems and to support programs in education, employability and cultural affairs. Other areas of particular focus include programs responsive to the national concern for the environment and the application of information technology.

Send all proposals and requests to: Dr. Joseph M. Cahalan, President, Xerox Foundation, 45 Glover Avenue/P.O. Box 4505, Norwalk, CT 06856-4505.

http://www.xerox.com/downloads/usa/en/x/xerox\_foundation\_policy\_guidelines.pdf

#### Don't forget your local businesses!

Often businesses are willing to donate funds, supplies, or expertise to projects in their

communities. Banks and other financial-service businesses, utility companies, regional and national chain stores and restaurants, local hardware stores and lumberyards, and many other types of businesses might be happy to assist your project. Some companies have designated philanthropy programs; you can often find information in the corporate information section of company websites (if you can't find anything under "grants" or "philanthropy," look for headings like "community relations," "corporate citizenship," "social responsibility" "good neighbor programs," "community investment," etc.). For example, both True Value and Ace Hardware have paint donation programs for schools (see: http://truevaluecompany.com/about true valu e/foundation-painting-brighter-future.asp; and http://www.acehardware.com/helpful/index.jsp #red\_cross). In addition to corporation-wide philanthropy programs, local franchises for some chains are sometimes allotted funds that they can donate at their discretion within their service area (BJ's, for example – see http://www.bjs.com/localgiving.content.about local giving.A.about com munity2). Make sure to check out businesses in neighboring towns as well as your own. You might also want to check out manufacturers of products you might need to use for your project (paint, power tools, etc.); even if they're not local, they might be interested in the

#### Loans

#### **HUD 203(K) Rehab Loan (for homeowners!!)**

by donating to your project.

Provides low-interest loans for the purchase and rehabilitation of one- to four-unit owner-occupied homes or mixed residential/commercial properties. Can often be helpful when the building needs substantial repairs and a conventional mortgage is difficult to obtain. 203(k) loans can also be used to relocate a building onto an existing foundation or to refinance existing liens for the purpose of rehabilitation.

promotional opportunity that could be gained

Most mortgage financing plans provide only permanent financing. That is, the lender will not usually close the loan and release the mortgage proceeds unless the condition and value of the property provide adequate loan security. When rehabilitation is involved, this means that a lender typically requires the improvements to

be finished before a long-term mortgage is made.

When a homebuyer wants to purchase a house in need of repair or modernization, the homebuyer usually has to obtain financing first to purchase the dwelling; additional financing to do the rehabilitation construction; and a permanent mortgage when the work is completed to pay off the interim loans with a permanent mortgage. Often the interim financing (the acquisition and construction loans) involves relatively high interest rates and short amortization periods. The Section 203(k) program was designed to address this situation. The borrower can get just one mortgage loan, at a long-term fixed (or adjustable) rate, to finance both the acquisition and the rehabilitation of the property. To provide funds for the rehabilitation, the mortgage amount is based on the projected value of the property with the work completed, taking into account the cost of the work. To minimize the risk to the mortgage lender, the mortgage loan (the maximum allowable amount) is eligible for endorsement by HUD as soon as the mortgage proceeds are disbursed and a rehabilitation escrow account is established. At this point the lender has a fullyinsured mortgage loan.

http://portal.hud.gov/hudportal/HUD?src=/prog ram\_offices/housing/sfh/203k/203kabou

#### **Real Estate Development Loans/Guarantees**

Projects involving **redevelopment of blighted or surplus property** are eligible for permanent first position financing.

- Multi-tenant commercial, industrial, retail and mixed use projects qualify.
- Loans are up to \$3 million with a maximum term of 10 years; guarantees are up to \$500,000.

More information is available by contacting MassDevelopment at (800) 445-8030 or online at http://www.massdevelopment.com/

#### ShadeFund

Established by The Conservation Fund with a lead grant from the U.S. Endowment for Forestry and Communities, ShadeFund provides loans to green entrepreneurs in such areas as sustainable forestry and forest products, sustainable or organic farming, eco-tourism, natural food and medicines, biomass, and energy efficiency projects. Tax deductible contributions to ShadeFund are pooled and lent

to qualified small green businesses nationwide. As entrepreneurs repay their loans, those same dollars are recycled to help other entrepreneurs grow their businesses. ShadeFund loans range from \$5,000 to \$50,000. Most loans are expected be \$20,000 or less. http://www.shadefund.org/home.htm

## Common Capital (formerly Western Massachusetts Enterprise Fund)

Provides loans and technical assistance to small businesses and non-profits from Berkshire to Worcester County.

4 Open Square Way Suite 407 Holyoke, MA 01040 Phone: (413) 420-0183 Fax: (413) 420-0543

http://www.common-capital.org/

#### **Tax Credits**

#### Massachusetts State Historic Rehabilitation Tax

**Credit:** A tax credit of 20% of the cost of a substantial rehabilitation of an historic building that is used for an income-producing purpose.

- Properties must be certified as historic by the Massachusetts Historical Commission
- Properties must be at least 50 years old
- Can be combined with the Federal rehab tax credit

More information is available by contacting the Massachusetts Historic Commission at http://www.sec.state.ma.us/mhc/mhctax/taxidx.htm.

#### Federal Rehabilitation Investment Tax Credit

The Federal Historic Preservation Tax Incentives program encourages private sector rehabilitation of historic buildings and is one of the nation's most successful and cost-effective community revitalization programs. It generates jobs and creates moderate and low-income housing in historic buildings.

The program is administered by National Park Service and the <u>Internal Revenue Service</u> in partnership with <u>State Historic Preservation</u> <u>Offices</u>.

 The 20% rehabilitation tax credit applies to any project that the Secretary of the Interior designates a certified rehabilitation of a certified historic structure. The 20% credit is available for properties rehabilitated for commercial, industrial, agricultural, or rental residential purposes, but it is not available for properties used

- exclusively as the owner's private residence.
- Current tax incentives for preservation, established by the Tax Reform Act of 1986 (PL 99-514; Internal Revenue Code Section 47 [formerly Section 48(g)]) include:
- 20% tax credit for the certified rehabilitation of certified historic structures.
- a 10% tax credit for the rehabilitation of non-historic, non-residential buildings built before 1936.
- For both credits, the rehabilitation must be a substantial one and must involve a depreciable building.

More information is available at: http://www.nps.gov/tps/tax-incentives.htm

#### **Disabled Access Tax Credit**

Federal tax credit for small businesses who are making their facilities accessible.

http://www.ada.gov/regs2010/smallbusiness/s mallbusprimer2010.htm#tax

http://www.eeoc.gov/facts/fs-disab.html

#### **TECHNICAL ASSISTANCE:**

#### American Planning Association's Community Assistance Program

The American Planning Association (APA)'s Community Assistance Program provides placebased assistance and advisory services to communities, regions, and neighborhoods. The program engages planning professionals and demonstrates the benefits of planning to communities around the country. The APA's **Community Planning Assistance Team (CPAT) Initiative** pairs multidisciplinary teams of expert planning professionals from around the country with community members, key stakeholders, and relevant decision makers to foster placebased community education, engagement, and empowerment. Each team is selected for the specific expertise needed on the project to offer pro bono assistance in developing a framework or vision plan that promotes a sustainable, livable, economically vibrant, and healthy community. Projects focus on localities with a demonstrated need for assistance, where planning resources and expertise may not otherwise be available.

http://www.planning.org/communityassistance/index.htm

#### Other resources:

## Massachusetts Association of Community Development Corporations

Community development corporations (CDCs) often provide loans, grants, and/or technical services to businesses, homeowners, and non-profits in their service areas. Many CDCs have worked on historic preservation projects. Find out what CDCs serve your area by going to: <a href="http://www.macdc.org/members/macdc-members">http://www.macdc.org/members/macdc-members</a>

#### **Massachusetts Regional Planning Agencies**

Regional planning agencies (RPAs) cover key services that cross community boundaries, such as transportation, economic development, job training, elderly services, housing, wetland and coastal zone management, solid waste management, clean air, growth management, water quality, substance abuse, child care, data and information services, infrastructure, technical assistance to local government and community development. They can often be good resources for information and technical assistance. Some RPAs manage community development funds, and might be sources for grants or loans. Some RPAs have historic preservation planners on their staffs. To find an RPA that serves your area, go to:

http://www.mass.gov/portal/government-taxes/local/counties-regions/planning/

#### **FoundationSourceAccess**

The Foundation Source Access website, established by the Fairfield, CT-based grant-making entity management company Foundation Source, is a place where nonprofits can post info about themselves and their projects so that prospective donors can find out about them. The posted info is also categorized.

https://access.foundationsource.com/

#### Online directories of grants:

#### **Foundation Center**

Database of funding resources (available by subscription only, but many libraries and colleges subscribe to this database, so check the institutions in your area), plus articles and webinars on fundraising and other topics of concern to nonprofits <a href="http://foundationcenter.org/gainknowledge/">http://foundationcenter.org/gainknowledge/</a>

#### **Fundsnet Services Online**

Has an online directory of grants searchable by location and category – very helpful!

http://www.fundsnetservices.com/searchresult.php ?&sbcat id=68&pg=1

#### Other useful organizations:

#### **Center for Nonprofit Success**

Nonprofit organization whose mission is to provide the training, knowledge and resources to help nonprofit organizations succeed. Provides mentoring and consulting services, and an on-going series of workshops in Boston on a variety of topics, including fundraising, grantwriting, and more.

http://www.cfnps.org/Upcomingcity.aspx?C=Bo

ston

#### **Development Resource Center**

Offers in-person and online classes for nonprofits trying to manage their organizations more effectively.

http://www.developmentresource.org/

#### **Grantstation.com**

<u>Grantstation.com</u> offers a variety of webinars of interest to grantseekers.

#### Massnonprofit.org

Articles and advice for nonprofits on a variety of topics

http://www.massnonprofit.org/index.php

#### Mass. Non-profit Network

Online professional directory is a good resource if you're looking for grantwriters, fundraising experts, legal advice, and more: http://www.massnonprofitnet.org/resources/resource-directory/

#### **Network for Good**

Website with helpful articles and tipsheets for grantwriting, fundraising, and more, including many free e-books.

www.fundraising123.org

#### **Nonprofit Alliance**

Website with helpful articles and tipsheets for grantwriting, fundraising, and more.

Nonprofitalliance.org

#### **Philanthropy Massachusetts**

Has a list of links to a number of private and public foundations and corporations that give grants to Massachusetts non-profits. Go to this website for information:

https://www.philanthropyma.org/



Has your community adopted the Community Preservation Act (CPA)? (CPA is a program that provides funding for open space, recreation, affordable housing, and historic preservation projects.)

To find out if your town has adopted CPA, go to the Community Preservation Coalition website. On this page - <a href="https://www.communitypreservation.org/map#anchor\_list">https://www.communitypreservation.org/map#anchor\_list</a> there's a drop-down list of all the CPA towns in Massachusetts. If your town's name is on the list, contact your CPA Committee to find out about application procedures. Contact information should be on your town's website or available at your Town or City Hall.

(NOTE: Every community has its own standards for projects; some are reluctant to fund projects involving private property, because CPA projects must provide a "public benefit." However, there have been instances where communities have funded private preservation work in exchange for a preservation easement or some other guarantee that ensures the project provides a public benefit.)

If your community does not have CPA, you might want to consider campaigning for its adoption. CPA funds are the biggest resource for historic preservation grants in Massachusetts. Find out more at the Community Preservation Coalition website: <a href="http://www.communitypreservation.org/">http://www.communitypreservation.org/</a>

- Are you eligible for grants from foundations, government entities, or other donors? Preservation Massachusetts has a long list of grants for historic preservation projects on our website. While there are only a few grant, loan, and tax credit programs specifically targeted at historic preservation projects, many preservation projects include cultural, arts, education, and environmental components that may qualify them for other types of funding, so don't limit yourself in your quest for grant funds. And keep in mind that grants don't always require an organization to be a 501(c)3 nonprofit to apply. Municipalities, religious organizations, and other groups can often qualify for grants.
- Does your community's Historical Commission have a grant or loan program?

  In a few communities, like Cambridge, the Historical Commission manages a grant or loan program to assist property owners in rehabilitating historic structures. Check with your Historical Commission to see whether your community has a program.
- Does your community or regional planning agency have a grant or loan program?

  Some communities have Community Development Block Grants (CDBG) or other sources of federal or state funding to assist property owners with fixing up their property. Check with your community's Planning and/or Community Development Department to see whether they have such a program.



If you live in a small town, CDBG and similar programs are often managed through the Regional Planning Agency (RPA) rather than the municipality. You can find a map of the state's Regional Planning Agencies online here: <a href="http://www.apa-ma.org/resources/massachusetts-regional-planning-agencies">http://www.apa-ma.org/resources/massachusetts-regional-planning-agencies</a>, or a map here: <a href="http://www.massmarpa.org/who-we-are">http://www.massmarpa.org/who-we-are</a>

#### 5 Is your property in a rural community?

The US Department of Agriculture sometimes has some grant and loan programs for community facilities and other community development projects in rural areas. Go to this webpage for information:

https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program

Would you be willing to sell or donate a preservation easement for the property?

A preservation easement is a deed-related restriction that provides protection for historic structures. Sometimes communities will use CPA funds to purchase preservation easements on historic properties.

Preservation easements can also be donated or sold to government entities or non-profit organizations.

For information on preservation easements, go to:

http://forum.savingplaces.org/learn/fundamentals/preservation-law/easements https://www.nps.gov/tps/tax-incentives/taxdocs/easements-historic-properties.pdf

#### 7 Will there be any business use associated with the property?

If the property is an income-producing property, the rehabilitation work you do might be eligible for state and federal historic tax credits, even if you are a nonprofit organization. Often, nonprofits will form for-profit subsidiaries or partner with for-profit entities to take advantage of historic preservation tax credits, which can attract funding to a project. A long-term lease to a business user might also qualify a project for historic preservation tax credits.

See the following website for information on how nonprofits can use the historic preservation tax credits:

http://historicboston.org/but-how-can-a-non-profit-developer-use-tax-credits/https://ntcic.com

You can also find information on historic preservation tax credits here:

Federal credit: https://www.nps.gov/tps/tax-incentives.htm



https://www.nps.gov/tps/tax-incentives/taxdocs/about-tax-incentives-2012.pdf (Updated to reflect the new tax laws that passed in December, 2017)

State credit: http://www.sec.state.ma.us/mhc/mhctax/taxidx.htm

Is the property part of a farm or land that has conservation/open space potential?

While there might not be funding for the building itself, there might be funding to help keep the property in agriculture or preserve it as open space. You might be able to pay for renovations to the buildings on a site by selling the development rights to the community, to the state, or to a conservation organization. Communities often purchase development rights to land using CPA funds.

The Massachusetts Department of Agricultural Resources (MDAR), through its Agricultural Preservation Restriction Program (APR), purchases development rights to farmland in order to ensure that the land remains in agriculture. Information about the program is online here:

 $\underline{https://www.mass.gov/service-details/agricultural-preservation-restriction-apr-program-details}$ 

(MDAR also has many other grant and loan programs for farmers. Check out their website for more information.)

Land trusts and conservation organizations will often purchase or accept donations of development rights to agricultural or open-space properties. The Massachusetts Land Trust Coalition has a list of land trusts on its website: <a href="http://www.massland.org">http://www.massland.org</a>

#### 9 Is there a trade or vocational school in your area?

Sometimes trade or vocational schools will take on rehabilitation projects as part of their coursework. This could reduce the cost of your rehab project. However, you'll need to be sure that the instructors and supervisors for the project are familiar with working with historic structures, and that students' work will be well-monitored.

Here is a list of Massachusetts Vocational Public Schools:

https://www.publicschoolreview.com/massachusetts/vocational-public-schools

#### 10 Is your property in a National Heritage Area?

Although National Heritage Areas do not often provide funding assistance, they may be a source of technical assistance for projects.

There are five National Heritage Areas in Massachusetts. The National Park Service (NPS) provides technical, planning and limited financial assistance to the National Heritage Areas. If your town is in a National Heritage Area, your project might be eligible for



funding or technical assistance. Check the National Heritage Area's website for information.

John H. Chafee Blackstone River Valley National Heritage Corridor - <a href="http://www.nps.gov/blac/index.htm">http://www.nps.gov/blac/index.htm</a> - covers Blackstone, Douglas, Grafton, Hopedale, Leicester, Mendon, Millbury, Millville, Northbridge, Sutton, Upton, Uxbridge, Worcester

<u>Essex National Heritage Area - http://www.essexheritage.org/</u> - covers Amesbury, Andover, Beverly, Danvers, Essex, Georgetown, Gloucester, Groveland, Haverhill, Ipswich, Lawrence, Lynn, Manchester, Marblehead, Methuen, Nahant, Newbury, Newburyport, North Andover, Peabody, Rockport, Salem, Salisbury, Saugus, Swampscott, Topsfield, and Wareham

<u>Freedom's Way National Heritage Area</u> - <a href="http://freedomsway.org">http://freedomsway.org</a>- covers Acton,
Arlington, Ashburnham, Ashby, Ayer, Bedford, Bolton, Boxborough, Carlisle, Clinton,
Concord, Devens, Dunstable, Fitchburg, Gardner, Groton, Harvard, Hudson, Lancaster,
Leominster, Lexington, Lincoln, Littleton, Lunenburg, Malden, Maynard, Medford,
Pepperell, Princeton, Shirley, Sterling, Stow, Sudbury, Townsend, Westford, Westminster,
Winchendon, Woburn

Quinebaug and Shetucket Valley National Heritage Area (aka "The Last Green Valley") - <a href="http://www.tlgv.org/index.php">http://www.tlgv.org/index.php</a> - covers Brimfield, Charlton, Dudley, East Brookfield, Holland, Oxford, Southbridge, Sturbridge, and Webster

#### <u>Upper Housatonic Valley National Heritage Area -</u>

<a href="http://www.upperhousatonicheritage.org/">http://www.upperhousatonicheritage.org/</a> - covers Alford, Becket, Dalton, Egremont, Great Barrington, Hancock, Hinsdale, Lanesboro, Lee, Lenox, Monterey, Mount Washington, New Marlboro, Pittsfield, Richmond, Sheffield, Stockbridge, Tyringham, Washington, and West Stockbridge.

#### 11 Are you uncertain about how to begin fundraising?

There are many good online resources to help you get started. Here are a few:

The Network for Good has a number of free online publications and checklists to guide nonprofits through fundraising and grant seeking. Go to <a href="https://www.fundraising123.org">www.fundraising123.org</a>

Fundraising planning worksheet http://www.fundraising123.org/files/KleinNP911 Fund Plan Worksheet.pdf

The National Council of Nonprofits has a number of online tools and resources for fundraising and grantwriting: <a href="https://www.councilofnonprofits.org">https://www.councilofnonprofits.org</a>



Ten Steps to Creating Your Fund Development Plan:

http://www.massnonprofit.org/expert.php?artid=1756&catid=19#%22%20http://www.massnonprofit.org/expert.php?artid=1756&catid=19#

Creating a 60-day Fundraising Plan http://www.amyeisenstein.com/creating-a-60-day-fundraising-plan-days-1-15/

The National Trust for Historic Preservation has several lists of tips for fundraising: <a href="https://savingplaces.org/stories/preservation-tips-tools-how-to-fund-your-preservation-project#">https://savingplaces.org/stories/preservation-tips-tools-how-to-fund-your-preservation-project#</a>. WkaSJSOZOqk

https://www.mainstreet.org/blogs/national-main-street-center/2017/05/24/get-ready-to-ask-for-year-end-gifts