

SECTION 4: FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS – CHECKLIST

Submit 2 paper copies of the application and any attachments. The application should be submitted unbound. It is highly recommended that the applicant also submit an electronic copy of the full application to CPCMalden@gmail.com.

FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS - CHECKLIST	
	Approved FY19 Funding Cycle Pre-Application Form as Cover Sheet
	FY19 CPA Funding Application Form
	Completed Project Narrative
	Detailed Project Budget
	Detailed Project Timeline
<i>Recommended Attachments</i>	
	Maps, Plans, Photographs – Provide a map indicating the project’s location, along with any additional pertinent maps (i.e., aerial, zoning, vegetation, and abutting buildings), architectural plans, site plans, photographs, etc.
	Letters of Support
	Copy of Audit or most recent Financial Information (Non-Profit Organizations Only)
	Selection Criteria and Needs Assessment
	Feasibility Assessment
	Appraisal - If the requested funds are for a real estate acquisition, an independent appraisal is required, which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.

SECTION 3: PROJECT NARRATIVE

3.1. Why should this project be approved for funding? How does this project meet the CPC's General Selection Criteria and the Specific Use Criteria in the Needs Assessment? Please reference the appropriate Criteria and/or City planning documents (e.g., Community Preservation Plan, Malden's 2010 Open Space & Recreational Plan, City Development Plan, Open Space and Recreation Plan, Malden's Blueprint for Action, etc.)

Malden's Community Garden is an ongoing initiative created in partnership with the City of Malden to foster a sense of community through urban agriculture. The garden provides an accessible outdoor space for Malden residents to connect to and experience the natural beauty of their community. Conveniently and accessibly located off the Bike to the Sea Bike Path, its scenic greenery benefits bikers, walkers and runners alike. According to the Centers for Disease Control and Prevention, community gardens not only revive and beautify areas, but they also "...improve social well-being through strengthening social connections¹." Increasing the number of community garden plots will expand this offer of community to an increased number of city of Malden residents.

The Community Garden Expansion will create 50 new beds within two new enclosed garden spaces, doubling the number of community members served and bringing the total number of beds to 102. The garden has experienced increased interest in bed rental every year since its inception. The garden expansion of 2017 created an additional 24 beds that were immediately filled by residents on the waitlist. There are a remaining 35 Malden residents on the current waitlist, which has accumulated without the aid of marketing. This expansion will allow the Community Garden to provide an outdoor recreational space for 50 additional residents and families annually. The project continues the work introduced by the 2010 City of Malden Master Plan Chapter Seven item N1.5.4, to develop community gardening opportunities².

3.2. Summarize the goals of the project and how they will be measured.

The goal of this project is to increase access to outdoor community gardening opportunities by constructing two new garden spaces, each comprised of 25 plots. Opening this opportunity to more Malden residents will foster a sense of community through garden programming and connect 50 additional participants and their families access to an area for outdoor recreation and provide the ability to grow fresh, healthy food at a low cost.

¹ Center for Disease Control and Prevention, www.cdc.gov/healthyplaces/healthtopics/healthyfood/community.htm

² http://www.cityofmalden.org/sites/default/files/malden_master_plan_final_072010.pdf

The success of the project will be measured by the growth in number of community gardeners as well as measuring growth in the number of interested residents, and with qualitative surveys given to gardeners a year after the plots are complete.

3.3 Provide applicants & co-applicants background information: city residency, status (i.e., individual, group, non-profit, corporation, city department, etc.). Describe the working process, including the applicants' functions in the project (e.g., managers, providers, etc.). Provide information about the applicants' previous participation in CPA projects, especially in a managerial role, and explain who, how, and what is/was the status of the projects. Indicate if the applicants have experience in similar types of projects.

Malden Community Garden is an individual group founded in 2017 and is made up of garden members and Ward 5 Councillor Barbara Murphy.

The first garden was established in 2013. It was funded by grants from CDBG, Seeds of Change and Keurig Coffee and in kind donations from the City of Malden. The construction was overseen by the Malden Redevelopment Authority, Groundwork Somerville and the City of Malden.

The Malden Community Garden has undergone one previous expansion in 2017, creating a new garden space that added 24 new beds. The expansion was funded by the State of Massachusetts and in kind donations from the City of Malden. The construction was overseen by Ward 5 Councillor Barbara Murphy and the City of Malden DPW.

The CPA funding would be managed similar to past projects with oversight being provided by the Malden Redevelopment Authority and the City of Malden. The construction will be overseen by the Malden Redevelopment Authority, a Licensed Site Professional and Julie Mangan, the garden manager.

3.4. Describe all attempts to secure funding (successful and unsuccessful). How was the CPA amount determined? What will happen to the project if CPA funding is rejected or reduced?

Malden Community Garden Expansion will be partially funded by a federal Community Development Block Grant secured by the Malden Redevelopment Authority and the City of Malden in the amount of \$25,000. The estimated cost of two enclosed garden spaces is \$90,000. Therefore, the requested amount is the remaining \$65,000 for the funds necessary to complete construction on two community garden spaces totaling 50 raised beds. If the CPA funding is

rejected or reduced the community garden will have to apply for other outside sources of funding in order to construct both garden spaces.

3.5 Provide a detailed project timeline describing the steps or phases for completion, major milestones, as well as the processes needed for approval and oversight for each phase. Include the possible dates of receiving the CPA funds. This may be submitted as an attachment.

The estimated timeline for construction of the two spaces consisting of 60 plots is between 30 and 60 days, dependent upon contractor’s availability and weather conditions. A more detailed timeline will become available after the project is put out for bid.

3.6 Provide a detailed total budget for the project and how CPA funds will be spent. Include a breakdown of all funding sources (and attach commitment letters). Please include Itemization of all project costs, and proposed source for each line item. Make sure to consider any administrative expenses required (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects. Per CPA legislation, city departments cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. This is in addition to the budget summary and may be submitted as an attachment. Please Note: Non-profit organizations should also include a current financial statement.

The estimated cost of two garden spaces is \$90,000. Therefore, the requested amount is the remaining \$65,000.

Expense	Cost	Outside Funding	Amount	CPA Funds Requested
Enclosed Garden Space #1	\$45,000	Community Development Block Grant	\$25,000	\$20,000
Enclosed Garden Space #2	\$45,000			\$45,000

Requested Funding

\$65,000

3.7. Summarize (and attach) any feasibility reports that may have been prepared, explaining all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation. Please include any potential secondary effects your project may have on the city's Operating budget. Are there any capital projects that rely on the successful completion of your project? If ongoing maintenance is required, how will it be funded?

A study of recommended protocols and oversight for the Community Garden Expansion has been completed by Nangle Environment Consulting Associates, Inc. for the location of the two new enclosed gardens (see attached A.2). Ongoing maintenance will be funded by annual garden fees charged to the renter of each plot. Each plot fee is \$25; the new 60 plots will generate \$1,500 annually for upkeep.

3.8. Explain any benefits this project may have to our city, residents, and/or the environment.

Malden Community Garden is an inclusive space that embodies environmental justice and whose gardeners reflect the diversity of the community. The community garden is a multi-purpose space whose educational programming fosters a love and respect for the natural world in the next generation of Malden residents. Programs in 2017 made gardening accessible to children and youth spanning all ages. Summer workshops supported cross-generational bonding by having youth pick flowers and assemble bouquets to present to residents of the Malden Senior Community Center. Monthly sweep-and-meets keep gardeners connected and upkeep the garden plots. Gardeners also participated in a clean-up of the Northern Strand Community Trail and the Malden Community Garden, cooking classes uses garden ingredients, and a variety of youth workshops.

The garden also supports programming for the nonprofit organization Cooperative for Human Services (the Cooperative) based in Lexington, MA with a mission "to empower, support, and expand the knowledge, skill, and natural capacities of the people we serve to direct and live full and meaningful lives within their community." Malden Community Garden provides the Cooperative with access to a handicapped-accessible raised bed that is tended to by individuals with mental and/or physical disabilities.

"Free food" plots outside of the fenced garden areas work to reduce food insecurity in the area by providing fresh, free produce to Malden residents experiencing food scarcity. This project encourages community members who may not be actively involved in the community garden to

connect to their food source and to consume healthy fruits and vegetables that may otherwise be cost-prohibitive.

3.9. For all projects, describe how the proposed project complies with all Americans with Disabilities Act/Massachusetts Architectural Access Board Regulations (ADA/MAAB). For Historic Resources: describe how the project complies with the U.S. Secretary of the Interior’s Standards for Rehabilitation, (as required by the CPA legislation M.G.L. c. 44 under the definition of rehabilitation) and how the applicant will ensure these standards are adhered to as the project progresses, including identification of who will make historic preservation determinations.

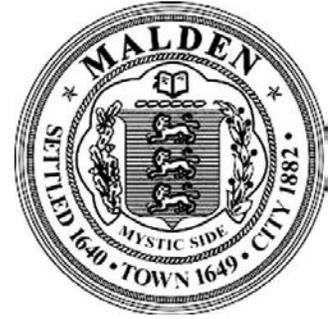
Each enclosed garden space will contain two handicap-accessible beds built to ADA specifications.

3.10. In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of The Community Preservation Act, M.G.L. c. 44 pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Please also provide a copy of the actual or proposed restrictions that will apply to this project along with evidence that the proposed site is free of hazardous materials or that there is a plan for assessment and/or remediation in place. Attach any documentation that proves control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.

The Malden Redevelopment Authority and the City of Malden are currently working with the MBTA to secure a lease of the land used in the expansion. See attached documentation (A.4.) to verify the ongoing negotiation. Malden Community Garden Expansion will also follow the “Best Management Practices for Controlling Exposure to Soil During the Development of Rail Trails,” as outlined in attachment A.5. and the Department of Environmental Protection’s “Best Management Practices (“BMPS”) for Non-Commercial Gardening at Disposal Sites,” as outlined in attachment A.6.

ADDITIONAL ATTACHMENTS TO THIS APPLICATION:

- Map of Project Location (A.1.)
- Architectural Plan (A.3.)
- Letters of Support (A.7.)



FY19 CPA FUNDING APPLICATION

DUE: NO LATER THAN 6:00 PM, FIRST TUESDAY OF SEPTEMBER

SECTION 1: APPLICANT INFORMATION

APPLICANT NAME/ORGANIZATION	Malden Community Garden
CO-APPLICANT (if applicable)	
CONTACT PERSON	Kaitlyn Murphy
MAILING ADDRESS	153 Salem Street, 2RF Malden, MA 02148
PHONE	413-262-7082
EMAIL	Kate@dsaboston.com

SECTION 2: PROJECT INFORMATION

PROJECT NAME	Malden Community Garden Expansion
PROJECT ADDRESS	22 Franklin Street, Malden, MA on the Bike Path
ASSESSOR'S PARCEL ID	

Interested Municipal Party or Community Organizations (if any): _____

Will this project be independent or is it part of another existing project? Please explain:

This project will be part of the existing Malden Community Garden and its 52 current plots.

Brief Project Description:

Malden's Community Garden is an ongoing initiative created in partnership with the City of Malden to foster a sense of community through urban agriculture. The garden provides an accessible outdoor space for Malden residents to connect to and experience the natural beauty of their community. It is an inclusive space that embodies environmental justice and whose gardeners reflect the diversity of the community. Conveniently and accessibly located off the Bike to the Sea Bike Path, the garden's scenic greenery benefits bikers, walkers and runners alike.

SECTION 3: SITE INFORMATION

Lot Size (Sq Ft): _____

Zoning District(s): _____

Ward: Five

Do you have site control (e.g. Purchase and Sales Agreement, option to purchase, deed)? Yes No

Note: Community Preservation Fund applicants are required to submit evidence of site control with the application. City of Malden must be co-applicant on all projects on City property.

*The MBTA approved the first two community gardens in a similar process. We are currently working with Greystone Management Co., Real Estate manager for the MBTA, on the license agreement for this project. All documentation has been submitted to the MBTA and we are in the midst of the approval process. Please see attached documentation A.4.

Does the applicant have written consent of the property owner to submit an application? Yes No

If yes, please include letter of consent with application.

If applicable, explain what zoning relief is required (e.g. a zoning variance, special permit) and why:

If applicable, describe any anticipated environmental issues/concerns with the site. If the site contains known environmental hazards, please attach a remediation plan:

Environmental engineering and land use planning consultants, Nangle Consulting Associates, Inc., have assessed the proposed locations for the new beds and have recommended use of the direct push method in installing the fencing. We will comply with their recommended protocols in the gardens’ constructions. Please see attachment A.1 for more information. We will also be abiding by the Department of Environmental Protection’s “Best Management Practices for Non-commercial Gardening at Disposal Sites,” which can be found in attachment A.3.

Is the property listed in the National Register of Historic Places, located in a historic district, National Register Historic District, or otherwise eligible for listing in the National Register? Yes No

If yes, please identify: _____

If applicable, how old is the existing building (or buildings)? Not Applicable

Are there (or will there be) children under the age of seven living on the premises? Yes No

Will the project temporarily or permanently displace or require the relocation of existing tenants?

Yes No

If yes, please describe any outreach efforts and/or notifications to residents to date: _____

SECTION 4: FOR HOUSING APPLICANTS ONLY *(All other applicants proceed to Section 5.)*

DEVELOPER	
DEVELOPER CONTACT	
DEVELOPER MAILING ADDRESS	
DEVELOPER PHONE	
DEVELOPER EMAIL	

TYPE OF HOUSING (CHECK ALL THAT APPLY AND PROVIDE # OF UNITS)

HOUSING TARGET CLASS	HOUSING TARGET	# OF UNITS
Homeownership	<input type="checkbox"/> Single Family	
	<input type="checkbox"/> Condominium	
	<input type="checkbox"/> Cooperative	
	<input type="checkbox"/> Other <i>(Please Explain)</i>	
Rental	<input type="checkbox"/> Individual/Family	
	<input type="checkbox"/> Group Home/Congregate	
	<input type="checkbox"/> Other <i>(Please Explain)</i>	
Targeted Population	<input type="checkbox"/> Individual/Family	
	<input type="checkbox"/> Special Needs/Identify Needs	
	<input type="checkbox"/> Elderly	
	<input type="checkbox"/> Homeless	
	<input type="checkbox"/> At Risk of Homelessness	
	<input type="checkbox"/> Other <i>(Please Explain)</i>	

SECTION 5: PROJECT MILESTONE TIMELINE

Provide a schedule for project implementation, including a timeline for major milestones. Examples are included below.

DATE	MILESTONE
	Inform Ward Councilors and immediate abutters of proposed plans
	Acquisition
	Pre-development (design, zoning, permitting)
	Marketing/Outreach
	Rehabilitation/Construction
	Expected Date of Project Completion
	Full Occupancy/Public Use
	<i>[Other Significant Milestones to Implementation]</i>

SECTION 6: BUDGET SUMMARY

Please include a complete, itemized budget of all project expenses with this application.

Total Project Cost	CPA Funds Requested	Cost Share Amount	Cost Share Percent
\$90,000	\$65,000	\$25,000	%72.2

Budget Categories <i>Leave any category blank if not applicable to your project</i>	CPA FUNDS	OTHER FUNDS (Cost Share)	TOTAL
Personnel			
Equipment			
Supplies			
Soft Costs			
Acquisition			
Construction			
New Construction			
Alteration/Addition			
Restoration/Remodel			
Other			
Total			

“Soft Costs” include design, professional services, permitting fees, closing costs, legal, etc.
 “Equipment” is generally defined as an item with a useful life expectancy of more than one year.
 “Supplies” are defined as an item with a useful life of less than one year.

NOTE: CPA FUNDING FOR ANY CATEGORY REQUIRES COMPETITIVE BIDDING unless applicant can provide a sole source justification for any category not competitively bid.
 Attach 3 bids (preferable) and a minimum of one recent bid

Maintenance Budget (if necessary) –Reminder: CPC cannot fund the maintenance costs for any CPC projects. CPC prioritizes projects with no maintenance required. Please identify the source of maintenance funding, if required.				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

Budget Summary Continues on Next Page

Budget Cost Sharing – Identify the amount of cost sharing for this project. Sources include private, federal, state, or local government, or any other sources. If more space is needed, add additional page.			
Organization	Secured Y/N	Amount	Type (cash, in-kind, etc.) and Status if not secured
Federal Community Development Block Grant	Y	\$25,000	Cash

SECTION 7: SIGNATURES

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.	
Applicant Signature 	Date Signed 8/29/2018
Applicant First Name Kaitlyn	Applicant Last Name Murphy
Applicant Title/Organization Member/Malden Community Garden	
Property Owner Signature (if different)	Date Signed
Property Owner First Name	Property Owner Last Name

SECTION 8: FOR CPC USE ONLY

Date Received	
Category	
Date Reviewed	
Date Applicant Notified of Decision	

RANKING		DECISION	
High		Recommended for Funding	
Medium		Denied with Invitation to Resubmit for Future Funding Cycle	
Low		Denied for Funding	