



**TOWN OF MAYNARD
COMMUNITY PRESERVATION COMMITTEE
GRANT AGREEMENT**

CPC#: CH014-23

RECIPIENT: Maynard Office of Municipal Services

PROJECT NAME: Regional Housing Services Office Membership Funding

GRANT AMOUNT: \$11,900.00

GRANT TERM: July 1, 2023 – June 30, 2024

PROJECT DESCRIPTION: Grant funds will help supplement funding for membership to the Regional Housing Services Office (RHSO). The RHSO will provide the Town with specialized support in the implementation, administration, and on-going monitoring of affordable housing programs and initiatives.

PROJECT LOCATION: Not applicable

DATE OF TOWN MEETING &
WARRANT ARTICLE NUMBER: May 15, 2023; Article 31

PROJECT SPONSOR(S)
(IF DIFFERENT FROM RECIPIENT): Office of the Town Administrator

This Grant Agreement made this first day of July, 2023 by and between the Town of Maynard, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 195 Main Street, Maynard, MA 01754 (hereinafter referred to as the "TOWN"), acting by and through the Community Preservation Committee (hereinafter referred to as the "CPC"), and the Maynard Office of Municipal Services (hereinafter referred to as the "RECIPIENT"), with an address of 195 Main Street, Maynard, MA 01754.

Witnesseth

Whereas, the CPC invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, G.L. c.44B; and

Whereas, in response thereto, the Sponsor submitted a proposal for funding for purposes described above as Project Description (hereinafter referred to as the "Project"), and the CPC reviewed and approved the Project and recommended that the funding for the Project be approved at the above referenced Town Meeting; and

Whereas, the above referenced Town Meeting thereafter appropriated the funds recommended by the CPC pursuant to the above referenced Warrant Article authorized the CPC to enter into a grant agreement with the Recipient for the purposes set forth in the Project; and

Now, Therefore, the Town and the Recipient agree as follows:

1. **Award**: Subject to the terms of this Agreement, the Town agrees to award the Recipient the amount of \$11,900.00 from the Budgeted Reserve Fund for the Project for the purposes as set forth herein.
2. **Project Application**: The Project Application submitted to the CPC, as may be amended by conditions of the CPC upon award, is incorporated into this Grant Agreement by reference.
3. **Term**: All of the work described in this Grant Agreement must be completed no later than June 30, 2024. At the discretion of the CPC, the deadline to return unexpended funds to their funding source may be granted an extension of up to one year.
4. **Budget/ Other Sources of Funding**: **Prior to the commencement of the Work, the Recipient must submit a complete Project Budget** that accounts for (1) the expenditure of all funds awarded under this Grant Agreement; and (2) all other sources of funding, if necessary, to complete the Project as described herein. The Project Budget shall include a detailed maintenance budget, including source(s) of funding, and past maintenance costs for the property as the funds allocated pursuant to this Grant Agreement cannot be used for maintenance. **The Recipient shall not expend any grant funds unless sufficient sources of funding have been secured to complete the Work and the Project Budget has been approved by the CPC**. If the CPC determines that funds have been spent on goods or services not included in the Project Budget or otherwise not authorized under the CPA, the Recipient shall be responsible for repayment of such funds to the CPA Fund.
5. **Project Manager**: The Recipient shall appoint, subject to the approval of the CPC, a Project Manager. If the Project Manager can no longer fulfill the duties described herein, the Recipient must notify the CPC and appoint a new Project Manager, subject to the approval of the CPC. The Project Manager shall be responsible for tracking all costs and invoices associated with the Project to ensure that costs do not exceed the awarded Grant. The Project Manager will forward any invoices to the CPC for approval. With each invoice, the Project Manager shall provide the CPC with a written Project Status Report that provides a total of eligible expenditures paid to date and remaining budget, a description of eligible

expenses incurred but not yet invoiced, and a summary of progress to date.

6. **Disbursement of Funds:** The Recipient hereby acknowledges and expressly agrees that grant funds will be disbursed upon provision by the Project Manager of third-party invoices for work completed on the Project. The Recipient hereby acknowledges and expressly agrees that all disbursements of grant funds to the Recipient or to third parties on the Recipient's behalf shall comply with the Community Preservation Fund Appropriation Payment, Accounting and Procurement Policy as promulgated by the Town Accountant and Chief Procurement Officer. **Payment for work items not authorized in the approved grant application and Project Budget will not be reimbursed.**
7. **Project Closeout Report:** A Project Closeout Report, including digital photo documentation of the Project where appropriate, is due within 60 days after the Completion Date of the Project. The Project Closeout Report shall be to the satisfaction of the CPC, which approval shall not be unreasonably withheld.
8. **Records:** The Recipient agrees to maintain such records with respect to utilization of the grant funds and income derived therefrom as are kept in the normal course of business. Should the Recipient have multiple funding sources, the Recipient shall track specific expenditures of the Funds separate from other funding sources. The Town shall have full and free access to such records and may examine and copy such records. The Recipient further agrees to meet from time to time with the CPC or its designee(s), upon request, to discuss expenditures of Project Funds.
9. **Project Liaison:** The CPC may designate a Project Liaison for the Project being funded by this Grant Agreement. The Project Liaison may be either a CPC Member, a municipal employee or a consultant retained by the CPC for that purpose. The Recipient shall cooperate with the Project Liaison, including providing access to the Project Site at reasonable times and with reasonable notice.
10. **Deed Restrictions:** Pursuant to Massachusetts General Laws Chapter 44B, § 12 every project that involves the acquisition of any interest in real property with CPA funds, in whole or in part, shall be bound by a permanent deed restriction that meets the requirements of M.G.L. c. 184, limiting the use of the interest to the purpose for which it was acquired. Where applicable, Recipient agrees to the imposition of such deed restriction in a form acceptable to the CPC.
11. **Compliance with Laws and Agreement:** Recipient understands and agrees that projects funded through this Award are made pursuant to and must comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Grant Agreement. Failure to meet the terms and requirement set forth in the CPC Grant Agreement may affect the Recipient's eligibility for future projects.
12. **Permits and Licenses:** It is the obligation of Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the award of this Grant.
13. **No Liability of Town:** By making this award, the Town does not accept any liability whatsoever for any acts, omissions or errors associated with the Project. Nothing in this Grant Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement. Recipient agrees to indemnify and defend the Town from all claims, suits or demands, and costs and expenses, including attorney's fees resulting from implementation of the Project.
14. **Community Preservation Act Awareness:** Recipient shall identify that the Project was funded through

the Town of Maynard Community Preservation Act in its written and online materials about the Project, including but not limited to press releases, brochures, websites, and online database. The Recipient must permit the installation of a sign, at the discretion of the CPC, stating that the Project was funded through the Town of Maynard's Community Preservation Act program, which shall be posted in a prominent location mutually acceptable to the parties.

15. **No Assignment:** This Grant Agreement may not be assigned by Recipient without prior written agreement by the Town of Maynard. This Agreement is binding upon the parties hereto, their successors, assignees, and legal representatives (and where not corporate, the heirs and estate of the Recipient).

16. **Default and Termination:**

- a) If the CPC determines that the Recipient has failed to fulfill all obligations set forth under the terms of this Grant Agreement and so defaulted in said obligations, the CPC shall so notify the Recipient in writing, setting forth the nature and details of the default.
- b) Upon the Recipient's receipt of said notice of default, the Recipient shall immediately cease to incur any additional expenses in connection with this Grant Agreement.
- c) The CPC shall hold a public hearing within sixty (60) days of the date of the Recipient's receipt of the notice of default for the purpose of determining whether this Grant Agreement should be terminated. The Recipient shall have the opportunity to present evidence and argument at said termination hearing prior to the CPC voting whether to terminate the Grant Agreement.
- d) Following the public hearing, the CPC shall issue a written decision setting forth its findings that form the basis of its decision. The CPC may:
 1. vote to reinstate the Grant Agreement without any further condition; or
 2. vote to reinstate the Grant Agreement with additional conditions; or
 3. vote to terminate the Grant Agreement.

17. **Return of Funds:**

- a) Upon completion of the Project, any funds granted to the Recipient under this Grant Agreement and not yet expended shall be returned forthwith to the CPC Funds without further expenditure thereof.
- b) In the event this Grant Agreement is terminated pursuant to the provisions of Section 15 hereof, any funds granted to the Recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Community Preservation Committee without further expenditure thereof.
- c) If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Recipient, the Recipient shall be liable to repay to the Town the entire

amount of funding provided under this Agreement, and the Town shall take such steps as are necessary, including legal action, to recover said funds.

d) In the event the Town is required to take legal action under this Grant Agreement, the Recipient shall be liable for all of the Town's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs.

18. Special Conditions: Not applicable.

19. Notice: Any and all notices, or other communications required or permitted under this agreement, shall be in writing and delivered in hand or mailed by certified mail, return receipt requested or by other reputable delivery service to the parties hereto at the following addresses:

If to the Recipient:	Town Administrator and/or Executive Director of the Office of Municipal Services Town of Maynard 195 Main Street Maynard, MA, 01754
If to the CPC:	Community Preservation Committee Town of Maynard 195 Main Street Maynard, MA 01754

With copies to:

Town Administrator Town of Maynard 195 Main Street Maynard, MA 01754	Town Accountant Town of Maynard 195 Main Street Maynard, MA 01754
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20. Severability: If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.

21. Governing Law: This Agreement and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

22. Entire Agreement: This Agreement constitutes the entire agreement between the parties hereto and may be amended only in writing executed by both the Town of Maynard and the Recipient. Signatory below acknowledges and avers that he/she has the authority to execute this Agreement on behalf of the Recipient.

SIGNATURE PAGES FOLLOW

In Witness Whereof the parties have set their hands and seal on the date first written above.

RECIPIENT

TOWN ADMINISTRATOR or EXECUTIVE DIRECTOR OF THE OFFICE OF MUNICIPAL SERVICES



[Signature]

PROJECT MANAGER



[Signature]

COMMUNITY PRESERVATION COMMITTEE



[Signature]

TOWN ACCOUNTANT



[Signature]