



City of Cambridge Community Preservation Act FY 2022 Project Funding Application

SUBMISSION INSTRUCTIONS

Completed forms and attachments may be emailed to jmathews@cambridgema.gov. **Deadline for submission is Wednesday, July 14, 2021.**

CPA CATEGORIES & ALLOWABLE USES

CPA funds can only be used for certain purposes:

- ❖ Affordable Housing (also called Community Housing)
- ❖ Historic Resources
- ❖ Open Space
- ❖ Recreational Land

For a description of the CPA categories and the allowable uses of CPA funds in each project category, please review the state [Department of Revenue Allowable Uses Chart](#). Also note the following regarding potential **affordable housing and **historic projects**:**

- Cambridge Affordable Housing Trust (CAHT): Absent extraordinary circumstances, CPA funding for affordable housing flows through the CAHT. For more information, including on applying for funding, visit: <https://www.cambridgema.gov/CDD/housing/housingtrust>.
- Cambridge Historical Commission Preservation Grant Program: CPA funding for historic projects on private property is available through the Preservation Grant Program. If you are applying for historic funding for a private property, please explain why Preservation Grant funding is insufficient or unavailable. For more information, visit: <https://www.cambridgema.gov/historic/permitsApplications/preservationgrants>.

APPLICANT INFORMATION

Name(s): Anthony Ivan Wilson, City Clerk

Applicant Organization, if applicable: Cambridge City Clerk

Phone: 617-349-4254

Email: awilson@cambridgema.gov

Address: 795 Massachusetts Ave, Cambridge

PROJECT INFORMATION

- ❖ Applicants are encouraged to attach any maps, photographs, designs, renderings, budget documents, or other images or plans related to the project when submitting their application form.
- ❖ Letters of support from community members or organizations may also be attached.
- ❖ Actual quotes for project costs are strongly encouraged. Estimates may be used, so long as the basis for the estimate is explained in detail.

Project Title: City Clerk Scanning

Project Address: 795 Massachusetts Ave, Cambridge

CPA Category:

- Affordable Housing
- Historic Resources
- Open Space
- Recreation

Previous CPA Funding Received, if applicable: _____

CPA Funding Amount Requested: \$646,250.00

Project Description:

Please submit a separate word document or pdf with the following project details:

- Goals/Purpose
- Property Ownership/Site Control

If you are not the property owner, please submit site control documentation, a memorandum of agreement (MOA), or a letter of support from the relevant public agency (e.g., the Massachusetts Department of Conservation and Recreation) as an attachment. Projects for City of Cambridge-owned property must be submitted by a City Department.

- Community Support
 - Total Project Budget
 - Other Funding Description (amount, source of funds, etc.)
 - Project Timeline
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Project Description:

The goal of this project is to scan city documents, to include council votes and other official actions by the city dating back to the city's founding. This set of documents does not include vital records (births, deaths and marriages).

The vendor must store the scanned images in a searchable database that can be accessed by members of the public and city staff. The scanned documents must be annotated with information to include, but not limited to, the type of document, year of creation and author(department).

The vendor is expected to either set-up a scanning facility at city hall or take the documents off-site to a secure facility. If the documents are taken off-site, the vendor must maintain a registry of files in their possession. If the scanning necessitated the unbinding of bound volumes, the vendor must rebind the documents.

I believe that the project will cost \$646,250.00 at the lower end. There is currently no other source of funding for this project.

I believe that this project can be completed in less than one year.