



Friends of the Honan Allston Library

300 North Harvard Street Allston, MA 02134

April 25, 2016

Mr. Gerald Autler
Boston Redevelopment Authority
One City Hall Square, 9th Floor
Boston, MA

Re: Harvard-Allston Public Realm Flexible Fund for Allston-Brighton
Application for Funding, Spring 2016 on behalf of the Friends of the Honan-Allston Library

Dear Gerald,

The Honan-Allston Library is one of the 24 neighborhood branches of the Boston Public Library system. We are the only branch located directly in the Harvard Impact Area and designed to serve the community.

Background and History of the Library

The Honan-Allston Library is the only one of the 24 Boston Public Library branches named after a person. Brian Honan was an incredibly talented, lifelong Allston resident: a former assistant district attorney, and a three-time elected Boston City Councillor (Allston-Brighton district) who died at age 39 from complications after cancer surgery. Brian was a tireless proponent of the entire Boston public library system, with a special focus on fighting for re-opening a vibrant, convenient branch to serve the families of North Allston and North

Beyond our rich bookshelves, the Honan-Allston Library is warm, welcoming and beautiful educational and cultural resource for our voracious readers and researchers – as well as for community groups, artists, musicians, opinion leaders, authors, non-English speakers, teens, children, new parents and babies, job seekers, homework help seekers, computer users, civic groups, and voters.

Conveniently located on North Harvard Street and directly on the MBTA bus route #66, the Honan-Allston Library houses a rotating art gallery featuring local artists and mixed media, eclectic lecture series, separate space for children, teens and adult learners, small classrooms, a concert hall / meeting room available to community and civic groups, and beautiful outdoor courtyards designed for quiet contemplation.

Supported by the Friends of the Honan-Allston Library – our volunteer-based, 501(c)3 non-profit group formed to support and expand community programming at our branch – and by the incredible generosity from private grants like HAP Grant Fund – the Honan-Allston Library is uniquely poised to continue providing dynamic, creative – *and free!* – educational and cultural programming and resources for North Allston and North Brighton.

2016 represents our fourth program year– and the fourth year of grateful support from the HAP grant. This year’s HAP grant award of \$5,000 will be used to expand classes in both sewing and quilting, with a 2016 focus on our patrons’ *continuous* requests for additional youth classes, teen classes and adult classes, including a brand new youth fashion design series.

The multicultural Sewing Program, has continued with the help and generous support of HAP grants in conjunction with the Friends of the Honan-Allston Library. Our program’s fourth year of grant experience continues with retaining our two of our three popular veteran sewing / quilting instructors, ably led by our Honan-Allston Branch Librarian, Carin O’Connor. In previous years, the Friends of the Honan-Allston Library were awarded HAP grant funds to purchase furniture and computers for the Teens Area of the library, in addition to purchasing of a track system to hang works of art in the section of the library where art exhibitions are on display and a sound proofing system in the large community room.

To re-iterate, during past years the Friends have been able to sponsor and support a variety of unique events including:

- Book sales
- Submitting grant forms and applications on behalf of the library
- Speaker Forums
- Children’s Programs and purchase of children’s furniture in their courtyard
- Teen area with furniture set up for research, homework, and job searching
- Purchase of Sewing Machines for the very popular sewing classes
- Many other materials and projects to help support the staff to keep the library humming

DESCRIPTION OF PROPOSED PROGRAM, SERVICE OR ACTIVITY FOR APPLICATION OF FLEXIBLE FUND GRANT

The front and side sections of the library need the hiring of a landscape service to upgrade and re-design these gardens. Volunteers help when they can, but these areas become overgrown with weeds, or dead plants and trees. The Friends of the Library would use the money received from the Flexible Fund to hire an experienced landscape company and a tree arborist company that would recommend new drought tolerant, native species planting requiring a minimum of maintenance. The inner courtyard and the children’s courtyard on the side has a large beech tree that needs pruning and a number of other trees and shrubs in the center garden need pruning and spraying for disease control. In past years, the Friends of the Library contributed to these costs by holding books sales 3 times per year and other fund raising activities. The Friends have proven to be capable of managing large improvement projects with excellent outcomes. We also would like to hire a vendor to create 3 informational banners and place them on the street poles at the front entrance to the library on North Harvard

Street to promote people the library to passersby. In order to upgrade and present a beautiful, well-maintained front entry more funds are needed to accomplish this goal and allow for a more aesthetically pleasing environment to not only the library patrons, but the neighborhood as a whole. Awarding grant money from the Harvard Flexible Fund to the Friends of the Honan-Allston Library will help to accomplish an improved enhancement of the public realm on the residential section of North Harvard Street in Allston.

On behalf of the Friends of the Honan-Allston Library, thank you for your careful consideration of our application. If I may be of further assistance or if you have any questions, please do not hesitate to contact me.

Sincerely,



Paula M. Alexander, President
Friends of the Honan-Allston Library
email: rmina3344@hotmail.com
phone: 617-510-2038

Harvard-Allston Public Realm Flexible Fund

Spring 2016 Grant Guidelines and Application

Applications Due: May 2, 2016

**LATE SUBMISSIONS ARE NOT ELIGIBLE FOR
FUNDING**

Information Session: March 28, 2016, 4:00-5:00 p.m., Fiorentino
Community Center, 123 Antwerp Street, Allston, MA

Presentations: May 11, 2016, 5:00-7:00, Location TBD. Date subject to
change.

Inquiries to:

Gerald Autler, Boston Redevelopment Authority
617-699-3832
Gerald.Autler@boston.gov

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BACKGROUND

As part of a package of public benefits agreed to in 2013 and memorialized in a Cooperation Agreement with the Boston Redevelopment Authority dated July, 2014, Harvard University will provide \$5,350,000 to projects that contribute to the vision of “a community transformed by a vibrant public realm of civic and cultural activity; ample open space for passive and active recreation; well-maintained, landscaped streets and parks; and a community enhanced by sustainable goals, thoughtful transportation modes, arts and culture.”

The Harvard-Allston Public Realm Flexible Fund (HAPRFF) will be managed by an eight-member Executive Committee with input from residents of the neighborhood at large. The Executive Committee is charged with developing an application and review and selection process that ensures transparency, clear evaluation criteria, and annual reporting of grants awarded and outcomes.

The Executive Committee currently includes the following members:

- Gerald Autler, Boston Redevelopment Authority
- Lea Beaulieu, neighborhood resident
- Mark Handley, Harvard University
- Ben Hires, neighborhood resident
- Amy Mahler, City of Boston Mayor’s Office of Neighborhood Services
- Jim Montgomery, neighborhood resident and member, Harvard-Allston Task Force
- Elsa Rojas, neighborhood resident
- John Hanlon, City of Boston Capital Planning

It is the goal of the Boston Redevelopment Authority to work with the Executive Committee and the broader community to identify, review and select projects, in accordance with the procedure outlined below, such that the Fund will be disbursed in full over the term of the Institutional Master Plan, ending on November 21, 2023. It is currently anticipated that there will be two grant cycles every calendar year, one in the spring and one in the fall.

GRANT INFORMATION AND GUIDELINES

The criteria, guidelines, and procedures herein apply to the Spring 2016 grant cycle and may be different for future grant cycles.

Purpose: The purpose of the HAPRFF is to support projects that enhance the public realm and for which public sources of financing may be unavailable or inadequate. Projects may include improvements in public parks and open space, neighborhood beautification, streetscape improvements, public safety projects, and public art, including functional art such as benches or bike racks. **In past years, The Friends contracted to have creative and artistic bicycle racks installed at the front entry of the library.**

Projects should be of broad public benefit to the Allston-Brighton neighborhood, with particular emphasis on the North Allston/North Brighton area, i.e. the portion(s) of the neighborhood located north of I-90. Applicants will be expected to garner and demonstrate broad community support for their projects as part of the application and review process. **The Friends of the Library have heard many ideas from the community about improving the library which are explained in detail below.**

Grant Amounts: Two categories of grants have been defined: small (under \$50,000) and large (over \$50,000). **The Friends of the Honan-Allston Library will apply for a small grant (under \$50,000).**

Allowable Grant Fund Uses: Grants are intended to help implement public realm improvements for which public funding is not available and might not typically be available, or for which public funding is available but insufficient to yield the quality of project desired. Grants are not intended to be used for routine maintenance of public infrastructure such as roads, sidewalks, or parks. However, grant funding could be sought in order to implement a higher standard of public realm or open space infrastructure by supplementing the level of public funding typically available for comparable projects. Public art projects can be interior or exterior works, provided that interior works are in public buildings and sited in an area open to the public. Grants can be used to support capital improvements, programming, temporary installations, and other projects that, in the view of the Executive Committee, meet the broad goals set forth in the Cooperation Agreement.

Applicant Eligibility: Applications are encouraged from public entities and non-profits interested in implementing projects on public property in conjunction with public agencies. Grants will not be awarded to individuals, but funding is available to:

- Public entities. **The Friends of the Honan-Allston Library is a branch of the Boston Public Library.**
- Established 501(c)3 non-profit organizations, or organizations with a fiscal sponsor. For exceptional project proposals the Executive Committee may wish to consider recommending funding for an organization or team that differs from this model, e.g. a team that includes a for-profit urban design firm. **The Friends of the**

Honan-Allston Library is a non-profit organization with a 501C(3),
I.D. number 01-0561478.

Award Criteria: Proposals will be selected based upon the criteria listed below.

Projects MUST:

- Advance the public realm goals described in the Cooperation Agreement and repeated in the first paragraph of this document. The Friends of the Honan-Allston Library would use the grant funds to provide an improvement in the present condition of the front of the library garden area as well as the side gardens and inner courtyards. This will improve the streetscape of North Harvard Street, which is a high negative impact zone affected by heavy vehicular traffic, pedestrians for which public sources of financing have been inadequate to maintain well-maintained entries and courtyards.
- Achieve one or more of the following goals:
 - Enhance the aesthetic quality and user experience of the public realm The front of the Honan-Allston library building and side gardens need to be improved to present a welcoming and visually well-maintained garden by having a professional landscape company prune and remove unwanted shrubs, plants, etc. from the gardens. A certified arborist is also required to prune the large beech tree in the children's courtyard and the interior courtyard trees need to be pruned, sprayed for pests or disease, in order to promote healthy and well-maintained trees. The Friends would also like to hire a local vendor to create 3 informational decorative banners and install them on the street poles at the front entrance to the library on North Harvard Street to focus people's attention to the library location.
 - Enhance public safety The overgrown branches of the large trees need to be removed for the safety of the library patrons so that no damage will occur to the library building.
 - Enhance local business and economic activity, either during implementation or permanently. Whenever possible, applicants should use Allston-Brighton based vendors and/or contractors The DeMore Tree Co. is a Mass. Certified Arborist, #1679 and is a local contractor, located at 340 North Harvard Street, Allston. Landscape by Design and Paige Landscape Company have several years of experience working on the library site.
 - Improve accessibility and connectivity for non-vehicular modes of transportation. The Route 66 bus stops in front of the main entrance and is also located in the heart of the Allston community. Bicycles paths are routed down North Harvard Street, and many library patrons walk to the library.
 - Promote community collaboration and civic and cultural growth The Honan-Allston Library is a community gathering place for school children, civic groups, elderly, teens and adults of all ages.
 - Showcase unique qualities of the neighborhood The Allston community is a walkable area where residents and visitors enjoy strolling the neighborhood streets. North Harvard Street needs to be well maintained and secure.

- Be located in the Allston-Brighton neighborhood. **The Honan-Allston Library is located on one of the main thoroughfare streets in Allston at 300 North Harvard St.**
- Be located on public property or on property with public access guaranteed by an easement or other legal instrument, or serve, in the view of the Executive Committee, to meaningfully enhance the public realm (e.g. a mural project on a privately owned building). **The Library is located on public property, easily accessible to all and open six days a week year-round.**
- Demonstrate community support. **Please see recommendation letters attached.**
- Demonstrate that it can be completed in a timely fashion, with preference given to those projects that can be completed within one year, or 2-3 years in the case of particularly large and complex projects requiring larger-than-average grants. **Yes, the contractors will work with the Friends of the Library and Library staff to ensure the projects are completed in the required time frame.**
- Demonstrate that grant funding will not be used to pay organization salaries or operating expenses. **The Board members of the Friends of the Honan-Allston Library are strictly a volunteer group and receive no compensation for their services or time spent in connection with the Honan-Allston library.**
- If on public property, have a public agency as a proponent or partner (supporting or managing). **The Friends of the Honan-Allston Library have used their own funds derived from donations and events such as book sales to pay for programs, materials, etc. that the main Boston Public Library is unable to support. We will continue to help our branch for future projects.**
- Demonstrate that the proponent is in sound financial condition with adequate reporting and controls. **If required, a copy our most recent IRS tax return is available.**
- Demonstrate that the proponent has the ability to execute the proposed project or program. **The Friends of the Honan-Allston Library has experience in executing projects in the past and will faithfully oversee new proposed projects.**

The Executive Committee will look favorably upon projects that ALSO:

- Demonstrate potential for public engagement as a project outcome. **The Allston/Brighton community will benefit greatly from the improved maintenance projects as a result of receiving the grant funds.**
- Demonstrate other sources of funding, particularly when the request is for more than \$50,000. **N/A**

Other criteria to be considered include:

- Feasibility of the budget. We believe our proposed budget and estimates from contractors is an accurate and appropriate budget for the services to be provided.
- Length of time proponent has been involved in local neighborhood activities and track record of proponent implementing similar successful projects. The Friends of the Honan-Allston Library have been supportive to the library since its opening. We have regular Board Meetings to ensure our mission of helping the library staff is accomplished by organizing and providing volunteers to work with us in assuring the highest quality of service possible at our facility.
- Partnerships with other organizations and utilization of community volunteers. The Friends of the Honan-Allston Library have partnered with Harvard University, Boston College, local businesses such as Houghton Chemical Co., Stonehearth Pizza, Dunkin' Donuts, Swissbakers and other organizations.
- Project readiness. The Friends of the Honan-Allston Library would be prepared to begin work as soon as the grant is awarded to us.

APPLICATION, REVIEW, AND GRANT PROCESS

Complete applications must be submitted by 5:00 p.m. on Monday, May 2, 2016 to Gerald Autler, Boston Redevelopment Authority, One City Hall Square, 9th Floor, Boston, MA. Applications should be in an envelope marked “Harvard Public Realm Flexible Fund.” It may be possible to submit applications at a location in Allston-Brighton; please contact Gerald Autler at 617-918-4438 or Gerald.Autler@boston.gov for more information or with any other questions.

Application Process: The applicant should submit 10 hard copies of the application, including the cover sheet contained herein, on 8½ x 11” paper. Supporting materials in other formats, e.g. presentations, larger format drawings, etc. may be requested after the initial review. An electronic (.pdf) version of the application is highly desirable and requested whenever feasible.

The Executive Committee reserves the right to request any additional information at any point.

An information session will be held on March 28 at 4:00 p.m. at the Fiorentino Community Center, 123 Antwerp Street, Allston, to answer questions about the grant program.

All applicants are invited to present their proposal on May 11, 2016 from 5:00-7:00 at a location to be announced. This date is subject to change.

Entities may submit only one application per grant cycle.

Review Process: The Executive Committee is the review body. After the application is received, it will be reviewed by the Executive Committee or a subset thereof for completeness and adherence to program guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The organization must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

Those applications considered complete will be reviewed by the Executive Committee at one of more public meetings, according to the criteria set forth below. Organizations will be asked to present their proposal at a public meeting of the Executive Committee and may be asked to provide additional supporting materials.

Project Selection: The Executive Committee will vote to recommend or not recommend proposals for approval by the BRA Board. The Executive Committee may also elect to recommend that a proponent resubmit a proposal with specific modifications for further consideration, whether during a future grant cycle or outside the regular cycles. Projects will not be considered definitively approved until a vote of the BRA Board.

Notification: All applicants will be notified of approval or denial after final decisions are made.

Grant Agreement and Payment: Grant Agreement forms will be prepared and mailed to awardees. Execution of a Grant Agreement binds the grantee to a contract to perform all the services and purchase all the goods set forth in the proposal upon which the grant award is based. The Executive Committee reserves the right to periodically monitor contract performance and compliance with the terms of the Grant Agreement. The forms must be executed and applicants must meet all reporting requirements before grant funds are disbursed.

The Grant Agreement will set forth conditions under which the grant may be revoked on the basis of non-performance.

Only expenses incurred on or after the date of Grant Agreement approval will qualify as an eligible project expense. Previous expenses incurred are not reimbursable.

Large Grant Awardee Requirements: At the completion of a project for which a large grant is awarded (over \$50,000), a final report and accounting must be submitted to the Executive Committee within 30 calendar days after the project completion date. The report should include a description of the outcomes of the project, copies of receipts and expenses and documentation of donated goods and/or services.

Harvard-Allston Public Realm Flexible Fund

For Allston-Brighton

Application for Funding, Spring 2016

Total Amount Requested \$ 20,000.00

Applicant Organization Name: <u>Friends of the Honan-Allston Library</u>		
Organization Address: <u>300 North Harvard Street</u>	City: <u>Allston</u>	Zip: <u>02134</u>
Contact Person: <u>Paula Alexander</u>		
Title: <u>President</u>		
Telephone Number: <u>617-510-2038</u>		
E-Mail Address: <u>rnina3344@hotmail.com</u>		
Is Applicant a 501(C) (3) organization? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Federal Employer Identification Number: <u>01-0561478</u>		
Executive Director: <u>Rita DiGesse</u>	Phone Number: <u>617-782-9219</u>	
Email Address: <u>crc326d@comcast.net</u>		
Board President: <u>Paula Alexander</u>	Phone Number: <u>617-510-2038</u>	
Email Address: <u>rnina3344@hotmail.com</u>		

Application submission(s) must be authorized and signed by an authorized signatory of the Organization.

Name and title of Authorized Signatory:

Paula Alexander, President, Friends of the Honan-Allston Library

Signature of Authorized Signatory:



REQUIRED APPLICATION CONTENTS

Applicant Information

1. Name of entity(ies) applying for funding and name of project. **Friends of the Honan-Allston Library**
2. Primary contact person name, phone number, e-mail. **Paula Alexander, President
Tel: 617-510-2038, email: rmina3344@hotmail.com**
3. Key personnel involved in the project. **Paula Alexander, Rita DiGessee, Carin O'Connor (Honan-Allston Librarian)**
4. Any partner organizations/property owners to be involved in project. **No**
5. If applicant is a non-profit organization, provide qualifications and prior history of executing similar projects. **(See cover letter outlining details)**

Project Information

1. Briefly describe the proposed project. Include a description of the site with a map and identify all property owners. If the applicant is not the sole property owner, please include letters of support from property owner(s). **(See cover letter)**
2. Describe public benefits of the project with reference to review criteria. **(See cover letter)**
3. Explain why HAPRFF funding is required. **Due to budget cuts, the main Boston Public Library has not been able to fund outside public realm improvements to many branch libraries.**
4. Explain if this project/funding would be part of a larger phased project, and if HAPRFF funding would be sought for future phases. **Yes, the landscaping and tree arborist need to be called upon for spring, fall summer and winter services. Volunteers do not have the necessary knowledge or equipment to take care of large trees, shrubs landscaping.**
5. Timeline (start date, end date, milestones). **Spring 2016 and for each season thereafter. Would like to continue services for additional 3-5 years.**
6. Project maintenance requirements, protocols, and sources of funding. **See cover letter.**
7. Anticipated project sustainability/life span **Three to five years, depending on weather conditions**
8. Anticipated regulatory review and necessary permits **N/A**

Materials

1. Budget, including anticipated total cost and percentage to be funded by the HAPRFF. **\$20,000**
2. Other funding sources, if applicable, and amount and status (e.g. funds granted, requested, date when status will be known). **N/A**
3. Images, renderings, and other relevant information **(See attached photographs of the library grounds)**

4. Letters of support (See attached)

Estimate

DEMORE TREE 2016
 340 NORTH HARVARD STREET
 ALLSTON, MA. 02134
 DARBORIST@AOL.COM
 DEMORETREE.COM 617-782-9780

Name/Address
FRIENDS OF THE HONAN ALLSTON LIBRARY NORTH HARVARD STREET ALLSTON, MA. 02134

Date	Estimate No.	Project
04/21/16	50	

Item	Description	Quantity	Cost	Total
TREE PRUNNING	PURNE BEECH TREE; REMOVE BRANCHES OVER STRUCTURE, THINNOUT REMOVE DEADWOOD, PRUNE FOR HEALTH		4,800.00	4,800.00T
TREE PRUNNING	PRUNE RED BUD TREES IN COURT YARDS	12	200.00	2,400.00T
	Sales Tax		0.00%	0.00
MASS. CERTIFIED ARBORIST #1679			Total	\$7,200.00

**2016 LANDSCAPE MAINTENANCE SERVICES
SPECIFICATION & PROPOSAL**

Date: April 22, 2016

Job Name: Honan Library
Address: 300 N. Harvard Street
Allston, MA

Spring Clean-up: \$630.00

- All beds and tree rings shall be edged at a right angle to a depth of 2-3".
- Tree rings shall be concentric; depth may vary depending on tree roots
- All bed lines maintained as smooth and continuous lines.
- All existing mulch will be turned before new mulch is applied.
- Landscape debris that has accumulated over the winter months will be removed.
- Sweeping and clean-up of the courtyards.
- Deadwood from plant material will be pruned and removed up to a height that can be reached with a pruning pole.

Mulch Installation: \$640.00

- All mulch beds and tree rings shall be mulched one time with shredded hardwood mulch following the clean-up.
- The mulch will be kept away from the base of the tree trunks and from the crown of the shrubs.
- Mulch from the previous season will be turned and 1-2" of new mulch will be added. The goal will be to maintain no more than 3" of organic material.

Monthly Maintenance: (\$210.00 per visit / 7 Visits) \$1,470.00

- All reasonable trash, sticks, landscape and other unwanted debris will be removed from plant beds, courtyards and paved areas.
- Beds will be weeded each visit.

Shrub Pruning: Included in Monthly visit

- Shrubbery that requires shearing to maintain a formal appearance will be sheared as required.
- Informal shrubbery will be pruned, approximately in late June, early July.
- Flowering shrubs shall be pruned after blooming.
- Groundcovers shall be edged and pruned as needed to contain them within their borders.
- Standard pruning practices will be observed and all resulting debris will be removed.
- Perennials will be cut back and pruned at the appropriate times. Unless otherwise requested by client, perennials will be cut back in the fall with the exception of plants with winter interest ie: Ornamental grass.
- Subsequently, pruning of suckers and low hanging branches on trees will be performed during our regular visits. Trees to a height of 15' are covered under this specification. *Any pruning above this level can be performed at an additional cost.* All debris will be removed from the site.

Date: April 22, 2016
Job Name: Honan Library - Allston

Fall Clean-up and Leaf Removal: \$525.00

- Weather permitting, fallen leaves shall be removed from the site in the fall (November).
- A thorough clean-up including the planting beds, curb lines and courtyards will be performed before December 1st.
- Any final leaf clean-up necessary after December 1st will be determined by the client and Paige Landscape Manager.

Date: April 22, 2016
Job Name: Honan Library - Allston

Paige Landscape Company, Inc., (“Contractor”) hereby contracts with Honan Library Allston (“Client”) to perform landscape maintenance services at contingent on the acceptance of the terms and conditions herein. Services to be performed are outlined in the specifications. This proposal is valid 15 days from the submission date.

TERMS, CONDITIONS & PRICING SUMMARY

Landscape Maintenance Services 2016: \$3,265.00

The contract period for landscape maintenance services is from **May 1, 2016** through **November 30, 2016**.

If Contractor shall fail to perform its duties under this Agreement, Client may terminate this Agreement by written (30) day notice to Contractor, specifying in reasonable detail the respects in which Contractor shall have failed to perform its duties. If Client’s property is sold or ownership is transferred, Client may also terminate this Agreement by (30) day notice to Contractor, specifying in reasonable detail the sale or transfer of property. Contractor shall have the right to terminate this Agreement if the Client fails to make payment within (30) days after it is due.

PAYMENT SCHEDULE

Landscape maintenance services included in the proposal will be invoiced upon completion. Payments are due within 30 days of invoice.

Acceptance of Specifications, Pricing Summary and Payment Schedule:

Authorized Signature

Paige Landscape Company, Inc.

Print

Print

Date

Date