

# Springfield Community Preservation Act Application Instructions for the 2024 grant cycle

Springfield  
Community  
Preservation  
Committee  
36 Court Street, Room 412  
Springfield, MA 01103  
cpc@springfieldcityhall.com



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## INTRODUCTION

Before proceeding with an application, applicants are strongly advised to review the website for important links and see the 2024 Annual Plan, and the DOR Community Preservation Fund Allowable Spending Purposes Chart. <https://www.springfield-ma.gov/finance/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:** must have a defined start and finish date (not ongoing) and generally are considered capital projects. Please be as accurate as possible when estimating the length of time the project will take (12 months, 24 months, 36 months)

Grants used for a specific program may not necessarily have an end date but the grant amount is spent down until funds are exhausted. Examples include but are not limited to; a first time home buyer program.

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 SCPC will not recommend more than \$300,000 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.

CPA grants are for project activities that support the criteria of the CPA plan ([the 2024 CPA Plan is located on the website](#)).

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.

CPA cannot be used for normal maintenance but all requests for open space and recreation grants must include a maintenance upkeep plan.

**Purchasing Property:** Examples include but are not limited to; purchasing land for open space or recreational use. There are specific rules for purchasing land for housing. See the [DOR Community Preservation Fund Allowable Spending](#) chart that is linked above.

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## SCHEDULE AND PROJECT REVIEW PROCESS

The Community Preservation Committee will conduct one funding round in 2024 as follows:

|                                  |                   |
|----------------------------------|-------------------|
| Application Workshop             | January 2 2024    |
| Full Applications due            | February 29, 2024 |
| Meeting with Applicants          | March & April     |
| Deliberations                    | May & June        |
| Recommendations to City Council* | June              |

\*The SCPC cannot predict when the City Council will hear recommendations.

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## Special Grants:

Off Cycle Requests. 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 to discuss the possible submission of an off-cycle submission or email [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com).

Study Grants. The CPC discourages studies performed primarily for exploratory purposes but also recognizes that, in some cases, preliminary work must be undertaken in order to complete a viable application. The CPC will consider applications for a study grant where there is a strong possibility the project will result in an executed project within the next five years. An application for a study grant shall be accompanied by a summary of the proposed project, and how the results of the study will be used to develop the project. Letters from stakeholders involved in the project and potential funding resources for the execution of the project should be included in the application.

Historic Homes Restoration Program (HHRP): There is a separate application for this type of grant. When funding is available, a lottery will be held to select homes. Applications are available on the SCPC city webpage or contact [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com)

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## **Springfield Community Preservation Committee (SCPC) Review and Public Input**

SCPC members will review all submitted applications. The SCPC may require a site visit to better understand the proposal. Once the application deadline passes, applicants will be invited to attend a SCPC meeting and give a brief presentation and answer questions. There will be an opportunity for public input after presentations. After all applicants have presented and public input has been collected, the SCPC will deliberate and vote on funding recommendations. The SCPC 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 recommendations sent to the address listed on the application.

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## **City Council Approval**

The SCPC will present 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.

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## **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 groundbreaking and dedications.

The SCPC will work with an applicant on a grant disbursement plan.

The SCPC requires quarterly project status reports and a final report once the project is completed.

## **Previous Awards**

To view projects funded in 2018, 2019, 2020, 2021, 2022 and 2023 visit the Springfield Community Preservation Committee (SCPC) webpage on the city website;

<http://www.springfield-ma.gov/finance/index.php?id=community-preservation>

For additional information about the grantees, projects and other CPA related content, including video recording of meetings, visit the SCPC Facebook page:

<http://fb.me/SpringfieldCommunityPreservationCommittee>

Videos of past meetings can also be found on the Focus Springfield you tube page:

[Community Preservation Act - YouTube](http://www.youtube.com/playlist?list=PLrvOuWQocAi3bU5l-StcUCO8LCM9X2K9M)

<https://www.youtube.com/playlist?list=PLrvOuWQocAi3bU5l-StcUCO8LCM9X2K9M>

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## **CRITERIA**

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 Community Preservation 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
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## **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.
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## **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)
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## **Open Space and Recreation Priorities**

- Renovating small neighborhood playgrounds and green spaces
- Creating/improving community gardens
- Creating and enhancing opportunities for bikeways/walkways/trails on park and conservation land
- Controlling invasive plant species on park and conservation land
- Improving Access to the Connecticut River and other water bodies for water-based recreation and enjoyment

## Guide to proposing a CPA project

If your proposal is for **open space and recreation** and the land is owned by the city. The Department of Parks, Building Recreation Management (DPBRM) is responsible for the maintenance, renovations, creation or improvements of parks for public use. Any proposal that takes place on park property will need to partner with DPBRM. You are encouraged to contact the Board of Park Commissioners as soon as possible during the initial stages of the application to present your proposal to the Commission. The SCPC cannot recommend a grant on property that you do not own so it is important to obtain a letter of support from the Board of Park Commissioners and include it in your application. DPBRM and all city departments must provide proof they notified the appropriate neighborhood organizations/civic associations.

While the DPBRM may submit a CPA application to fund their own city projects, the DPBRM will continue to assist neighborhood organizations and residents with proposals on city land. Results can vary and the DPBRM could sign-on as co-applicant or your idea could be further developed for a later proposal. Applications will need to include a budget and any work done on city property must follow the procurement regulations. The DPBRM has the capacity to assemble the requirements needed and may submit an application on your behalf. If your proposal is recommended for funding, the DPBRM will execute the contract and be responsible for the work. Again, if your proposal takes place on property owned by the city, you are encouraged to contact the responsible city department early in the application process. If awarded a grant, the DPBRM should maintain contact with the co-applicant on project updates.

If your proposal is for a **historic resource**:

The SCPC requires any historic building or structure to be permanently protected. If the property is not already under the exterior controls of a Local Historic District (LHD), the owner must petition the Springfield Historical Commission (SCH) to be designated a LHD. If a LHD designation is not possible, then an exterior perpetuity Preservation Restriction will be required. The process for either option doesn't need to be done in advance of your application but is required once the project is approved. The CPA administrator will guide you in the initial process.

**Local Historic Districts-** are authorized by MGL Chapter 40C and created by local ordinance/bylaw and require that any exterior work be reviewed and approved by the local historic district commission, regardless of the source of the funds for the work. In Springfield, the local body is the Springfield Historic Commission (SHC). If the building is located within the historic district, a Preservation Restriction is not required since it is protected under a local ordinance —requiring that any exterior work be reviewed and approved by the local historic district commission. Your proposal may be subject to approval by the SHC.

**Secretary of the Interior's Standards-** CPA projects on historic resources must comply with the Secretary of the Interior's Standards. The SCPC retains a preservation consultant from the Pioneer Valley Planning Commission (PVPC) to evaluate and review plans/specs once a proposal is approved. The consultant will review the scope of the work in your application and make recommendations\* based on the Secretary of the Interior's Standards. \*This may require a visit to the job site. The SCPC does not require an applicant to use a preservation consultant before submitting an application—although it is a good idea for planning and budget purposes for you to review the “briefs” from the National Park Service, U.S. Department of the Interior. Each brief outlines the procedures for preserving, rehabilitating or restoring a specific resource. You will want to obtain quotes based on the complexity of work required.

[Link to specific briefs](#)

[Link to the Secretary of the Interior's Standards for the treatment of Historic Properties](#)

The preservation consultant will make recommendations that must be met before CPA funding is expended. The preservation consultant does not review projects that have been placed on the National Register of

Historic Places (NR) that qualify for the federal historic tax credits. Instead, the SCPC requires a copy of the approval letter from the Massachusetts Historic Commission (MHC). All NR properties are automatically placed on the State Register, which is needed for the state historic tax credits.

## INSTRUCTIONS

\*The application is an on-line fillable form. Please note that 9 paper copies are still required to be mailed or dropped off according to the directions.

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.

**Deadline for Submission** is February 29, 2024 at 4:00 p.m. for both digital and hardcopy submissions. Do NOT place the paper applications in a plastic binder or sleeve. Secure packet with a clip or rubber band. All submissions become public documents and may be posted publicly.

THERE ARE TWO WAYS TO DELIVER COMPLETED APPLICATIONS.

Nine (9) paper copies of the application must be postmarked by February 29 or hand delivered to:

Springfield Community Preservation Committee  
% Election Office Room 25  
36 Court Street  
Springfield, MA 01103

Alternatively, Applications may be dropped off during the hours of 9:00 a.m. to 4:00 p.m. on Monday, February 26 through Thursday, February 29.

DROP OFF LOCATION:

A drop box will be located inside City Hall at the **Election Office Room 25**. Look for the box labeled "CPA Applications" or ask the Clerk. *Please do not drop applications in the voting box located outside of the building.*

If you have a question about any part of the application process, contact the Administrator by telephone 413-530-1268 or by email at [klee@springfieldcityhall.com](mailto:klee@springfieldcityhall.com).

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## Fair Wage Compliance Certificate. Applies only to non-municipal projects.

For grant requests over \$50,000 involving construction activity, the grantee must include a signed certification that they have not been found guilty of wage theft; and will not use contractors/subcontractors found guilty of wage theft. If this applies to you, please sign and upload the [Fair Wage Compliance Certificate](#) with your application. A copy of the certificate is also on the next page.



## Fair Wage Compliance Certificate

Grantee/Contractor Information *Please Print Legibly*

Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

The Springfield Community Preservation Committee (SCPC) requires certification of compliance with wage and hour and other employment-related laws prior to issuance of contracts involving CPA grants of over \$50,000. Terms relating to compliance with these laws will be included in all CPA contracts with Grantees that are not City of Springfield departments. Grantees shall obtain from any general contractor or construction manager this Fair Wage Compliance Certificate and shall require that such general contractor or construction manager obtain such Certification from each subcontractor at every tier prior to its commencement of work on the Project. These certifications shall be provided to the SCPC promptly upon signing.

The undersigned Grantee, Contractor, or Subcontractor hereby certifies under the pains and penalties of perjury that it shall comply with the following qualifications and conditions at all times during its performance of work on the Project:

- (1) It has not been debarred or suspended from performing construction work by any federal, state or local government agency or authority in the past five years;
- (2) It has not been found within the past five years by a court or governmental agency in violation of any law relating to providing workers compensation insurance coverage, misclassification of employees as independent contractors, payment of employer payroll taxes, employee income tax withholding, wage and hour laws, prompt payment laws, or prevailing wage laws;
- (3) It must maintain appropriate industrial accident insurance sufficient to provide coverage for all the employees on the project in accordance with G.L. c.152 and provide documentary proof of such coverage to the SCPC to be maintained as a public record;
- (4) It must properly classify employees as employees rather than independent contractors using applicable federal and state law. Individuals properly classified as employees according to applicable law must be treated as employees for the purposes of minimum wages and overtime, workers' compensation insurance coverage, unemployment taxes, social security taxes and state and federal income tax withholding. (G.L. c.149, §148B on employee classification);
- (5) It must comply with G.L. c. 151, §1A and G.L. c. 149, § 148 with respect to the payment of wages to properly classified employees; and
- (6) It must be in compliance with the health and hospitalization requirements of the Massachusetts Health Care Reform law established by Chapter 58 of the Acts of 2006, as amended, and regulations promulgated under that statute by the Commonwealth Health Insurance Connector Authority.

\_\_\_\_\_  
(Typed or printed name of person signing) Signature

\_\_\_\_\_  
Date