

# Springfield Community Preservation Act 2018 Application for Funding

## INTRODUCTION

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Before proceeding with an application, applicants are strongly advised to read the Springfield Community Preservation Annual Plan at <http://www.springfield-ma.gov/finance/index.php?id=community-preservation>

CPA funds may be used for:

- Acquisition, creation, and preservation of open space;
- Acquisition, creation, preservation, rehabilitation, and restoration of recreation land;
- Acquisition, preservation, rehabilitation, and restoration of historic resources;
- Acquisition, creation, preservation, and support of community housing;
- Rehabilitation or restoration of open space or community housing acquired or created by CPA.

**Projects:** undertakings that have a defined start and finish (not ongoing) and generally are considered capital projects. Examples include but are not limited to: rehabilitating a walking trail, renovating a historic building, purchasing and rehabilitating income eligible housing, renovating a public park

**Programs:** activities that support the criteria of the CPA plan. Programs do not necessarily have an end date and may be funded on an ongoing basis. Examples include but are not limited to: first time home buyer program, small preservation grant program

**Purchasing Property:** the action of purchasing property. Examples include but are not limited to: purchasing land for open space or recreational use

All projects must be completed within 36 months (three years) of receiving CPA funding. Projects that are not completed within this timeframe may lose funding. Exceptions may be made for larger projects that receive funds in multiple funding rounds. Large projects may reapply for funding in multiple funding rounds, but this should be identified as the intention during the first funding round. The CPC will not recommend more than \$250,000 to any one project within a funding round. The CPC may recommend annual support for a program that accomplishes the goals of the Community Preservation Plan. On-going programs require applications every year.

The Community Preservation Committee will conduct one funding round in 2018 as follows:

Preliminary Applications due	March 31
CPA Eligibility Determination	April 3
Full Applications due	June 1
Recommendations to City Council	September 4

## PROCESS

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### Pre-Application to Determine Eligibility

CPA has very specific funding restrictions defined by state law. The CPC requires that all proposals first submit a one-page Preliminary Application to determine if the proposal is in fact eligible for funding. Refer to *Chart 1 Community Preservation Fund Allowable Spending Purposes, which can be found at [http://www.springfield-ma.gov/finance/fileadmin/budget/2019/CPA\\_Preliminary\\_Application\\_fillable\\_form.pdf](http://www.springfield-ma.gov/finance/fileadmin/budget/2019/CPA_Preliminary_Application_fillable_form.pdf)*, when filling out the Preliminary Application. The CPC will review Preliminary Applications and notify applicants if the proposal is eligible for CPA funds. Completed Preliminary Applications should be mailed to the Community Preservation Committee, 36 Court Street, Springfield 01103 or dropped at the Budget Office, room 412 of City Hall.

**Do not move forward with a full application until the CPC has found your proposal eligible for CPA funds.**

### Proposal Application & Submittal

Once the CPC has determined that a proposal is eligible for funding, an applicant may proceed with a full application. Full applications provide the information used by the CPC to make recommendations for funding. Applicants should read and follow the application instructions carefully. Full applications require a completed cover sheet, answers to all questions, and all required attachments to ensure a complete application is submitted.

Applications can be found at: <http://www.springfield-ma.gov/finance/index.php?id=community-preservation>  
Refer to the application instructions for application due dates and how to submit a completed application.

The CPC may, under extraordinary circumstances, vote to accept applications that require consideration outside of the normal funding cycles because of emergencies or market opportunities. Potential applicants who believe that their circumstances call for such unusual action may contact the CPC chair at [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com) to discuss the possible submission of an off-cycle submission.

The CPC also recognizes that, in some cases, preliminary work must be undertaken to complete a viable application. When this is the case, the CPC will consider applications for study grants that can be used to test feasibility and develop work plans that would result in a stronger CPA proposal.

### **Community Preservation Committee Review and Public Input**

CPC members will review applications, as a whole or as subcommittees, based on CPA categories. The CPC may require a site visit be held to better understand the proposal. Applicants will be invited to attend a CPC meeting to give a brief presentation and answer questions. There will be an opportunity for public input after each presentation. After all applicants have presented and public input has been collected, the CPC will deliberate and then adopt funding recommendations at its September 4 meeting. The CPC will make one of the following recommendations for each proposal:

- Recommend the proposal for full funding as proposed
- Recommend the proposal with conditions, such as:
  - Require additional agreements
  - Modify the scope of a proposal
  - Partial funding for a portion or phase of proposal
- Not recommend funding

Applicants will be notified of proposal recommendation by letter sent to the address listed on the application.

### **City Council Approval**

The CPC will forward its recommendations to the City Council, which may approve, approve with reduced funding, or reject a recommendation. The CPC cannot predict the time for the City Council approval process.

### **Award Letter, Disbursement and Monitoring Funds**

Proposals approved by the City Council will receive an award letter with information on the funding amount, funding conditions, project modification (if any), CPA contact information, and guidelines for project execution. Additional information from the applicant may be required once funding is approved. Projects and programs receiving CPA funding will credit CPA as a source of funding in all promotional materials and, whenever appropriate, at the project location. A project sign will be required to be posted at the site of work. The CPC must be notified of all ground breaking and dedications.

The CPC will work with an applicant on a disbursement plan. The CPC may request project status updates from CPA Fund recipients.

## **CRITERIA**

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Community Preservation Committees are required to create a Community Preservation Plan and revise it annually. The plan is meant to serve as a guide to the types of projects that are eligible for CPA funding and that are in keeping with the needs and priorities that have been identified. The following criteria are taken from the Community Preservation Plan to assist applicants in producing a strong proposal and ensure proposals address an identified need. Make sure you have the most recent application as the criteria may be revised annually if there are changes to the Community Preservation Plan.

Preference will be given to proposals that address as many of the following general criteria as possible:

- Consistent with priorities identified in the 2018 Plan
- Preserve and enhance the essential character of Springfield
- Protect resources that would be otherwise threatened
- Serve more than one CPA purpose
- Demonstrate practicality and feasibility so the project can be implemented within budget and on schedule
- Produce an advantageous cost/benefit value
- Leverage additional public and/or private funds or voluntary contributions of goods and services
- Receive endorsement from municipal boards/departments and from neighborhood councils/associations
- Utilize Springfield based resources

### **Community Housing Priorities**

- Rehabilitate vacant, deteriorated houses to sell to income-eligible buyers
- Provide first-time home buyer incentives to increase owner-occupancy, especially of two and three-family houses and in neighborhoods with low owner-occupancy
- Assist income-eligible owner-occupants with repairs, especially owners of two and three-family houses, provided an affordability restriction is placed on the assisted unit.

### **Historic Preservation Priorities**

Building is deteriorated

Building is in imminent danger of demolition

Building is vacant

Building will not be renovated without CPA funding

Building was constructed before 1850

Building is a landmark building (has significant historic, architectural or civic importance)

### **Open Space and Recreation Priorities**

- Renovating small neighborhood green spaces
- Controlling invasive plant species
- Improving the Connecticut River Bikeway/Walkway
- Designing the McKnight Bikeway/Walkway
- Improving Access to the Connecticut River for water-based recreation
- Improving degraded ponds and their surroundings for recreation use such as fishing, nonmotorized boating, and hiking
- Creating community gardens
- Creating or renovating walking trails in conservation areas

## **INSTRUCTIONS**

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Do not proceed with this application before a preliminary application is completed, and eligibility is determined by the CPC. Determination of eligibility is not a guarantee that a project will be funded. It is only to determine if a proposal is eligible for CPA funds as defined by state law.

Only proposals that include all requested information will be considered. Proposals that are late or incomplete will not be considered and will be recommended to resubmit in a future funding round. Not all proposals may be funded even if funds are available. Funds may be carried over to subsequent years for future projects. The CPC can be reached by email at [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com). Submitted applications become public documents and may be posted publicly.

Full applications are due by June 1, 2018. Applications must be typewritten in minimum 11 point font. Handwritten applications will not be accepted. All pages should be numbered, with the cover page always page 1. Do not include a cover letter or title page, only include materials asked for in the application. The general information and narrative sections of the application should not exceed six pages combined. Applications, including all completed forms and attachments must be submitted electronically in PDF format to [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com) and 10 complete copies submitted to *Springfield Community Preservation Committee, Springfield City Hall, 36 Court Street, Springfield, MA 01103* or dropped off at the Budget Office, Room 412 of City Hall.

## **APPLICATION CHECKLIST**

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*This checklist is meant to help you submit a complete application*

- Application Cover Sheet
- General Information
- Narrative
- Budget
- Timeline
- Attachments (see list)

## I. GENERAL INFORMATION

Community Preservation Funds are available in four categories. There are some questions that are only relevant to certain categories. Please only answer the questions in this section that relate to the category(s) that are being applied for.

- A. All Categories that involve property (land and/or buildings)
  - 1. Provide the parcel ID number(s) for property included in the project
  - 2. Does the applicant own the property?
  - 3. If the applicant does not own the property, attach a purchase & sale agreement to purchase the property.
- B. Community Housing Questions
  - 1. What income levels will be the primary target of the project?
  - 2. How will a determination of income-eligibility be made?
  - 3. What marketing will be done to make this program known to the public?
- C. Historic Preservation Questions

Historic preservation projects must follow the Secretary of Interior Standards for Rehabilitation. Assisted properties will be required to be subject to an exterior preservation restriction or to be placed under local historic district protection.

  - 1. What steps will be taken to ensure the work complies with the Secretary's Standards?
  - 2. What is the age of the property?
  - 3. Will the owner agree to a preservation restriction or local historic district designation?
- D. Open Space & Recreation Questions
  - 1. Is this project in a wetland or does it abut a wetland?
  - 2. If so, has the Conservation Commission been informed?
  - 3. Is the project on the Department of Parks, Buildings and Recreation owned property?
  - 4. If so, has the Park Department been informed?

## II. NARRATIVE

The narrative is an opportunity to explain the proposal to the CPC and how the proposal achieves one or more of the CPA criteria. In a separate document, answer the following questions. Keep responses in the same order they are presented here and include the headings for each section.

- A. Project Summary

Introduce the project with a summary which notes the CPA category, goals, project scope, and budget. (200 words or less)
- B. Proposal Description
  - 1. Describe the proposal and how it will benefit Springfield. (200 words or less)
  - 2. Identify what CPA criteria this proposal achieves and how they are accomplished.
  - 3. Describe the need that this proposal will address.
  - 4. What is the expected outcome of this proposal?
- C. Feasibility & Sustainability
  - 1. What other funding sources have been secured or are being pursued?
  - 2. Once the proposal is complete how will it be sustained/maintained?
  - 3. Is there an operating pro forma for when the proposal is complete and what is the basis?
- D. Applicant Experience
  - 1. What similar projects/programs has the applicant successfully completed?
  - 2. Describe the professional experience of the applicant/project team.

