

Springfield Community Preservation Act 2021 Application for Funding

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



INTRODUCTION

Before proceeding with an application, applicants are strongly advised to **read the Springfield Community Preservation Annual Plan and the DOR Community Preservation Fund Allowable Spending Purposes Chart**, which can be found 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. CPA cannot be used for normal maintenance

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 programs.

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 2020 as follows:

Application Workshop	February 2
Application Workshop	March 2
Applications due	April 1
Meeting with Applicants	April & May
Deliberations	June & July
Recommendations to City Council	August

PROCESS

Mail completed Applications to the Community Preservation Committee, c/o Room 412, 36 Court Street, Springfield 01103 or dropped at the Budget Office, Room 412 of City Hall by April 1, 2021.

For questions on the application process telephone **413-530-1268** or email **cpc@springfieldcityhall.com**

Proposal Application & Submittal

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 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. 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 presentations. After all applicants have presented and public input has been collected, the CPC will deliberate and vote funding recommendations. 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 recommendations 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.

Previous Awards

To view projects funded in 2018, 2019 and 2020 visit the Springfield Community Preservation Committee 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, visit the CPC Facebook page: <http://fb.me/SpringfieldCommunityPreservationCommittee>

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

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 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

INSTRUCTIONS

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. Submitted applications become public documents and may be posted publicly.

Applications are due by April 1, 2021. Applications must be typewritten in minimum 11 point font. Handwritten applications will not be accepted (the cover sheet is allowed). 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 and 11 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 by 4:00 pm.

APPLICATION CHECKLIST

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 for the property.
- B. Community Housing Questions

Housing projects will have to provide an affordability restriction for a percentage of the project unit, based on the percentage of CPA assistance in the overall budget.

 - 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. If the project is on municipal park or conservation land, attached a letter of support from the Park Commission or Conservation Commission.

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.

III. TIMELINE

The timeline should identify the estimated start date and estimated completion date along with the completion of phases or important milestones of the project/program. Please provide the timeline in a list format.

IV. BUDGET

Identify revenue sources and identify whether those sources are secured or unsecured. Identify the revenue and expenses for the entire budget, not just the portion being asked for from CPA funds. Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used if the basis of the estimates is fully explained. Indicate how CPA funds will be spent. Expenses should be identified in all the following applicable categories:

- Purchase of Real Estate
- Payment on Debt
- Personnel
- Consultant Services
- Marketing/Realtor Services
- Attorney's Fees
- Design and Engineering Services
- Environmental Services
- Construction (itemized)
- Supplies
- Equipment/Furniture
- Carrying Costs (utilities, insurance, taxes, maintenance)

V. ATTACHMENTS

For all proposals

A. Commitment letters for revenue sources identified in the budget

B. Letters of Support

Letters of support are encouraged from the local Neighborhood Council and from the following for the category(s) being applied in. Applicants may provide additional letters of support beyond this list if they feel it will help their application.

Letter(s) should contain the date on which the board/commission voted to support the proposal.

- Community Housing Springfield Housing Authority
 Office of Housing
- Historic Preservation Springfield Historical Commission
 Springfield Preservation Trust
- Open Space Springfield Conservation Commission
- Recreation Springfield Park Commission

For projects that involve property (land/buildings)

C. Provide a letter of support or verification that the Neighborhood Council/Association where the project is located has been notified. A list of neighborhood organizations can be found at: <https://www.springfield-ma.gov/planning/index.php?id=neighborhoodcouncils>

D. Maps

1. Project location on citywide map
2. Plot map (from City GIS) with the project parcel outlined and showing all abutting property parcels and the closest major intersection with streets labeled

E. Architectural/Engineer Plans/Elevations/Site Plans

F. Photographs

G. Operating Pro Forma (for project after it is complete)

H. Proof of ownership/control of property such as deed(s), executed purchase & sale agreement, option, lease agreement, etc.