

2026 CPA Application
Non-Profit Organization

Neighborhood
Old Hill

Project/Program Title:
St. John's Restoration 2

Location of proposed project

69 Hancock Street. Springfield, MA 01109; the properties are listed as 69 Hancock St. on the City of Springfield GIS system.

CPA program area— check all that apply. Once you make a selection, only the questions relating to that selection(s) will appear.

Historic Resource

Anticipated Start Date of Construction
5/1/2026

Anticipated completion date of project
11/30/2026

Name of Organization or Individual
St. John's Congregational Church

Applicant Contact Name and Title
Trish Smith, Project Manager

Applicant Contact Phone Number
(413) 342-9447

Applicant Contact Email
trishrh2@gmail.com

Website
www.mysjcc.org

Applicant Contact Address

45 Hancock Street, c/o St. John's Congregational Church, Springfield, Massachusetts 01119

Additional project partner and contact details

Carolyn Ware, cware@sjkb.org, Director of Operations and Finance, (413) 214-7312

Grant Request

Grant Request Amount
\$300,000.00

Will you be seeking multi-year funding?
Yes

Total Project Budget
\$441,754.48

Total Sources of Committed Funding. If none write \$0.00
\$141,754.48

CPA request as % of project
68

List committed funds from all sources and agencies or write none.
St. John's Congregation is committed to 32% of the proposed project.

Budget

SJ's CPC Phase II Budget 2026.xlsx

Sustainability

The sustainability statement is attached to this application.

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

Fair Wage Compliance completed 2026.pdf

Parcel ID #
062500218

Maps
Print-3 - GIS SJs Food
Pantry.pdf

Applicant standing in property
Property Owner

Historic Preservation Questions

Projects in the historic resource category must follow the Secretary of Interior's Standards for Rehabilitation if CPA funds are used for the requested item. Our preservation consultant reviews the property and the submitted plan and specs in your application. The consultant will provide a report based on the Secretary of Interior's Standards for rehabilitation of historic resources.

CPA assisted properties are subject to an exterior preservation restriction or require a local historic district designation.

Does my project qualify? [Quick reference.](#)

Funding in this category requires either a permanent preservation restriction attached to the deed of the property, or the creation of a single building Local Historic District (if the property is not already in an LHD). There may be a cost to create the preservation restriction.

Complete specs of the exterior work is required. For example, the preference is to restore windows and doors to their original condition. If your plan includes replacement doors or windows, explain why it is necessary. Include the manufacturer specs of the desired doors and windows in the proposal. If repair of stained-glass windows is requested, religious iconology on the glass is not covered but restoration of non-religious glass is covered. A protective covering of the restored windows is allowed. Please get a quote from a company that specializes in restoration of historic glass windows.

Please evaluate the building and view the National Park Service Preservation Briefs here: <https://www.nps.gov/orgs/1739/preservation-briefs.htm> for the proper treatment of restoring historic resources and incorporate the requirements into your submitted plan.

The following may be the most useful:

9: [The Repair of Historic Wooden Windows](#)

16: [The Use of Substitute Materials on Historic Building Exteriors](#)

17: [Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character](#)

31: [Mothballing Historic Buildings](#)

45: [Preserving Historic Wooden Porches](#)

51: [Building Codes for Historic and Existing Buildings: Planning and Maximizing their Application](#)

Here is another National Park Service link that may be useful. The first page has links with specific guidance on

topics to include windows, new construction, and deteriorated or damaged buildings.

[National Park Service: Planning Successful Rehabilitation Projects](#)

Is the building over 100 years old or have other local historic significance due to age, architecture, social history, etc.?

Yes

What year was the property built?

1911

Is the building located in a National Register District?

Yes

Will the owner agree to a preservation restriction or local historic district designation?

Yes

Has the project been reviewed and approved by the Springfield Historical Commission?

National Register of Historic Places

What steps will be taken to ensure the work complies with the Secretary of the Interior's Standards?

This project is Phase 2 for the historic properties owned by St. John's. After careful review by the Preservation Consultant, our Legacy (church) new roof installation and exterior restoration to the building was completed under the guidelines of the Secretary of the Interior and with CPC funding. Both properties are combined entities under the National Register of Historic Places, and on the GIS website; we will continue to abide by the Secretary of the Interior's Standards. Uploaded is the report from Preservation Consultant indicating the steps we followed based on the recommendations to complete Phase I.

Has the appropriate city agency been contacted?

Yes

Has the appropriate Neighborhood Civic Association been contacted?

Yes

Project Details

PLEASE NOTE: You have the option of typing in a response or attaching a file. If your responses are lengthy, please upload a document. Be sure to label each document with a title.

If selected for a grant, the Grantee shall submit semi-annual progress reports. The Final report will include before/after photos and a summary of the CPA work completed. I

Disbursement of Funds.

For non-city grants. Reimbursement is made to the grantee once an invoice is submitted with proof of payment. An inspection is required before releasing funds. The CPC does not pay vendors. Reimbursement for work is paid to the grantee.

Upload Narrative (200 words or less)

NARRATIVE SJs 2026.docx

Or type Narrative (200 words or less)

Narrative is uploaded.

Upload Project Description (200 words or less)

SCOPE Of Work - SJs Phase II CPC.docx

Or type Project Description

Project Description is uploaded.

Upload Applicant Experience

Development Team - Project Mgmt SJs.docx

Or type Applicant Experience

The development team, education and experience is uploaded.

Comments or additional information

Meeting with Historical Commission is Thursday, March 5, 2026.

Upload any additional files or attachments.

SJs CPG- Sustainability Section
2026.docx

Fair Wage Compliance completed
2026.pdf

Print-3 - GIS SJs Food Pantry.pdf

St Johns Church CPC Project Scope
APRIL2025REV.pdf

Lacrosse Construction Roofing
Estimate.pdf

Adam Quenneville Siding & Trim
Painting_St. Johns Church_643 Union
St..pdf

Adam Quenneville - Roof
Replacement_St. Johns FP.pdf

Letter from Pastor to CPC Grant 2.pdf

SJ Historical Registry Approval.pdf

SJs series of Pics 2026.docx

Letter of Support from OHNCouncil.pdf

SJs CPC Checklist 2026.pdf

Email to Historic Commission 2.pdf

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#0324985 Bld 3 #3.PNG

#0324985 Bld 3 #4.PNG

#0324985 Bld 3 #7.PNG

#0324985 Bld 3 #8.PNG

Stained Glass BudgetDocs_2026-02-
24.pdf

Provide a list of ALL attachments included in this application. Be sure to upload all attachments before sending your final copy. All attachments are expected to be included in your submitted paper copies.

Check list outlines all files uploaded

Signature to Submit Application

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a Community Preservation Act grant and is a true copy and is complete to the best of the applicant's knowledge and belief.

Trish P Smith, c/o St. Johns Congregational Church