

Springfield Community Preservation Historic Homes Restoration Program

<https://www.springfield-ma.gov/finance/community-preservation>

# Springfield Community Preservation Committee



## Historic Home Restoration Program December 3, 2024 lottery drawing

Pre-applications are accepted all during the year up to the deadline of Friday November 29, 2024. You only need to submit an application one time. All applications stay on file and if not selected, your application is automatically placed into the next lottery. Previous winners are eligible after a wait period of one funding cycle. You must fill out a new application if you are a previous winner (i.e. if you won in the January 2024 lottery you must skip this December 2024 lottery and apply in 2025).

A live lottery is scheduled at 6:00 p.m. on Tuesday December 3, 2024 during the Springfield Community Preservation Committee (SCPC) meeting. The live drawing may be seen on the SCPC Facebook page: [\*\*http://www.facebook.com/SpringfieldCommunityPreservationCommittee\*\*](http://www.facebook.com/SpringfieldCommunityPreservationCommittee)

The Historic Home Restoration program (HHRP) is supported by the Community Preservation Act (CPA) and the City of Springfield. All funding for this program has been allocated by the Community Preservation Committee.

The lottery uses randomizer software to select addresses. Your chances of winning are determined by the number of applications. HHP funds this year are \$300,000.00 and the maximum grant amount per home is \$30,000.00 and the top 10 addresses selected will be offered a grant. If a homeowner qualifies for less than the maximum grant or doesn't use the full grant or withdraws from the program, address #11 is contacted and so forth. The address order remains in effect for the December 3 2024 grant funds. If grant funds are approved next year, a new lottery will be held and a new order is selected that will include any new applications. If you are not selected for a grant— and funds are approved the following year—your application stays on file until the next lottery.

Contact email: [cpc@springfieldcityhall.com](mailto:cpc@springfieldcityhall.com) or telephone 413-530-1268 or visit on Facebook [www.facebook.com/SpringfieldCommunityPreservationCommittee](http://www.facebook.com/SpringfieldCommunityPreservationCommittee)

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**You will be asked to complete Section 5 if your home is selected.  
Please do not send any paperwork to the SCPC until you are contacted.**

## SECTION 1

### General Guidelines

The program is open to owner-occupied houses in the following **Local Historic Districts:** Quadrangle-Mattoon, Forest Park Heights, McKnight, Maple Hill, Lower Maple, Ridgewood and Colony Hills. Please refer to the City of Springfield website for a list of Historic Districts by Street to see if you reside within a qualified district. <https://www.springfield-ma.gov/planning/hist-list>

#### ELIGIBILITY

1. The house must be built prior to 1940;
2. owned and occupied by the applicant for at least one year prior to the application date;
3. income eligibility between 0% AMI-200% AMI. Income eligibility determined after the lottery drawing. Please see the income sliding scale in Section 4.

#### **\*NEW\***

- A full grant is awarded to those with an Average Median Income (AMI) of <100% (Section 4) previously full awards were for <80% AMI.
- The grant award decreases as income increases and stops decreasing at 170% AMI
- A minimum award of \$15,000 is offered for homeowners with an AMI 170%-200% AMI. The previous minimum award was \$10,000.

Funding for eligible homeowners is to be targeted for **exterior projects only and limited to** the restoration of original windows and doors, purchase and installation of energy efficient **storm** windows, restoration of porches, exterior carpentry repairs, exterior painting, roofs, chimney and other masonry.

Work to the interior portions of windows and doors may be included if it is integral to the overall rehabilitation (ropes, weights, re-glazing, glass replacement, hinges, lock sets, etc.) Funds may be used for certain other repairs on a case by case basis.

A preservation consultant hired by the Historic Homes Program (HHRP) reviews the work to make recommendations for the rehabilitation. A construction specialist (also hired by the HHRP) provides the scope of the project during a site visit. Written reports will be shared with the homeowner. All work must comply with the Secretary of Interior's Standards for Rehabilitation. The recommendations become part of the Grant Agreement. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

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## SECTION 2:

### DOCUMENTS and DETAILS

#### HOMEOWNER Requirements

Work must be completed within 18 months from the date the contract is executed. The Community Preservation Committee may, at its discretion, grant an extension due to unusual circumstances.

**The awarding of funds is a multistep process** and the homeowner will be required to provide additional information that is not requested on the pre-application.

1. If selected, the homeowner will be required to fill out Section 5 found in this document to determine the amount of award. Grants are awarded based on a sliding income scale. A percentage of the maximum award (\$30,000.00) is calculated (See Section 4 for how this works).
2. Once the amount of the award is calculated and the homeowner accepts the award, an appointment is scheduled with a Rehabilitation Specialist who inspects the property and writes specifications for the required repair and a Preservation Consultant takes photos and writes recommendations based on the specifications of the repair or restoration according to the Secretary of the Interior's Standards.
3. The two reports and an application to the Springfield Historic Commission (SHC) is submitted to the SHC and the homeowner (petitioner) is informed when to appear on behalf of the application. Once the work is approved by the SHC, work can progress to the next step.
4. Obtain at least two quotes from licensed contractors. The rehabilitation specialist and the preservation consultant reports should be shared with the contractor along with a list of items covered under the HHRP. Quotes for items not covered under the program are allowed provided the homeowner is aware that the HHRP will not reimburse for that part of the job.
5. Required forms for payment:
  - a) Certificate of Tax Compliance. (HOMEOWNER) The Tax Collector's Office will verify compliance before payments are issued i.e. that the homeowner does not owe any municipal fees (Real Estate Tax, Excise Tax, Water/Sewer Bills, etc).
  - b) Vendor Maintenance Form. (HOMEOWNER) Establishes a payment account for the homeowner. The "vendor" is the homeowner and not the contractor. You will receive a purchase order number (PO) by email from [pomails@springfieldcityhall.com](mailto:pomails@springfieldcityhall.com)
  - c) W-9 Form. (HOMEOWNER) Homeowner completes for tax purposes. Grants are taxable. We are not aware of any grantees who have been taxed on these awards but please check with your own tax specialist.
6. Contractor Agreement. The homeowner enters into an agreement with the contractor, based on the agreed upon scope of work. The homeowner will be responsible to negotiate payment terms with the selected contractor. This is a pay by invoice grant program and funds are released directly to the homeowner in one or two payments. Any deposits required will be reimbursed to the homeowner up to the award amount. Municipal funds cannot be disbursed in advance and an invoice and

inspection of the work is required for each payment. The terms of the contract is between the homeowner and the contractor. The HHRP will require a copy of the agreement with the contractor that will be incorporated into the Grant Agreement with the City.

7. The homeowner will enter into a Grant Agreement (Contract) with the City of Springfield, prior to the start of any work or the issuance of any grant funding.
8. Payment. Inspection of the work is performed to verify that work is being done according to the Secretary of the Interior's Standards before payment is made. A second inspection is required if a second or final payment is made. Only one inspection is required if payment is requested at the end of the job. If the work is not satisfactorily completed according to the recommendations, payment is held until the repairs are corrected and the work is satisfactory to the homeowner.
9. Additional Requirements The homeowner must have an active homeowner insurance policy on the property and if outstanding debts to the City for property taxes or other charges are present, the fees must be paid first before grant funds are released.
10. Contractor's Liability Insurance Certificate. (CONTRACTOR) The contractor must have insurance and list the City of Springfield as an additional insured until the work is complete. The insurance rider will be attached to the Grant Agreement. You are responsible for obtaining a copy and it will be placed into the homeowner agreement with the City.
11. Any and all permits required to complete the work will be the responsibility of the owner and/or licensed contractor, prior to the start of any work.
12. All contractors shall be required to comply with any and all applicable state and local lead paint and hazardous material abatement requirements and work practices, including complying with lead safe work practices, as required by the Commonwealth of Massachusetts Department of Labor Standards under 454 CMR 22.02, and lead prevention and control regulations as required by the Commonwealth of Massachusetts Department of Public Health under 105 CMR 460.
13. Work must comply with all applicable Federal, State and local laws, regulations and orders, including all guidance related to COVID-19 pandemic.
14. The contractor must provide a photocopy of their license and a copy sent to the HHRP administrator.
15. The homeowner will be provided a Community Preservation banner to display on the property while work is being done.

16. Once the work is complete, the homeowner will be provided a custom plaque approximately 14"x11" which shall be placed on the front of the home (see example below).



Please note: The HHRP provides a preservation consultant and a rehabilitation consultant as an additional bonus for the homeowner. The reports are a courtesy and offer the homeowner an overall assessment on the condition of the exterior of the home— should you wish to tackle future projects. **THE PROGRAM DOES NOT COVER ALL THE ITEMS THAT MAY BE DESCRIBED IN THE REPORT.** Please refer to the program guidelines. Items covered under the HHRP are: *exterior projects only and limited to* the restoration of original windows and doors, purchase and installation of energy efficient **storm** windows, restoration of porches, exterior carpentry repairs, exterior painting, roofs, chimney and other masonry.

## SECTION 3

### HOW PAYMENTS ARE MADE

It's important for the contractor to know that grant funds are subject to “pay by invoice” and municipal regulations do not allow for any payments in advance (including any required deposits).

If the contractor requires a deposit, the transaction is between the homeowner and contractor. The homeowner is eligible to be reimbursed for the deposit, provided all costs don't exceed grant award.

The homeowner and contractor will agree to a payment schedule of one or two disbursements and the payment schedule is included in the Grant Agreement. Before payments are issued, the invoice is verified by the homeowner AND a designee of the SCPC to sign-off that work is being performed according to the Secretary of the Interior's Standards.

In summary, payments on invoice are released once the homeowner verifies the invoice and the historic preservation planner or CPC designee has reviewed the work as outlined in the recommendations (the number of site visits are equal to the # of payment requests). The funds are then released to the homeowner who pays the contractor. A request for payment can take approximately two weeks.

# SECTION 4: Income Tables

## HOW AWARDS ARE CALCULATED

### 2024 HHRP CPA INCOME Scale\*

\*extracted from the CPA worksheet: <https://www.communitypreservation.org/technical-assistance/files/cpa-low-moderate-income-worksheet>

Use Table 1 and Table 2 to calculate the CPA Grant Award.

TABLE 1											
Approved sliding scale for December 3, 2024 lottery											
A full \$30,000 grant is offered to homeowners at 100% AMI and below	Sliding scale decreases grant amount as income rises	A minimum \$15,000 grant is offered to homeowners at 170% AMI up to 200% AMI	FY2024 Area Median	Household	Household	Household	Household	Household	Household	Household	Household
			Income (AMI)	Size: 1	Size: 2	Size: 3	Size: 4	Size: 5	Size: 6	Size: 7	Size: 8
			100% AMI	\$67,900.00	\$77,600.00	\$87,300.00	\$97,000.00	\$104,760.00	\$112,520.00	\$120,280.00	\$128,040.00
			200% AMI	\$135,800.00	\$155,200.00	\$174,600.00	\$194,000.00	\$209,520.00	\$225,040.00	\$240,560.00	\$256,080.00
TABLE 2											
Area Median Income	% Reimburse	Grant	Area Median Income	% Reimburse	Grant	Area Median Income	% Reimburse	Grant	Area Median Income	% Reimburse	Grant
up to 100%	100%	\$30,000.00	119	86%	\$25,500.00	137	73%	\$21,900.00	156	60%	\$18,000.00
101	99%	\$29,700.00	120	85%	\$25,200.00	138	72%	\$21,600.00	157	59%	\$17,700.00
102	98%	\$29,400.00	121	84%	\$25,000.00	139	71%	\$21,300.00	158	59%	\$17,700.00
103	97%	\$29,100.00	122	84%	\$24,900.00	140	71%	\$21,300.00	159	58%	\$17,400.00
104	96%	\$28,800.00	123	83%	\$24,600.00	141	70%	\$21,000.00	160	57%	\$17,100.00
105	96%	\$28,800.00	124	82%	\$24,300.00	142	69%	\$20,700.00	161	56%	\$16,800.00
106	95%	\$28,500.00	125	81%	\$24,000.00	143	69%	\$20,700.00	162	56%	\$16,800.00
107	94%	\$28,200.00	126	81%	\$24,000.00	144	68%	\$20,400.00	163	55%	\$16,500.00
108	94%	\$28,200.00	127	80%	\$23,700.00	145	67%	\$20,100.00	164	54%	\$16,200.00
109	93%	\$27,900.00	128	79%	\$23,700.00	146	67%	\$20,000.00	165	54%	\$16,200.00
110	92%	\$27,600.00	129	79%	\$23,400.00	147	66%	\$19,800.00	166	53%	\$15,900.00
111	91%	\$27,300.00	130	78%	\$23,100.00	148	66%	\$19,800.00	167	52%	\$15,600.00
112	91%	\$27,300.00	131	77%	\$22,800.00	149	65%	\$19,500.00	168	51%	\$15,300.00
113	90%	\$27,000.00	132	76%	\$22,800.00	150	64%	\$19,200.00	169	51%	\$15,300.00
114	89%	\$26,700.00	133	76%	\$22,500.00	151	64%	\$19,200.00	170-200	50%	\$15,000.00
115	89%	\$26,700.00	134	75%	\$22,500.00	152	63%	\$18,900.00			
116	88%	\$26,400.00	134	75%	\$22,500.00	153	62%	\$18,600.00			
117	87%	\$26,100.00	135	74%	\$22,200.00	154	61%	\$18,300.00			
118	86%	\$25,800.00	136	74%	\$22,200.00	155	61%	\$18,300.00			

The homeowner's income will be used to determine the award amount. Awards are based on a % of \$30,000.00 (maximum grant).

To determine Area Median Income (AMI) use Table 1: Income/Household size =AMI

Use Table 2 to determine grant award.

If AMI <100% a full grant is awarded. If AMI >100% the award granted is scaled up to 200%

Example #1 grant calculation	Example #2 grant calculation	Example #3 grant calculation
Income= \$40,000 for a family of 2	Income= \$80,000 for a family of 2	Income= \$140,000 for a family of 2
\$40,000/\$77,6=52% AMI	\$80,000/\$77,600= 103 AMI	\$140,000/\$77,600=180 AMI
52% AMI= 100%	103 AMI= 97%	180 AMI= 50%
100% x \$30,000 = \$30,000.00	97% x \$30,000 = \$29,100.00	Maximum grant award \$15,000
Homeowner is eligible for a grant up to \$30,000.00	Homeowner is eligible for a grant up to \$29,100.00	Homeowner is eligible for a grant up to \$15,000.00

## SECTION 5: Signature Page and required documents

Once you are selected for the program, complete this page and return.

Please do not send any paperwork to the SCPC until you are contacted.

You may want to make a copy of this page for your records

- Income verification
  - Enter the number found on line 9 of your 1040 Federal Tax form for the most recently filed tax year(preferred) \$ \_\_\_\_\_
  - or approved equal \_\_\_\_\_

If you did not file a tax return, complete the statement below along with your signature.

- Proof of residency (attach to this form)
  - Utility or other monthly bill like a mortgage statement that has your name and address
- Proof of ownership (attach to this form) property or real estate tax bill is okay
- Does the homeowner have an active homeowner insurance policy on the property? (required)  
Yes\_\_\_\_ No\_\_\_\_
- Number of people in household # \_\_\_\_\_
- Age of Homeowner \_\_\_\_\_

### CERTIFICATION OF APPLICANT

I, (full name), \_\_\_\_\_ am the owner and resident

of the house located at \_\_\_\_\_

in the historic district of \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Telephone number \_\_\_\_\_ e-mail \_\_\_\_\_

### CERTIFICATION OF NO-TAX FORM

I, (full name), \_\_\_\_\_ certify that I did not file a 2023

tax return because I was not required to do so [or] \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Check list. You will be contacted at each stage for the following requirements:

- Initial site visit with rehabilitation specialist and historic preservation planner
- Springfield Historical Commission approval. You or a representative must appear on behalf of your application.
- Two quotes from licensed contractors
- Copy of the contractor's license and Insurance Certificate. The City of Springfield is listed as an additional insured.
- Vendor Maintenance Form
- Certificate of Tax Compliance
- W-9 Form
- The Grant Agreement is a signed contract between the homeowner and the City of Springfield. Each item listed above must be prepared in advance and included as Exhibits into the Grant Agreement.