

Town of West Springfield

Community Preservation Act

APPLICATION AND PROJECT SUBMISSION FORM

APPLICATION AND PROJECT REVIEW SCHEDULE

In a typical year, the Community Preservation Committee (CPC) will conduct two funding rounds each year, as follows:

	<u>Round 1</u>	<u>Round 2*</u>
Project Eligibility Forms due	February 1	August 1
Completed Applications due	March 15	September 15
Submission to Council for Consideration	July 15	January 15

*Round 2 subject to funding availability

CPC recommendations are sent to the Town Council, for review and approval. A copy is sent to the Mayor. The Town Council approval process takes a minimum of two meetings of the Council.

The CPC may vote to accept applications that, because of market opportunities or other deadlines, should be considered outside of the normal funding cycles. Potential applicants who believe that their circumstances call for consideration outside said cycles may submit a written explanation to the Committee. Any such request that is not accepted shall not be considered during the next two funding cycles.

APPLICATION AND REVIEW PROCESS

The following describes the CPC's procedures for reviewing and recommending proposals, and the Town's procedures for final approval and funding.

This section also details the precise information that the CPC needs in order to fully evaluate projects and to set priorities among them. Applicants who submit late or incomplete applications will have the applications returned without action.

Step 1: Determine Project Eligibility

Due to the complexity of the CPA, the CPC requires all project applicants to begin the application Process by submitting a one-page **Project Eligibility Determination Form** (see page 7). Do not submit the full application until the Project Eligibility Determination Form has been submitted and approved.

Applicants should refer to the **Community Preservation Fund Allowable Spending Purposes** matrix (see page 22) when filling out the Project Eligibility Determination Form. This information is available from the Department of Revenue (DOR) and contains the most up-to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas.

Project Eligibility Determination Forms must be submitted at least 45 days in advance of the application deadline. Please submit one paper copy and mail to:

Community Preservation Committee
26 Central Street, Suite 35
West Springfield, MA 01089

The CPC will review Project Eligibility Determination Forms. The CPC makes no representation that the review will be completed in time for submission at the next funding round.

Applicants with questions may contact the CPC at 26 Central Street, West Springfield. Information is also available on the Town of West Springfield website at www.townofwestspringfield.org.

Step 2: Submit Completed Application

Please review both **Requirements for Submission** and **Application Instructions** before beginning an application. Once submitted, an application may not be amended without a majority vote of the committee.

- Each project funding application must be submitted using the “Project Application Cover Sheet” (see Page 9). Additional pages should be added as necessary.
- Applicants should **submit 12 paper copies** of the application, double-sided, plus an electronic copy whenever feasible.
- Submit applications to:

Community Preservation Committee
26 Central Street, Suite 35
West Springfield, MA 01089

Step 3: Community Preservation Committee Review and Public Comment

- 1. Application Review:** The CPC will review submitted applications on the basis of the General Evaluation Criteria and the Category Specific Evaluation Criteria for funding included in the Community Preservation Plan. All applicants should review the General Evaluation and Category Specific Criteria. The CPC may request additional or more detailed information, and further clarifications to the submitted proposals. The CPC may request a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have.
- 2. Project Review Meetings:** The CPC may ask applicants to meet with the CPC to discuss questions that members might have regarding their applications.
- 3. Public Comment Session:** Although members of the public may attend and speak at all meetings of the Committee, the date of a formal Public Comment Session will be specified during each funding round. Applicants are encouraged to invite their supporters to attend this session.
- 4. Notification:** The CPC will notify applicants of its decisions concerning recommendations.
- 5. Committee Recommendations:**
 - a.** The CPC will make its final recommendations for funding to the Town Council and send a copy to the Mayor.
 - b.** The CPC reserves the right to attach conditions and to require additional agreements, such as preservation guarantees, as part of a funding recommendation. When said agreements are required, copies shall be submitted to the CPC for submission to the Council with any approved request.
 - c.** The CPC may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The CPC’s recommendations may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance.

Step 4: Mayoral Recommendation and Town Council Vote

The Mayor may send his/her recommendations to the Town Council. The Town Council has the final authority to award funds from the West Springfield’s Community Preservation Act Fund. The Town Council may approve; approve with a lower level of funding; or reject recommendations. Members of the public may speak in favor of or against specific recommendations at the CPC’s Public Information Sessions.

Step 5: Award Letter

The Town Council or its designee will issue notice of awards for approved projects.

Step 6: Disbursement and Monitoring of Funds

CPA monies are public funds raised from dedicated West Springfield tax revenues and from State subsidies. Projects financed with CPA funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the Town of West Springfield.

Project oversight, monitoring, and financial control are the responsibility of the CPC or its designee. Questions in these areas should be directed to the Community Preservation Committee via email at phboudo@aol.com.

The CPC will require quarterly project status updates from CPA Fund recipients. The purpose of such updates is to track the progress of funded projects, and identify issues that may assist future applicants.

REQUIREMENTS FOR SUBMISSION

The following requirements should be followed in preparing an application for CPA funding.

1. Application packages are available at the Town Clerk's Office and online at www.townofwestspringfield.org then select "**Government**", then under the heading of "**Boards, Commissions and Committees**" select "**Community Preservation Committee**".
2. All applicants must complete a **Project Eligibility Determination Form** and submit same no later than 45 days prior to the project application filing deadline.
3. Project funding applications should be for a project with less than a 3-year completion period. Applications for a longer funding period require a vote of the Committee before they will be reviewed.
4. If submitting multiple applications, the applicant should indicate its priority ranking of the projects.
5. An application for support of a project that requires preservation guarantees should specifically address how such a guarantee will be secured and a copy of the proposed guarantee document submitted. CPC is available as a resource.
6. Applicants should include itemized project budgets, with details describing each item and its estimated cost and how it qualifies for Community Preservation funding.
7. Applicants should provide at least two professionally prepared detailed quotes for project costs. If such quotes are not available, and an acceptable explanation of the reason therefore, detailed cost estimates prepared by a qualified professional may be submitted provided the basis of the estimates is full explained.
8. The Property owner must sign applications.
9. If the funding application is part of a larger project, the applicant should include the total project cost in accordance with 7 above.

THE COMMUNITY PRESERVATION COMMITTEE

Members of the Committee are available to guide you with further information regarding the Community Preservation Act, the Community Preservation Plan priorities, and the funding process.

Member		Representing	Contact information
Paul H. Boudo, Chairman		Community at large	413-732-8210 phboudo@aol.com
Allen T. Howard, Vice Chairman		Park and Recreation Department	413-736-3878 AHoward42@gmail.com
Melissa Hensen		Conservation Commission	413-736-3370 (H) christana2@hotmail.com
Kirk Jasko		Housing Authority	413-788-0988 (B) kirk@wsha37.org
Richard Kosinski		Historical Commission	413-827-1699 rjkosinski@intergate.com
Robert J. O'Brien		Council on Aging	413-734-4516 rjobieone1@comcast.net
John K. Somers		Community at large	413-734-7892 jsomerspls@comcast.net
Katie Harrington		Planning Board	413-221-3839(C) Bharrington5207@comcast.net
Beverly Browne	Alternate	Planning Board	413-204-0279(C) Babrowne8@yahoo.com
Maura Vigliano		Community at large	413-896-2133(C) Maura.vigliano@hs.utc.com

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TOWN OF WEST SPRINGFIELD COMMUNITY PRESERVATION COMMITTEE PROJECT APPLICATION COVER SHEET

I: Project Information
Project Title:
Project Summary:
Estimated start date: _____ Estimated completion date: _____
CPA Program Area (check all that apply): <input type="checkbox"/> Open Space <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Community Housing <input type="checkbox"/> Recreation

II: Applicant/Developer Information
Contact Person with primary responsibility for project:
Organization (if applicable):
Mailing Address:
Daytime phone #: _____ Fax #: _____
E-mail address:

III: Budget Summary
Total budget for project:
CPA funding request:
CPA request as percentage of total budget:

Applicants Signature: _____

Printed Name and Position: _____

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CPA APPLICATION INSTRUCTIONS

1. Please read the entire CPA Application Instruction and Review Process in its entirety before beginning.
2. Complete the CPA Application Cover Sheet.
3. Include the following information:
 - a. **Narrative:** A description of the project and, when applicable, of the property involved and its proposed use. Include responses to the following questions:
 - i. What Community Preservation criteria – both general and category specific – does this project meet?
 - ii. What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them.
 - iii. What specific guarantees will assure the long-term preservation of the project? Describe the nature and level of community support for the project. Provide copies of any documents intended to be part of the guarantees.
 - iv. How will the success of this project be measured?
 - v. Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished including the funding sources.
 - b. **Project Budget:** Please provide the total budget for this project, including detailed costs and specifically how CPA funds will be spent (See Budget Form) prepared by an accountant or acceptable professional. All items of expenditure must be clearly identified. Include project quotes, or show why this is not appropriate or feasible. List any additional funding sources, either committed or under consideration. Include commitment letter if available.
 - i. If the application submission is for a community housing project, please submit a development budget and a sources and uses budget. Also, community housing home ownership projects shall include an affordability analysis, and community housing rental projects shall include a five-year operating budget.
 - c. **Multi-Year Funding:** If the project is expected to continue over more than one year, or if bonding the project is anticipated, please provide annual funding requirements.
 - d. **Project Timeline:** Explain the various steps of the project and when they will be completed. (See **Project Schedule Form**).
 - e. **Feasibility:** List and explain all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreements, subordination agreements, and any known or potential barriers or impediments to project implementation.
 - f. **Maps:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project.
 - g. **Visual materials:** Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made.
 - h. **Applicant Qualifications:** Explain your ability to carry out the project.
 - i. **Any questions, feel free to contact us.**
4. **Include the following attachments, if applicable and available:**
 - a. Record plans or the property.
 - b. Natural Resource features. (Please include the resources subject to the Wetlands Protection Act.)

- c. Zoning (district, dimensional and use regulations as applies to the land Conservation, Health, and Building Departments).
- d. Inspection reports performed within the 5 years preceding the application of the land and buildings for which funding is sought.
- e. 21E Reports and other environmental assessment reports.
- f. Massachusetts Historic Commission Historic inventory sheet.
- g. Historic structure report or existing condition reports.
- h. Names and addresses of project architects, contractors, and consultants.
- i. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
- j. Proof of specific site control, or plan to obtain site control such as Purchase and Sale Agreement, option, or deed.
- k. Evidence that the proposed site is free of hazardous materials or that there is a remediation plan in place.
- l. Letters of support sufficient to document clear endorsement by community members and groups, and where appropriate, by municipal boards, committees and commissions, and departments.
- m. Any information, not previously submitted regarding the eligibility of the project that will be of assistance to the Committee.
- n. Documents establishing the ownership of the property that is the subject of the application.

TOWN OF WEST SPRINGFIELD

COMMUNITY PRESERVATION COMMITTEE APPLICATION

EVALUATION CRITERIA

General Evaluation Criteria

All projects must be eligible for the Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation (Chapter 44B of Massachusetts General Laws). Projects meeting the following criteria will be considered priority projects during the CPC's review of funding requests: Consistent with various plans which are relevant to and utilized by the Town regarding Open Space, Recreation, Historic Resource and Affordable Housing.

1. Preserve and enhance the essential character of the Town.
2. Protect resources that would otherwise be threatened.
3. Serve more than one CPA purpose or demonstrate why serving multiple needs are not feasible.
4. Demonstrate practicality and feasibility, and that the project can be implemented within budget and on schedule.
5. Produce an advantageous cost/benefit value.
6. Leverage additional public and/or private funds (e.g. qualify the project for additional grants from other sources) or receive partial funding from other sources and/or voluntary contributions of goods or services.
7. Preserve or improve use or intended purpose of Town-owned assets.
8. Receive endorsement by other municipal boards, committees and commissions or departments and broad-based support from community members.

Category Specific Criteria

In addition to the general evaluation criteria outlined in the overview section, the Community Preservation Act funds the community preservation interests in Open Space, Historic Preservation, Affordable Housing and Recreation.

1. **Open space** proposals will be evaluated according to the following specific criteria:
 - a. Permanently protect important wildlife habitat, particularly areas that include:
 - i. locally significant biodiversity;
 - ii. a variety of habitats with a diversity of geologic features and types of native and noninvasive vegetation
 - iii. a threatened or endangered habitat or species of plant or animal
 - b. Preserve active agricultural use.
 - c. Provide opportunities for passive recreation and environmental education.
 - d. Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
 - e. Provide connections with existing trails or protected open space.
 - f. Acquire land or easements for potential trail linkages.
 - g. Preserve scenic views.
 - h. Border a scenic road.
 - i. Protect drinking water quantity and quality.
 - j. Provide flood control/storage.
 - k. Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian

zones or Areas of Critical Environmental Concern (ACEC).

I. Buffer for protected open space, or historic resources.

2. Historic Preservation proposals will be evaluated according to the following criteria:

- a. Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- b. Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance.
- c. Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- d. Demonstrates a public benefit.
- e. Ability to provide permanent protection for the historic resource.

3. Affordable Housing proposals will be evaluated according to the following criteria:

- a. Contribute to reaching or maintaining a goal of 10% affordability as defined by chapter 40B of Massachusetts General Laws.
- b. Promote a socioeconomic environment that encourages a diversity of income.
- c. Provide housing that is harmonious in design and scale with the surrounding community.
- d. Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B.
- e. Ensure long-term affordability.
- f. Address the housing needs of a range of qualified households, including very low, low and low-to moderate income families and individuals.
- g. Provide a buffer for historical references.
- h. Provide for housing needs of individuals with special needs and who require assisted living.
- i. Provide affordable rental and affordable ownership opportunities.
- j. Promote use of existing buildings or construction on previously-developed or Town-owned sites.

4. Recreation proposals will be evaluated according to the following criteria:

- a. Address a need or objective identified in a Town Plan.
- b. Serve a significant number of residents.
- c. Promote recreational activities and facilities.
- d. Enhance the use of land already owned by the Town.
- e. Promote the creative use of railway and other corridors to create safe and healthful non-motorized recreational opportunities.
- f. Preserve and enhance the natural wildlife habitat functions and values of open space for wildlife in relation to recreational land uses.

TOWN OF WEST SPRINGFIELD

COMMUNITY PRESERVATION COMMITTEE

PROJECT SCHEDULE

Please provide a project timeline below, noting all project milestones. Please note that because the Town Council

	Activity	Estimated Date
Project Start Date:		
Project Milestone:		
50% Completion Stage:		
Project Milestone:		
Project Completion Date:		

must approve
all appropriations, CPA funds may not be available until up to two months following Committee approval.

Please note: If the project is approved, the recipient must provide progress reports to the Committee on a quarterly basis (the end of September, December, March and June). The recipient shall also provide an interim report at the 50% Completion Stage, along with budget documentation.

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TOWN OF WEST SPRINGFIELD

COMMUNITY PRESERVATION COMMITTEE

BUDGET FORM

Project Name: _____ Applicant: _____

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SOURCES OF FUNDING		
Source	Amount	
Community Preservation Act Fund	\$	
Total Project Funding	\$	
PROJECT EXPENSES		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
Total Project Expenses	\$	

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APPENDIX I: CPA INFORMATION GUIDE

- As part of the Community Preservation Act in West Springfield, the Town Council and the Mayor established the Community Preservation Committee. The ordinance can be found on the Town's website www.townofwestspringfield.org.
- The Community Preservation Coalition, of which the West Springfield CPC is a member, is an alliance of open space, affordable housing, and preservation organizations that works with municipalities to help them understand, adopt, and implement the CPA. The Coalition website has a wide variety of information, including links to the other CPA communities. See <http://www.communitypreservation.org/index.cfm>. Furthermore, the "Links" page offers helpful CPA related connections to many agencies and organizations - <http://www.communitypreservation.org/links.cfm>
- It is important for every applicant, and useful for anyone else interested in the Community Preservation Act, to read the actual legislation. (Chapter 44B, Commonwealth of Massachusetts General Laws.) <http://www.mass.gov/legis/laws/mgl/gl-44b-toc.htm>
- A planning department document that provides guidance on values and priorities that have been identified by the citizens of West Springfield is Town of West Springfield Master Plan – 2009.

These Plans can be found on the Town's website, www.townofwestspringfield.org, and/or at the Town Planner's Office, 26 Central Street, 2nd Floor, West Springfield, MA.

APPENDIX II: GLOSSARY OF TERMS

TERMS FROM THE MASSACHUSETTS COMMUNITY PRESERVATION ACT

As used in this act, the following words shall, unless the context clearly indicates a different meaning, have the following meanings:

"Acquire", obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

"Annual income", a family's or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the Department of Housing and Community Development, determines.

"Community housing", low and moderate income housing for individuals and families, including low or moderate income senior housing.

"Community preservation", the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic resources and the creation and preservation of community housing.

"Community preservation committee", the committee established by the legislative body of a Town to make recommendations for community preservation, as provided in section 5.

"Community Preservation Fund", the municipal fund established under M.G.L. ch. 44B.

"Historic resources", a building, structure, vessel, real property, document or artifact that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a Town or town.

"Legislative body", the agency of municipal government which is empowered to enact ordinances or by-laws, adopt an annual budget and other spending authorizations, loan orders, bond authorizations and other financial matters and whether styled as a board of aldermen, town council, town meeting or by any other title.

"Low income housing", housing for those persons and families whose annual income is less than 80 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

"Low or moderate income senior housing", housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

"Maintenance", the upkeep of real or personal property.

"Moderate income housing", housing for those persons and families whose annual income is less than 100 percent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

"Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge

areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

"Preservation", protection of personal or real property from injury, harm or destruction, but not including maintenance.

"Real property", land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

"Real property interest", a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

"Recreational use", active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field.

"Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

"Rehabilitation", the remodeling, reconstruction and making of extraordinary repairs to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.

**Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seidman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes		Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-free write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable				Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds