



Community Preservation Committee

RE: Notice of Award

Project Name: High Rock

CPA Pre-application #: 1

Contact Name: Naomi Kahn

Approved Funding Amount: \$5,300.00

Dear Naomi Kahn,

Congratulations on the approval of your Malden CPC project for FY2019! The committee appreciates all your hard work and patience with our process. In order to move forward, you will be required to complete and sign the attached Information Sheet and Grant Agreement. Your completion and return of these documents to the Malden CPC will allow the CPC to begin the fund disbursement process.

You must be authorized by your organization to complete and execute the attached documents, and your signature is an acknowledgment that you have been authorized by your organization to do so.

Please return the completed Information Sheet and Grant Agreement by email to:

maldencpc@cityofmalden.org or delivered to:

Malden CPC, 110 Pleasant Street, Malden MA 02148

Please note that the Malden CPC will review the Information Sheet and Grant Agreement for completion at the next corresponding CPC Committee meeting. These meetings are typically held on the 2nd Tuesday of the month.

Once the Malden CPC confirms that all required information and signatures have been provided, a request will be made of the Treasurer's office for a purchase order to coincide with the project and vendor information.

Vendor invoices should be submitted to the Malden CPC with PO #, vendor, and contact information.

Please note that the Malden CPC will review all invoices for accuracy and completeness before submitting to the City of Malden Treasurer's office for processing. Invoices will follow the current City of Malden's purchasing process.

Please contact me if you have any questions or concerns.

Very truly yours,

Julianne Orsino

Julianne Orsino
Chair, Malden CPC

110 Pleasant Street, Malden, MA 02148 | maldencpc@gmail.com

Strong Past...Proud Future