



**CITY OF MALDEN
COMMUNITY PRESERVATION COMMITTEE
STANDARD APPLICATION INSTRUCTION PACKET FOR
MALDEN COMMUNITY PRESERVATION ACT FUNDING**

The City of Malden will award Community Preservation Act (CPA) funding in fiscal year 2020.

This packet contains all of the information an applicant needs to apply for funding, including:

- I. Guidelines for Submission
- II. Standard Application Process
An explanation of the funding application and review process
- III. Communications with the Community Preservation Committee (CPC)
- IV. Standard CPA Grant Agreement and Conditions
- V. Application Requirements & Attachments
- VI. The FY18 Project Eligibility Form
Must be submitted to and reviewed by the CPC before an applicant can submit a full application.
An electronic version of the project eligibility form is available online
- VII. The Standard CPA Grant Agreement General Conditions
- VIII. Community Preservation Fund Allowable Spending Purposes
- IX. Application Forms for CPA Projects
- X. Application Evaluation Criteria

Key dates:

Funding Application Workshops: To be Announced by CPC or contact CPC for details

Eligibility/Pre App forms due: May 1-June 15

Full Funding Applications Due: First Tuesday of September

Please direct any question regarding the application, application process, or status of an application to the Community Preservation Committee via e-mail at maldencpc@cityofmalden.org or via mail to Community Preservation Committee % Malden City Hall, 110 Pleasant St, Malden, MA 02148.

GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding. Applicants are advised to read the Community Preservation Plan thoroughly and address all of the submission requirements and Selection Criteria.

At least one of the applicants for each project requesting CPA funding must fall into one of three categories:

- a. City of Malden department or division
 - b. Organization legally registered in Massachusetts
 - c. Individual proposing a CPA eligible project on property they own themselves
1. Each project funding application must be submitted using the City of Malden Community Preservation Committee Application for CPA Funding form as a cover sheet. Additional pages should be added as necessary, but should comply with the page limit set forth below.
 2. All requests must follow Application Guidelines and complete each question fully to be favorably reviewed. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted. The use of maps, visual aids and other supplemental information is encouraged.
 4. Applicants should obtain at least 3 professionally prepared quotes for project costs. If 3 quotes are not available, a detailed explanation of why is required. In such instances, cost estimates may be used provided the basis of the estimates is fully explained.

The budget should also include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Such expenses may account for up to 10% of the total budget.

5. If the funding application is part of a multi-year project, the applicant should include the total project cost and how it will be distributed over each state fiscal year (begins July 1 and ends June 30).
6. For applicants with multiple applications, it is important to prioritize projects.
7. The Application for Funding for the fiscal year beginning July 1, 2018 (fiscal year 2020) must be received by September 10, 2020 to be considered for recommendation to the Mayor and the City Council.
8. The applications, plans, and large documents should be in PDF format and the maps and photographs in JPEG format if sent as separate files. The application must be kept unbound – no application or support materials will be accepted in any form of binding including 3-ring binders. All material must be photocopier-ready. All pages should be numbered. Each application copy should be paper clipped into its own folder.
9. Applicants should review the City of Malden Community Preservation Plan that includes the State CPA legislation prior to submitting any applications for CPA Funding. This document is available at [facebook.com/cpcmalden](https://www.facebook.com/cpcmalden).

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA and the Community Preservation Committee can be found at the website noted above. The CPC can be reached through its chairperson at cpcmalden@gmail.com. Please submit the Application for Funding and accompanying documentation to the Community Preservation Committee.

STANDARD APPLICATION PROCESS

It is highly recommended that Applicants attend a CPC Application Submission Workshop or consult a CPC member prior to submitting pre-application.

The standard application process for the CPA funding includes the following steps:

1. Pre-application input (preliminary review):

1) Attendance of at least one pre-proposal public informational meeting / workshops before submitting the projects for approval.

- The CPC may provide guidance regarding the application process, information on projects adjacent or proximate to the proposed project, and general thoughts concerning the proposal.
- Any CPC comments are non-binding and based solely on available information.

Pre application form should be submitted between the first Monday in March and the first Tuesday in May.

2. Determination of Eligibility

Each pre-application is reviewed by the CPC and staff to determine its CPA eligibility (see Table 1), whether the project is sufficiently developed in terms of work plan and timing, is consistent with the goals set forth in Malden’s Community Preservation Plan, and to confirm that it is signed by the property owner. All Pre Applications must be received no later than 11:59 PM on first Tuesday in May for consideration during that grant cycle.

- Upon determination, proponents for eligible projects will be invited to submit a Funding Application.
- Projects deemed ineligible will be notified in writing.

Table 1: Community Preservation Act Funding Allowable Uses

	Open Space	Recreational Land	Historic Resources	Community Housing
	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.	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 not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure.	Building, structure, vessel, real property, document, or artifact listed on the state register of historic places or determined by the Malden Historical Commission to be significant in the history, archaeology, architecture, or culture of the city or town.	Housing for low and moderate income individuals or 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 448.	YES	YES	YES	YES
Creation To bring into being or cause to exist. Seideman v. City of Newton, 452 Mass. 472 (2008).	YES	YES	NO	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-rate 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.	NO	NO	NO	YES , includes funding for Affordable Housing Trust Fund
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 CPA funds	YES	YES	YES , if acquired or created with CPA funds

3. Submission of Funding Application

Applicants may submit Funding Applications (electronic copy and paper copies) with any letters of support from any City Departments, Council Members, Commissions, Community Groups, or other interested parties, etc. after receiving a Letter of Eligibility from the CPC.

Completed Funding Applications must be submitted to the City Clerk’s Office no later than 6:00 PM on the first Tuesday of September.

4. CPC Review of Applications & Public Comment

A) Funding Application review

Meetings are held with applicants to review the proposals and address any questions.

Where appropriate, a site visit by the CPC will also be scheduled to the location of the property which is the subject of the application.

- The visit shall be in the company of the owner, applicant, or their agent when it involves visiting areas which are not customarily available for public inspection.
- The purpose of a site visit is to verify site conditions.
- No formal motions shall be made nor votes taken at a “site visit.”
- “Site visits” shall be posted in the same manner as a CPC meeting.
- Where feasible, “site visits” should include an invitation for interested parties to attend.

B) Attendance of a CPC public hearing

- A hearing is held to receive public input on the proposed projects.
- Members of the public may speak in favor of or against specific recommendations at the CPC public hearing.

C) **Funding Round Review**

Once the CPC is satisfied with the Application's completeness, it will be accepted for evaluation and funding consideration.

- The CPC will vote on a rank of High, Medium, or Low Priority for each project within each category (Community Housing, Historic Resources, Open Space, and Recreational Land).
- The CPC will issue one of three determinations for each project:

I. Recommended for funding

- This means the application has been selected and a funding amount will be recommended to the City Council for approval.

Note: This does not necessarily mean that the total amount requested in the application will be recommended for funding.

The CPC reserves the right to attach conditions to ensure CPA compliance and project performance, including but limited to:

- a) an applicant's receipt of matching funds in a specific amount
- b) an applicant's commitment to place a perpetual preservation restriction on historical object/building that was proposed for the preservation and/or rehabilitation
- c) The CPC may require a public access agreement where relevant.
- d) All land acquired with CPA funds must be preserved for the determined purpose.

II. Denied with invitation to re-submit for future funding cycle

- This means that the project is desirable, but the CPC, in its discretion, chose not to recommend funding during this cycle. A funding recommendation may be considered at subsequent funding rounds, or sooner, if the CPC decides. However, the proponent will need to submit a new application for the project in the next cycle.

III. Denied for funding

- This means the application as submitted is not recommended for funding. The decision not to recommend is at the discretion of the CPC and may be based on various factors. No application will be re-considered absent a material change in the contents of the application. If the proponent desires to re-submit a project proposal, the application process must begin with a new Pre-Application. At the request of the Applicant, the CPC will provide a debrief of the denial.

Note: Next Steps

Per ordinance, the CPC provides the project funding recommendations to be voted at City Council Meeting one or more times annually.

The CPC may recommend

- a project as proposed by the applicant,
- to modify the project,
- or partial funding or funding for only a portion or phase of the proposed project.

The City Council has the final authority to award funds from Community Preservation Act funds and will determine whether to accept, reduce, or reject the CPC recommendations.

The City Council takes a vote on each recommendation.

Should the City Council vote to reduce funding for or reject a recommended project, the CPC will have an opportunity to respond and/or to adjust the scope or terms of the project prior to a final decision by the City Council.

Notification

For projects approved by City Council, within 30 days following such approval, the CPC will issue Funding award letters with information on the funding amount, funding conditions, project modification as voted by City Council (if any), and guidelines for project execution.

Grant Agreement, Disbursement and Monitoring of Funds

Non-City Organizations

- The CPC, acting through the City, will execute a grant agreement with each non-City organization that is awarded CPA funds (“Grantee”).
- The grant agreement will govern the use and disbursement of the funds.
- It will be tailored to each project but will include the Standard CPA Grant Agreement General Conditions.
- The applicant will need to submit a Certificate of Good Standing, 501(c)(3) certification, and proof of insurance (as applicable) as attachments to the grant agreement. The City’s CPC Chairperson will monitor project progress and compliance and will coordinate disbursement of CPA Funds according to the CPA Funds Disbursement Guidelines. The City can establish a phased disbursement system with the Grantee to forward fund project phases with the exception of the final 10% of the project funds, which will be released upon completion of the project.

City Departments

The CPC will execute a Memorandum of Understanding (MOU) with each City department that is awarded CPA funds. The MOU will govern Departments’ use of the funds.

Submit copies of the application and any attachments. *The application should be submitted unbound.*

_____ **Approved CPA Pre Application as Cover Sheet**

_____ **Funding Application Form**

_____ **Completed Project Narrative (see below)**

The following items may exceed the 6 page maximum:

_____ **Maps, Plans, Photographs** - Provide a map indicating the project location along with any additional pertinent maps (i.e. aerial, zoning, vegetation, and abutting buildings), architectural plans, site plans, photographs, etc if appropriate

_____ **Letters of Support**

_____ **Any other pertinent information or supporting documents**

Project Narrative:

Explain your project in more detail providing a complete description of the project and its proposed use relative to the CPA and the City of Malden. Please answer each question fully and completely in this exact order.

1. Why should this project be approved for funding? How does this project meet the CPC's General Selection Criteria and the Specific Use Criteria in the Needs Assessment. Please reference the Criteria and/or City planning documents such as the Community Preservation Plan, Malden's 2010 Open Space & Recreational Plan, City Development Plan, Open Space and Recreation Plan, Malden's Blueprint for Action, etc.
2. Summarize the goals of the project and how they will be measured.
3. Provide applicants & co-applicants background information: city residency, status - individual, group, non-profit, corporation, city department, etc.). Describe the working process, including the applicants functions in the project - managers, providers, etc. Provide information about the previous participation in the CPA projects, especially in a managerial role - who, how & what is/was the status of the projects. Indicate, if the applicants have the experience in similar types of projects.
4. Describe all attempts to secure funding (successful and unsuccessful). How was the CPA amount determined? What will happen to the project if CPA funding is rejected or reduced?
5. Include an implementation/construction plan describing the steps or phases for completion, major milestones, the processes needed for approval and oversight for each phase. Include the possible dates of receiving the CPA funds.

6. Outline the total budget for the project and how CPA funds will be spent. Include a breakdown of all funding sources (and attach commitment letters). Please include Itemization of all project costs, and proposed source for each line item. Make sure to consider any administrative expenses required (appraisals, environmental assessments, bidding requirements, copying, legal notices, etc.) and how they have been accounted for in this budget. This is particularly necessary for construction and land acquisition projects and may only include up to 10% of the budget. Please Note: Non-profit organizations should also include a current financial statement.

7. Summarize (and attach) any feasibility reports that may have been prepared, explaining all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation. Please include any potential secondary effects your project may have on the city's Operating budget. Are there any capital projects that rely on the successful completion of your project? If ongoing maintenance is required, how will it be funded?

8. Explain any benefits this project may have to our city, it's residents, and/or the environment.

9. For all projects, describe how the proposed project complies with all Americans with Disabilities Act/ Massachusetts Architectural Access Board Regulations (ADA/MAAB). **For Historic Resources:** describe how the project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, (as required by the CPA legislation **M.G.L. c. 44** under the definition of rehabilitation) and how the applicant will ensure these standards are adhered to as the project progresses, including identification of who will make historic preservation determinations.

10. In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of **The Community Preservation Act, M.G.L. c. 44** pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Please also provide a copy of the actual or proposed restrictions that will apply to this project along with evidence that the proposed site is free of hazardous materials or that there is a plan for assessment and/or remediation in place. Attach any documentation that proves control over the site, such as a Purchase and Sales Agreement, option, or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.