

# Springfield Community Preservation Act Application Instructions for the 2022 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 2022 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. 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 SCPC 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.

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## SCHEDULE AND PROJECT REVIEW PROCESS

The Community Preservation Committee will conduct one funding round in 2022 as follows:

Application Workshop	February 1
Full Applications due	March 31, 2022
Meeting with Applicants	April & May
Deliberations	June & July
Recommendations to City Council*	August-September

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

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Applications provide the information used by the SCPC 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 instructions for application deadline 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 SCPC 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.

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

SCPC members will review applications. The SCPC may require a site visit be held to better understand the proposal. Applicants will be invited to attend a SCPC 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 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 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.

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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 disbursement plan. The SCPC may request project status updates from CPA Fund recipients.

### **Previous Awards**

To view projects funded in 2018, 2019, 2020 and 2021 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>

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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

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## INSTRUCTIONS

There is not a standard fillable form or application. Instead, use as a guide the checklist below and submit a copy of the (I) General Information page with your answers. If a topic does not apply write “n/a” or not applicable. The remaining sections can be submitted in the format that works best for you. Label each section by the heading (Narrative, Budget, Timeline, Attachments).

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.

Applications are due by March 31, 2022 at 4:00 p.m.. Applications must be typewritten in minimum 11 point font. Handwritten applications will not be accepted (a handwritten 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. Do NOT place the application (or copies) in a plastic binder or sleeve. Secure packet with a clip or rubber band. All submissions become public documents and may be posted publicly.

The general information (I) and narrative sections (II) of the application should not exceed six pages combined. Applications, including all completed forms and any attachments must be submitted electronically in PDF format to [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com) and submit 11 complete hard copies to *Springfield Community Preservation Committee, Springfield City Hall, 36 Court Street, Room 412 Springfield, MA 01103.*

Alternatively, a drop box will be located inside the building at the back entrance to City Hall (north side of building) on Pynchon Street. Walk into the building and you will see a box labeled “Community Preservation Applications”, drop the packet into the box. Please do not drop the 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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## APPLICATION CHECKLIST

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

- Application Cover Sheet
- General Information
- Narrative
- Budget
- Timeline
- Attachments (see list)
- Fair Wage Compliance Certificate [for non-municipal grant requests over \$50,000]

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## **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's Standards for Rehabilitation. Assisted properties are subject to an exterior preservation restriction or require a local historic district designation (see Guide to Proposing a CPA project below).

1. Will the owner agree to a preservation restriction or local historic district designation?
2. What steps will be taken to ensure the work complies with the Secretary's Standards?

(Note: The SCPC retains a preservation consultant who will review the scope of the work before a contract is initiated).

3. What is the age of the property?

### **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, attach a letter of support from the Park Commission or Conservation Commission.

### **E. For grant requests over \$50,000 involving construction activity, the grantee must include a signed certification with the application that they have not been found guilty of Wage Theft; and will not use contractors/subcontractors found guilty of Wage Theft. [See certificate included in the application materials]. Applies only to non-municipal projects.**

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## 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 project is complete how will it be sustained or maintained? The application for funding should include a maintenance schedule (if applicable). For city department applications, please also include how the CPA investment will be maintained in future municipal budgets.

### 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**

- I. Fair Wage Compliance Certificate [for non-municipal grant requests over \$50,000]

**For all proposals**

- A. Commitment letters for revenue sources identified in the budget
- B. Letters of Support

Applicants are encouraged to meet with the local neighborhood organization or civic group [if applicable] and obtain a letter of support. The SCPC requires proof that you have notified the appropriate neighborhood organization that you are applying for CPA assistance. Applicants may provide additional letters of support if you believe it will help your application.

You can find the contact information for the neighborhood organizations here:

<https://www.springfield-ma.gov/planning/index.php?id=neighborhoodcouncils>

It is important to contact the appropriate board/commission as you may need to partner with a city department if the project is proposed on property owned by the City (see Guide to Proposing a CPA Project below). If the project does not take place on city property, it is still a good idea to gather support from the agency related to the funding category. Letter(s) should contain the date on which the board/commission voted to support the proposal. See contact information for boards and commissions here: <https://www.springfield-ma.gov/cos/boards>

<b>CPA funding category</b>	<b>Agency</b>	<b>Contact</b>	<b>e-mail</b>
Community Housing	Springfield Housing Authority	Denise Jordan	djordan@shamass.org
	Springfield Office of Housing	Robert DeMuis	rdemuis@springfieldcityhall.com
Historic Preservation	Springfield Historical Commission	Alvin Allen	aallen@springfieldcityhall.com
	Springfield Preservation Trust	Kira Holmes	advocacy@springfieldpreservation.org
Open Space	Springfield Conservation Commission	Kevin Chaffee	kchaffee@springfieldcityhall.com
Parks and Recreation	Springfield Park Commission	Pat Sullivan	psullivan@springfieldcityhall.com
	Dept Parks Building Recreation Mgmt	Pat Sullivan	psullivan@springfieldcityhall.com

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**For projects that involve property (land/buildings)**

- C. Provide a letter of support or verification that the neighborhood organization or civic group where the project is located has been notified.
- D. Maps
  1. Project location on citywide map. See neighborhood maps here: <https://www.springfield-ma.gov/planning/maps>
  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. GIS interactive map: <https://maps.springfield-ma.gov/gis/>
- E. Architectural/Engineer Plans/Elevations/Site Plans
- F. Photographs
- H. Proof of ownership/control of property such as deed(s), executed purchase & sale agreement, option, lease agreement, etc.



## 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

Contact by email [CPC@springfieldcityhall.com](mailto:CPC@springfieldcityhall.com) or by telephone 413-530-1629



## Guide to proposing a CPA project

### If your proposal is for open space and recreation:

Land 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 your proposal is for a historic resource:

The SPCP 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: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

Link to a comprehensive guide to treatment of historic resources:

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

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.*

*END*