

REPORT

TO

THE BOARD OF SELECTMEN

FROM ✓

PROVINCETOWN BICENTENNIAL COMMISSION

SEPTEMBER 22, 1975

BICENTENNIAL COMMISSION  
TOWN OF PROVINCETOWN  
PROVINCETOWN, MASSACHUSETTS

02657

September 22, 1975

The Board of Selectmen  
Town of Provincetown  
Provincetown, Massachusetts

Madam and Gentlemen:

The following report is presented by the Provincetown Bicentennial Commission for your information and consideration.

1. For a status and chronology of Commission activity to September 19, 1975, please see Attachment I.
2. Upon the resignation of Mr. William Benson, July 21, 1975, Mr. George Bryant was asked to serve as acting Chairman until a new Chairman could be elected.

The Commission asked Mr. Benson to reconsider his resignation. Mr. Benson deferred reconsideration in view of his health. However, Mr. Benson kindly offered to assist the Commission in any way he could.

At the meeting of July 30, 1975 Nancy C. McNulty was unanimously elected Chairman.

3. Commission activities were carried on during the summer by the two Chairmen and the membership through the use of ad hoc committees.
4. Plans to extend the membership and programs as well as detailed planning of operations for the 1976 Bicentennial Year are underway.

Some of the programs already initiated and Prog-

rams being considered are;

Restoration of the Bas Relief.

Restoration of the Oldest Cemetary.

Blessing of the Fleet.

4th of July parade.

Somerset Room, Provincetown Library.  
Dedicated to Provincetown's Maritime  
History and to Local Genealogy.

Trap Shed Museum.

Others as requested by the Townspeople.

5. The Commission has reevaluated its prior operations and has considered various ways and means for best accomplishing its future work. The result has been development of an approach and organization tailored such that we believe it will enable us to handle a wider scope of activities than in the past, and to handle them in the depth necessary to see them through to successful completion. Additional details are presented in Attachment II.
6. As directed by the Board of Selectmen, the Bicentennial Commission met with Town Manager Gardner Benson on July 30, 1975 to discuss the Bas Relief and to advise Mr. Benson regarding a resolution of the problems concerning same. Please see Attachment III for particulars and for the Commissions request for assistance from the Board of Selectmen.
7. The Bicentennial Commission has been without operating funds since the June 30th end of the Fiscal Year 1975. A request for Bicentennial Year operating funds is being prepared.

We thank you, the Board of Selectmen, for your support of the Town's Bicentennial effort. We hope for the favor of your continued help.

The Board of Selectmen  
September 22, 1975  
Page Two

The Bicentennial Commission looks forward with enthusiasm to the Bicentennial Year of 1976 and is dedicated to helping the Town celebrate the Bicentennial with the sense of history and pride which is Provincetown's heritage.

Respectfully submitted  
for the Commission,

Nancy C. McNulty, Chairman

Attachments;

- I Prior Commission Activity
- II Approach and Organization
- III Report on the Bas Relief
- IV Copy of the "Bicentennial Times", issue of July/August, 1975.
- V Copy of letter from the Stuart-Dean Company
- VI Summary of Massachusetts requirements

Distribution;

Copies to each Selectman  
Copy to Town Manager

ATTACHMENT I: PRIOR COMMISSION ACTIVITY

- Dec. 11, 1974: Meeting. Representative of the Provincetown Chamber of Commerce and the Town Manager re. the Bicentennial. Minutes not available.
- Dec. 18, 1974: Meeting. Bicentennial Commission organized for Provincetown.
- Jan. 14, 1975: Bicentennial Commission advised by the Nautilus Club of an unfavorable article about Provincetown in the official Massachusetts Bicentennial Guide.
- Jan. 15: Meeting. William Benson elected Chairman. Discussion of proposed Bicentennial Projects.
- Jan. 27: Letter, Provincetown Bicentennial Commission to Edward McColgan, Executive Director, Massachusetts Bicentennial Commission protesting the unfavorable article of Jan. 14 above.
- Feb. 5 : Meeting. Selection of Projects for further investigation.
- Feb. 10: Letter, Provincetown Board of Selectmen to Edward McColgan protesting the unfavorable article of Jan. 14 above.
- Various Meetings with Miss. Patricia Harrington, Director of Community Relations for the Massachusetts Bicentennial Commission, for guidance, orientation, and help concerning Provincetown's Bicentennial Program and preparation of Grant requests.  
Feb. through Apr.
- Feb. 26: Meeting. Presented Provincetown's proposed projects and discussed same with Miss. Harrington.
- Date  
Uncertain. Application to designate Provincetown as a Bicentennial Community.
- Date  
Uncertain. Appointment of Provincetown as a Bicentennial Community.

ATTACHMENT 1, Page Two.

Date

Uncertain. Letter from Edward McColgan expressing his regret about the unfavorable Provincetown article and indicating his desire to correct same for subsequent printings of the Massachusetts Bicentennial Guide.

Mar. 12: Meeting. Discussion of re-write of Provincetown article as above. Selection of Bicentennial activities for implementation.

Apr. 2 : Meeting. Discussion about Commonwealth presentation of official Bicentennial Flag to the Town. Discussion of Projects and activities. Discussion of procurement of "Provincetown Bicentennial" poster. Discussion of need for operating funds.

Apr. 8 : Presentation of Official Bicentennial Flag to the Town at the first session of the Town meeting.

Apr. 11: Appropriation of \$15,000 (Art 32) for Oldest Cemetary Restoration passed at the Town Meeting.

Apr. 23: Certification by Town Clerk to the Commonwealth that \$3000 in Town funding is available for Bas Relief restoration per Article 81 of the Town Meeting of March 1971.

Apr. 24: Application made to the Commonwealth for matching grant of 15,000 for restoration of the Oldest Cemetary.

Apr. 25: Application as above for \$15,000 for the Somerset Room of the Provincetown Library.

Apr. 28: Application as above for \$3000 for the Bas Relief restoration.

May 15 : Report submitted to the Board of Selectmen.

June 4 : Notification received from the Commonwealth that application for \$15,000 grant for the Cemetary restoration is refused.

June 4 : \$15,000 Library grant refused as above.

June 4 : \$3000 Bas Relief grant approved.

ATTACHMENT I, Page Three.

June 11&12 : Visit by Miss. Harrington with members of her staff, taken on a tour of Provincetown to provide them with information and impressions.

Date  
Uncertain. Electrical work performed on the Bas Relief under authority of the Town Manager. Bicentennial Commission not included.

Date  
Uncertain. Masonry work performed as above.

June 19: Surface of the Bas Relief painted as above.

June 27,28,29. Miss. Harrington and members of her staff visited Provincetown again to participate in the Blessing of the Fleet.

June 25: Letter, William Benson to the Town Manager protesting the job done on the Bas Relief.

June 27: Letter, J. Del Deo to the Town Manager protesting the job done on the Bas Relief. Many other complaints were made to the Commission by citizens and by local groups.

June 27: Letter, Town Manager to William Benson advising that Messrs Anselmo and Chobanian, who did the Bas Relief job and advised about it respectively will visit the Town July 14 to explain the type of work which was done.

June 30: New Grant application guidelines and regulations received from the Commonwealth.

July : The July/August issue of "Bicentennial Times" contained excellent and favorable article about Provincetown. This article is a result of the visits of Miss. Harrington and her staff.

July 10: Meeting. "Provincetown Bicentennial" posters received. Distribution discussed. Bicentennial Freedom Wagon discussed. Discussion about the Bas Relief work and its cost. A letter of protest to the Selectmen decided upon.

July 11: Letter, Bicentennial Commission to the Board of Selectmen protesting the work on the Bas Relief

- July 14: Hearing held by the Board of Selectmen in response to public and Commission complaints about the Bas Relief work.
- July 14: Letter, Town Manager to Bicentennial Commission apologizing for the Bas Relief matter and advising that he was using people whom he believed to be expert in the field.
- July 21: Resignation of William Benson from the Bicentennial Commission for reasons of health.
- July 21: Mr. George Bryant selected to act as temporary Chairman.
- July  
23-26 : Discussions established with the Smithsonian, Museums, Foundaries, etc. to begin technical investigation vis correction of the work done on the Bas Relief.
- July 30: Meeting. Nancy C. McNulty unanimously elected as new Chairman. Discussion of letter to the US Coast Guard about the Trap Shed Museum. Then, as directed by the Board of Selectmen, a meeting with the Town Manager concerning the Bas Relief--the problem, status, costs, possible solutions, etc.
- Aug. 1 : Letter, Bicentennial Commission to the US Coast Guard about the proposed new Station and the Trap Shed Museum.
- Aug. 4 : Clearance to proceed with the Bas Relief investigation obtained from Town Counsel, Edward Veara.
- Aug. 6 : Meeting. Report and discussion about the findings of the technical investigation--Bas Relief--to date. Specific technical questions to be given to the Town Manager for relay to Mr. Anselmo. Town Manager did not want the Commission to contact Mr. Anselmo. Technical investigation to proceed as far as possible in the absence of the technical answers.
- Aug. 12: Letter, Town Manager to Bicentennial Commission advising of receipt of \$3000 in grant funds for restoration from the Commonwealth.



- Aug. 14: Resubmission of application for \$15,000 grant for Somerset Room, Provincetown Library. (No response received from the Commonwealth as of this writing)
- Aug. 19: Letter, Bicentennial Commission to Town Manager acknowledging the Commonwealth grant for Bas Relief Restoration.
- Aug. 19: Letter, Bicentennial Commission to Town Manager for follow up re. answers to technical questions of August 6th.
- Aug. 20: Page McMahan resigned as Secretary to the Bicentennial Commission due to other commitments.
- Aug. 20: Documentary photographs taken of the Bas Relief.
- Aug. 29: Received notice from the Commonwealth of the next round of Bicentennial Grants.
- Sept. 5: Received notice from the Commonwealth that the deadline for the first progress/financial report is October 1st.
- Sept. 9: Bicentennial Commission arranged for Mr. John Degan of the Stuart-Dean Company to come to Provincetown (at no expense to the Town). The name of the Stuart-Dean Company had been used in connection with the work done to the Bas Relief by Mr. Anselmo. Mr. Degan conferred with the Bicentennial Commission as well as with the Town Manager and a member of the Board of Selectmen.
- Sept.15: Letter, Stuart-Dean Company to the Bicentennial Commission providing the technical answers previously sought and advising that the Stuart-Dean Company was not responsible for the work done to the Bas Relief by Mr. Anselmo.
- Sept. 15-18 : Continuation by the Commission of its discussions with the Smithsonian and its other advisors based upon the information provided by Mr. Degan.
- Sept. 19: Meeting. Report and discussion of progress on the Bas Relief problem. Discussion and approval of the Commission's Report to the Selectmen (this report). Discussion, personnel assignments, and preliminary planning of current and future projects.
- Sept 20: Provincetown represented at the Orleans Rock Harbor battle reenactment.

ATTACHMENT II: APPROACH AND ORGANIZATION

The Commission has considered various ways and means for best accomplishing its work. It has determined that a Committee approach is best suited to the diverse nature and the relatively short time frames involved in Bicentennial Projects.

Individual Committees for each project are created from the membership of the Commission. A Project Manager guides and spearheads the progress of each project. The Committees hold formal and informal meetings and conduct appropriate activities as required to accomplish their projects.

Formal meetings of the full Commission are held periodically, at which times, the progress of the Committees are reported and reviewed. Between formal meetings, the Committees are able, at any time, to draw on the resources of the Commission for help, advice, etc.

The Commission will periodically report to the Board of Selectmen concerning progress, problems, and any help it may need from the Board. The Commission will, of course, respond to questions or inquiries from the Board of Selectmen at any time and the Commission hopes to work closely with the Board of Selectmen.

The Commission will fulfill its obligations to the Commonwealth as set forth in the rules and guidelines imposed upon it by the Commonwealth.

ATTACHMENT III: REPORT ON THE BAS RELIEF

RECAP OF EVENTS TO DATE

February, March, and April, 1975: Meetings with Miss. Patricia Harrington, Director of Community Relations for the Massachusetts Bicentennial Commission, for orientation, guidance, and help concerning Provincetown's Bicentennial Program and preparation of our Grant Requests.

April 28, 1975: Application to the Commonwealth by the Provincetown Bicentennial Commission for grant of funds for restoration of the Provincetown Bas Relief, setting forth a schedule of restoration work beginning in mid-September, 1975, together with a planning budget for said work.

June 4, 1975: Notification received from the Commonwealth that a grant was awarded---\$3000. Certification of the Town appropriation and funds availability was made to the Commonwealth by the Town Clerk on April 23, 1975.

June 11, 12, 1975: Visit by Miss. Harrington with members of her staff. Miss. Harrington and staff were given a tour of the Town with particular emphasis on the Town's Historic traditions, places, and crafts and on the Town's continuing dedication to art and crafts.

Date Uncertain: Electrical work performed on the Bas Relief under the authority and supervision of the Town Manager. Bicentennial Commission not included.

Date Uncertain: Masonry work performed on the Bas Relief under the authority and supervision of the Town Manager. Bicentennial Commission not included.

June 19, 1975: Surface of the Bas Relief painted under the authority and supervision of the Town Manager. Bicentennial Commission not included.

June 27, 28, 29, 1975: Miss. Patricia Harrington and members of her staff visited Provincetown again to participate in our Blessing of the Fleet and the related activities.

- July, 1975: The July/August issue of the "Bicentennial Times" contained an excellent and favorable write-up about Provincetown in its centerfold section, "Exploring Historic Cape Cod". This write-up is a result of the Massachusetts Bicentennial Commission's knowledge and impressions of Provincetown gained through the visits of Miss. Harrington and her staff. (Attachment IV is a copy of this issue).
- July 14, 1975: Hearing held by the Board of Selectmen in response to public and Commission complaints about the work performed in June on the Bas Relief.
- July 30, 1975: A meeting was held, as directed by the Board of Selectmen, between the Bicentennial Commission and the Town Manager to discuss the Bas Relief problem and to arrange to make the Commission's advice available to the Town Manager. The Commission was relieved to receive the Town Manager's verification that the Town funds (\$3000) and the Commonwealth Grant funds (\$3000) are still uncommitted and are available for the Commission's use.

#### PRESENT STATUS OF THE PROGRAM

Having been advised by the Town Manager that a Lawsuit against Mr. Anselmo was being considered, the Commission contacted the Town Counsel, Mr. Edward Veara, to assure that the Commission could proceed with its Bas Relief efforts without jeopardizing the Town's legal position vis a vis Mr. Anselmo and the work performed by him on the Bas Relief in June.

Mr. Veara agreed that the Commission could proceed and that documentation of the work done by Mr. Anselmo should be obtained to protect the Town's legal position. The Commission has proceeded accordingly.

To provide the advice requested by the Town Manager at the meeting of July 30, the Bas Relief Project Committee has conducted a technical investigation concerning best methods of removal of the recently applied finish. Discussions have been conducted with The Smithsonian Institution, Fogg Museum, MIT, Gorham Foundary, Fine Art Foundary and others. This investigation is continuing at the present time

ATTACHMENT III, Page Three.

As a part of its investigation, the Commission arranged for Mr. John Degan of the Stuart-Dean Company to fly to Provincetown on September 9th to obtain answers (which could not be obtained from Mr. Anselmo by the Town Manager or by the Bicentennial Commission) to the Commission's August 6th technical questions. The answers to these questions are required to provide a part of the basis for the Commission's advice. Mr. Degan came to Provincetown at no cost to the Town.

While in Provincetown, Mr. Degan discussed the Bas Relief work which he advises was done by Mr. Anselmo not by the Stuart-Dean Company. Mr. Degan viewed the Bas Relief and discussed the technical questions with the Bas Relief Project Committee. Mr. Degan also held discussions with the Town Manager and a member of the Board of Selectmen concerning the question of contractual relationships between the Town and the Stuart-Dean Company by virtue of Mr. Anselmo's work on the Bas Relief. Details of this meeting are not known to the Bicentennial Commission at this time.

Subsequent information received from Mr. Degan provided answers to the Commission's technical questions. In addition, Mr. Degan indicated that he and Mr. Benson had agreed that no contractual relationship existed or had existed between the Town and the Stuart-Dean Company with respect to the aforesaid Bas Relief work.

Mr. Degan has expressed serious concern about "---our good name being publicly taken through the newspaper in a derogatory fashion without any foundation---". He has asked for "---some compensation in the form of a public apology to rectify this wrongdoing---".

If the Town Manager agrees with Mr. Degan's statements concerning relations between the Town and the Stuart-Dean Company, then the Bicentennial Commission feels that public correction of the previously released incorrect information is in order and should be presented to the public and the media.

The Commission wishes to take note that Mr. Degan has shown genuine concern about the Bas Relief and has been most responsive in flying to Provincetown at his own expense on short notice, conferring with the Town Manager and the Commission, and obtaining the long sought technical information. He advises that his company would like to do the Bas Relief work and plans to submit voluntary preliminary quotations for the work. (Copy of

Mr. Degan's letter is attached for information as Attachment V).

COURSE OF ACTION TO BE RESOLVED

It is the understanding of the Bicentennial Commission, as a result of the July 30th meeting with the Town Manager, that, at the Town Manager's request, the Commission agreed to provide him with advice, both technical and esthetic, as to how to best proceed with correction of the work recently performed on the Bas Relief, especially regarding removal of the finish applied in June; such that the Bas Relief is put into a suitable condition for commencement of the restoration work as planned by the Commission and as approved by the Commonwealth.

The Commission will check its findings with its advisors and proposes to prepare a recommendation for the corrective work.

The Commission has been advised by the Town Manager that the Town's share of the restoration funding (\$3000) is available for the Commission's use. He also has advised that the Commonwealth's share (\$3000) was received and is available. Mr. Benson has assured the Commission that these funds have not been and will not be spent or otherwise obligated by him.

It is the understanding and the position of this Commission that financial obligations incurred for performance of the work to date under the authority and supervision of the Town Manager and those which may be incurred for correction of said work, shall be obligations of the Town exclusive of funds appropriated by the Town (\$3000) and those granted by the Commonwealth (\$3000), said funds having been specified for restoration as set forth in Article 31 of the Provincetown Town Meeting of March 8, 1971 and in Application for Grant, dated April 28, 1975 respectively.

It is the Commission's understanding and position that, upon satisfactory completion of the corrective work to be conducted by the Town Manager, the Bicentennial Commission will accept responsibility for restoration of the Bas Relief in accordance with the rules

and regulations of the Commonwealth of Massachusetts and those of the Town of Provincetown, the aforesaid restoration to be performed after mid-September, 1975.

### COMMENTARY

Two serious problems confront us regarding restoration of the Bas Relief.

The Commonwealth has imposed upon us strict requirements for financial accountability and for close monitoring of progress. The first report to the Commonwealth is required from the Commission by October 1st. (A summary of the Commonwealth's requirements is attached for information as Attachment VI).

It appears that there will be a delay in the Bas Relief Project. The length of this delay and its impact depend upon the findings and instructions of the Board of Selectmen.

The delay is a consequence of the work done on the Bas Relief by Mr. Anselmo and the public reaction to it. The subsequent impossibility of obtaining necessary technical answers from Mr. Anselmo, both by the Town Manager and by the Commission, has increased the delay. Correction of the June work will delay restoration of the Bas Relief still further.

There is also a financial impact as a consequence of the aforesaid work. Obligations have been undertaken by the Town Manager with respect to the work done to date. It appears that there will be further costs associated with returning the Bas Relief to its pre-June state so that restoration can begin. The work as approved by the Commonwealth and for which Commonwealth funds were Granted is based upon a tight budget of \$6000. Therefore, the work done in June and its correction will have to be funded from sources other than the restoration grants and appropriations.

Since strict cost accountability is required by the Commonwealth and status and progress are closely monitored by them, delays in performance and cost overruns will seriously hazard the Bas Relief Restoration

and other projects which the Town needs Commonwealth assistance in funding---restoration of Provincetown's Oldest Cemetary and others.

The Bicentennial Commission earnestly requests the Board of Selectmen to approve the course of action set forth above and to authorize the funding necessary to implement it so that Provincetown's Bicentennial Program can be accomplished with credit and pride by the Town.





Original of Photo #4 is included with the Commission's Report to the Board of Selectmen, Sept. 22, 1975

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ATTACHMENT V:

STUART-DEAN *Co. Inc.*

SPECIALISTS IN CLEANING AND MAINTENANCE OF ARCHITECTURAL METALS



*Metal Maintenance Contractors*

MOBILE RESTAURANT

366 TENTH AVENUE, NEW YORK N. Y. 10001  
OXFORD # 3180

September 15, 1975

Mr. W. A. McNulty  
Ships Bell Motel  
Provincetown, Massachusetts 02657

RE: Bas Relief

Dear Sir:

In accordance with the request of the Provincetown Bicentennial Committee, I am submitting herewith a detailed answer to your inquiry of August 6, 1975, regarding technical information pertaining to the bas relief.

As explained by the writer, our Company in no way had anything to do whatsoever with the refinishing of this statuary. I have contacted the person responsible for the work to get a more detailed background on initial preparation, so I could adequately answer the specifics requested.

In answer to your question #1, the bronze work in question was prepared for the application of the final finishes by a mere washdown with a methyl ethyl ketone (MEK). The entire surface was washed with the solvent to remove any dirt, grease or grime that would interfere with a sound lacquered finish.

#2. The background brown lacquer is a bronze metallic powder suspended in a clear acrylic lacquer. The bright gold color applied to the pilgrim statues is a similar bronze metallic powder suspended in clear acrylic lacquer. The entire bas relief contains three (3) additional coats of a topcoat clear acrylic lacquer.

3. The date of preparation was the week of June 16, 1975.

4. In order to maintain the existing finish, the only maintenance required would be an occasional washing with a soft cloth, to remove the possible salt spray from the ocean that is contained in the atmosphere, together with other dirt particles.

5. Regarding the removal of the existing finish, I certainly would advise you not to allow anyone but experienced personnel familiar with this type of work to attempt any restoration. It is most important not to disturb what is underneath the lacquered finishes. The method I would employ, if my firm was hired to do this restoration, would be to strip all the lacquered finishes with a solvent of the acetone variety that will dissolve what has been placed on the statuary.

(Over)

FROM: Stuart-Dean Co., Inc.  
TO: Mr. W. A. McNulty

September 15, 1975

6. Our recommendation for the refurbishing of this statuary would be as follows:

Remove existing finishes by stripping with a lacquer solvent all the applied clear and metallic lacquers down to the original green patina. We would then carefully abrade the surfaces to remove the objectionable un-uniform green patina, which will bring the statuary back to a fairly uniform dark brown finish, which is the intermediate color of statuary containing a high concentration of copper. We would then protect the brown finish with our bronzing oils containing an oxidizing accelerator, which will help uniformly color the entire bas relief.

NOTE

As the writer originally discussed with you, our usual recommendation for statuary is not to do anything with it. It takes years and years of the reaction created by nature between bronze and the natural elements to create this natural patina. Sometimes, however, this natural patina is not universally accepted by those that have jurisdiction of care of these items. Sometimes the patina is defaced and sometimes the patina is not uniform enough to create the desired image. When one of these instances does arise and we are confronted with solutions, we recommend the above specification to remove the final stages of oxidation (green patina) back to the intermediate brown stage (dark statuary) and protect same with oil.

If the Community would like to maintain it in a dark statuary (brown), all that is necessary is that it occasionally (6 times per year) be given a coat of bronzing oil. If this procedure is followed, the statuary will stay in a well kept brown statuary coloring forever.

I trust the foregoing answers your inquiries and might be the initial steps to correct an unfortunate situation. I am pleased that we can be of assistance.

I would request that, as a result of our good name being publicly taken through the newspapers in a derogatory fashion without any foundation, we receive some compensation in the form of a public apology to rectify this wrongdoing. I think this is only fair. I would request a copy of any article or resolution that may be adopted by your committee.

Yours very truly,

STUART-DEAN CO., INC.

  
John R. Degan

JRD:es

ATTACHMENT VI:



MICHAEL S. DUKAKIS  
Governor

WILLIAM G. FLYNN  
Secretary

*The Commonwealth of Massachusetts*  
*Department of Community Affairs*  
*Room 176, State House, Boston 02133*

— OFFICE OF BICENTENNIAL ACTIVITIES —

September 5, 1975

Mr. William R. Benson, Chairman  
Provincetown Bicentennial Committee  
Town Hall  
Provincetown, Massachusetts 02657

Dear Mr. Benson:

This is to inform you that your first quarterly report for the Bicentennial matching grants program is due October 1, 1975. Other reports will be due the 1st of January, 1976, April and July or until your project is completed.

Enclosed please find a copy of our reporting guidelines and reporting form to assist you in forwarding the required information.

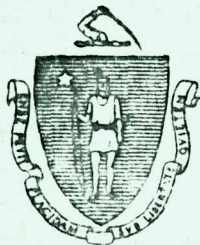
If you have any questions about reporting procedures, please do not hesitate to call me at 727-6966.

Sincerely,

Alice R. Jelin  
State Coordinator  
Bicentennial Activities

ARJ/nb

enclosures



MICHAEL S. DUKAKIS  
Governor

WILLIAM G. FLYNN  
Secretary

*The Commonwealth of Massachusetts*  
*Department of Community Affairs*  
*Room 176, State House, Boston 02133*

— OFFICE OF BICENTENNIAL ACTIVITIES —

M E M O

TO: All Grant Award Winners  
FROM: Executive Office of Communities & Development,  
Office of Bicentennial Activities  
SUBJECT: Bicentennial Grant Guidelines for Project Reporting

I. Legal Requirements

1. All grant recipients must agree to abide by the terms and conditions of these Grant Guidelines.
2. Grantee must establish and maintain a record keeping system reflecting all receipts, obligations and disbursements of project funds. Financial records including substantiation documentation (e.g. invoices, bills, payroll) must be maintained.
3. Project accounts may be audited pursuant to normal State procedures.
4. Financial reports and descriptive progress reports will be required on a quarterly basis beginning 90 days after grant award is announced. A final report must be made within 90 days after the completion of project.
5. Grantee must inform the Office of Bicentennial Activities of significant problems, delays or adverse conditions, actual or anticipated, which will materially affect the project objectives or prevent the meeting of time schedules.
6. Grantee must inform the Office of Bicentennial Activities with a copy to the Mass. Bicentennial Commission if:
  - a. budget estimated is changed by more than 10% of the grant amount.
  - b. there is a change in the scope or objectives of the grant supported project
  - c. there is a transfer of substantial amounts from one budget category to another
7. Grant funds which are not used in accordance with the approved grant application must be refunded to the Executive Office of Communities & Development.

8. If the final project cost is less than the amount estimated at the inception of the grant, State grant award funds may not exceed 50% of the final project cost. Any excess State grant funds must be returned to the Executive Office of Communities & Development.

## II. Procedures for Quarterly Project Reporting

### A. Financial Reports

1. must reflect all paid expenditures during reporting period
2. expenditures must be itemized according to budget categories approved in grant application
3. copies of receipts for all expenditures must be included

### B. Progress Report

1. submitted in narrative form
2. descriptive comparison of project accomplishments to goals as established in grant application
3. notable success as well as reasons for not meeting goals, if applicable, and other pertinent information (refer to Bicentennial Grant Guidelines for project reporting)
4. actual starting date and estimated completion date
5. include any pictures, brochures, diagrams, etc. if available

DEPT. OF COMMUNITIES & DEVELOPMENT  
BICENTENNIAL GRANTS PROGRAM

FOR OFFICE USE ONLY

ROUND III  
REPORT PERIOD \_\_\_\_\_  
DATE REC'D \_\_\_\_\_  
ON TIME \_\_\_\_\_ LATE \_\_\_\_\_

1 Descriptive Title of Project \_\_\_\_\_  
2 Sponsoring Organization \_\_\_\_\_  
3 Organization Address \_\_\_\_\_  
4 Estimated Completion Date \_\_\_\_\_

FINANCIAL REPORT

A. Budget

- 1. local share \_\_\_\_\_
- 2. grant award \_\_\_\_\_
- 3. other (explain) \_\_\_\_\_
- TOTAL \_\_\_\_\_

- B. Expenditures previously reported \_\_\_\_\_
- C. Cash on hand at beginning of report period \_\_\_\_\_
- D. Total cash disbursements this report period \_\_\_\_\_
- E. Cash on hand at end of period \_\_\_\_\_

PROGRESS REPORT

Attach a narrative project report outlining your progress as well as any problems related to your project. In addition please attach a detailed list of expenditures including copies of all receipts, vouchers, and invoices for the expenditures reported during this period, (refer to Bicentennial Grant Guidelines).

CERTIFICATION

I hereby certify that to the best of my knowledge and beliefs this is true in all aspects and that all disbursements have been made for the purpose and conditions of the grant.

Authorized person and title: \_\_\_\_\_  
Signature of authorized person: \_\_\_\_\_  
Date: \_\_\_\_\_