

SECTION 1: GUIDELINES FOR SUBMISSION

The following guidelines should be used in preparing an application for CPA funding. All proposed projects must be eligible for CPA funding according to the requirements set forth in the law before further consideration can be given. Applicants should read the City of Malden [Community Preservation Plan](#) and address all of the Selection Criteria. This document is also available at [facebook.com/cpcmalden](https://www.facebook.com/cpcmalden) or

PLEASE NOTE:

- For all projects on City Property the “Applicant” must be appropriate City Department, Board or Committee with Care, Custody and Control of the property.
- City Councillors are not permitted to submit applications but are encouraged to send letters of support

<https://cityofmalden.org/313/Community-Preservation-Committee-CPC>.

1. At least one of the applicants for each project requesting CPA funding must fall into one of three categories:
 - City of Malden department or division
 - Organization registered and in good standing in the Commonwealth of Massachusetts
 - Individual or other organization proposing a CPA eligible project on property they own themselves
2. Funding Applications for the fiscal year beginning July 1, 2021 (fiscal year 2022) must be received by the 11:59pm first Tuesday in September 2021 to be considered for recommendation at a City Council Meeting.
3. Each project funding application must be submitted using an approved City of Malden Community Preservation Committee “Pre-Application for CPA Funding Form” as a cover sheet, followed by the “CPA Funding Application” form, along with the Project Narrative and Required Attachments.
4. All requests must follow the Application Guidelines and each question must be completed fully to be accepted.
5. Any existing restrictions (deed, preservation, conservation, or other) should be clearly noted.
6. The use of maps, visual aids, and other supplemental information is encouraged.
7. A description of the full scope of work is required.
8. Applicants must obtain at least two (2) and preferably three (3) professionally prepared estimates on vendor letterhead for project costs. If two estimates are not available, an explanation of why two estimates are not being submitted is required and in their place, a “ballpark” cost estimate should be provided from vendor with a detailed explanation of how the budget was derived and clearly defined Scope of Work.
9. Budget Summary should include any administrative expenses (appraisals, copying, closing costs, registering the deed, legal notices, etc.) associated with the project. Per CPA legislation, city departments and organizations cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. Only expenses directly associated with an eligible CPA activity and not covered under an existing funding source may be included in a project budget.

10. 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).
11. For applicants with multiple applications, please prioritize projects.
12. CPC WILL NOT accept similar Applications for the same project in the same funding cycle and will review the first one received based on the earliest timestamp.
13. Applicants may submit more than one Application per project within the same funding cycle ONLY if each Application covers a different/unique phase of the project.
14. It is highly recommended that applications are submitted electronically to MaldenCPC@cityofmaiden.org. Applications should be submitted as a single PDF document that includes all forms, narrative, and required attachments.
15. If not submitting application electronically, applicant must submit two (2) copies of the application in full. 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 copy should be paper clipped into its own folder. Printed applications must be submitted to the City Clerk and time-stamped upon receipt.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information about the CPA legislation and Malden’s Community Preservation Committee can be found at <https://cityofmaiden.org/313/Community-Preservation-Committee-CPC>

SECTION 2: STANDARD APPLICATION PROCESS

It is highly recommended that all applicants attend a CPC Funding Application Workshop or consult with the CPC Administrator prior to submitting a Pre-Application Form.

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

- 1. Pre-Application Input and Submission (preliminary review):**
 - a. Attendance of at least one pre-proposal public informational hearing or workshop is recommended prior to submitting a project for approval.
 - i. 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.
 - ii. Any CPC comments are non-binding and based solely on available information at the time of discussion.
 - b. Pre-Application Forms must be submitted before 11:59pm the first Tuesday in May
- 2. Determination of Eligibility**
 - a. Each Pre-Application Form is reviewed by the CPC and staff to determine its CPA eligibility (see Table 1 on next page) and to confirm that it is signed by the property owner.
 - b. All Pre-Applications must be received no later than 11:59 PM on the first Tuesday in May via email to MaldenCPC@cityofmaiden.org for consideration during that grant cycle.

- c. CPC will notify applicants of their status no later than 30 days from submission of Pre-Application. Applicants with an eligible project receiving a favorable review will be invited to submit a Funding Application.
- d. 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 local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	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 50% 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>Seideman v. City of Newton</i> , 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

<p>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</p>	<p>YES, if acquired or created with CPA funds</p>	<p>YES</p>	<p>YES</p>	<p>Yes, if acquired or created with CPA funds</p>
--	---	------------	------------	---

3. Submission of Funding Application

- a. After receiving a Letter of Eligibility from the CPC, applicants may submit Funding Applications electronically or via 2 paper copies and optional electronic copy, together with any required or recommended attachments.
- b. Completed Funding Applications must be emailed or submitted to the City Clerk’s Office no later than 6:00 PM on the first Tuesday of September.

4. CPC Review of Funding Applications and Public Comment

- a. Funding Application Review
 - i. During a meeting open to the public, the CPC determines whether the project is sufficiently developed in terms of work plan and timing and if it is consistent with the goals set forth in Malden’s Community Preservation Plan. Applicant is invited to the meeting to address any questions.
 - iii. Where appropriate, a site visit by the CPC may be scheduled to the location of the property that is the subject of the application.
 - 1. The purpose of a site visit is to verify site conditions.
 - 2. The site visit shall be in the company of the owner, applicant, or their agent when it involves visiting areas that are not customarily available for public inspection.
 - 3. No formal motions shall be made nor votes taken at a site visit.
 - 4. Site visits shall be posted in the same manner as a CPC meeting.
 - 5. Where feasible, site visits will include an invitation for interested parties to attend.
- b. CPC Public Hearing
 - i. A Public Hearing is held for Applicant to give a brief presentation of their project; members of the public may speak in favor or against specific recommendations at the CPC Public Hearing.
- c. Application Deliberation and Evaluation
 - i. During a meeting open to the public, the CPC will discuss the public feedback gathered at the hearing, how the project aligns with various City priorities and goals, the CPC Plan criteria and other pertinent information regarding the project, and then 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).
 - ii. The CPC will then issue one of three determinations for each project:

1. **Recommended for Funding:** This means the application has been selected and a funding amount will be recommended to the City Council for approval.
 - a. The CPC may recommend for funding:
 1. The Project as proposed by the applicant;
 2. Partial funding or funding for only a portion or phase of the proposed project.
 3. Modifications to or conditions for the project:
 - b. The CPC reserves the right to attach conditions to ensure CPA compliance and project performance, including but not limited to:
 1. An applicant's receipt of matching funds in a specific amount;
 2. Approval or input from other committees such as Conservation Commission, Planning or Disability Commission;
 3. Coordination with City staff such as Engineer or DPW;
 4. Requiring public input during a design process;
 5. An applicant's commitment to place a perpetual preservation restriction on a historical object/building that was proposed for preservation and/or rehabilitation;
 6. A public access agreement, where relevant; and/or,
 7. The preservation of all land acquired with CPA funds for the determined purpose.

Note: If the Applicant wishes to request substantial changes to the conditions placed on the funding recommendation, this will need to be reviewed and approved by the CPC prior to submission to City Council.

2. **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.
3. **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 may provide a debrief of the denial.

6. Funding Approval

Per ordinance, the CPC provides the project funding recommendations via the Mayor to be presented for approval at a City Council Meeting. The City Council then takes a vote on each recommendation and 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 Council cannot approve or increase the amount of CPA funding without prior recommendation by the CPC.

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

7. Notification

For projects approved by the 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 the City Council (if any), and guidelines for project execution.

8. 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 and 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 Administrator and Treasurer will monitor project progress and compliance and will coordinate the 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 the Departments’ use of the funds.

SECTION 3: PROJECT NARRATIVE

Explain your project in more detail by 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.

NOTE:

If providing Narrative answers on a separate document, please include the question with your answer. Applications failing to answer every question will not be accepted.

1. Why should this project be approved for funding?
 - a. Explain the benefits this project will have to our city, residents, and/or the environment. Reference the appropriate Criteria and/or City planning documents (e.g., Community Preservation Plan, Malden’s 2010 Open Space & Recreational Plan, City Development Plan, Open Space and Recreation Plan, Malden’s Blueprint for Action, etc.)
 - b. Please specify how this project meets the CPC’s General Selection Criteria and the Specific Use Criteria in the Needs Assessment.
3. Provide applicants & co-applicants background information:

- a. Type of organization (i.e., individual, group, non-profit, corporation, city department, etc.) and city in which it is based.
 - b. Describe the roles and functions of applicants and any other partners in the project (e.g., managers, providers, etc.)
 - c. Provide information about the applicants' previous participation in CPA projects, especially in a managerial role, and explain who, how, and what is/was the status of the projects.
 - d. Indicate if the applicants have experience in similar types of projects and demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.
3. Please describe:
 - a. All attempts to secure funding (successful and unsuccessful).
 - b. How was the CPA amount determined?
 - c. What will happen to the project if CPA funding is rejected or reduced?
 4. Provide a detailed project timeline describing the steps or phases for completion, major milestones, as well as the processes needed for approval and oversight for each phase. Submit this item as an attachment clearly labeled "Narrative Question 5 Timeline".
 5. Provide a Detailed Total Budget for the project and how CPA funds will be spent. This is in addition to the Section 6 "Budget Summary" and should be submitted as an attachment clearly labeled, "Narrative Question 6 - Budget Detail".
 - a. Include a breakdown of all funding sources.
 - i. **Commitment letters must be attached** for applications that cite funding that has already been identified from additional sources.
 - ii. If additional sources of funding are pending or are dependent on the commitment of CPA funds, please describe the process by which additional funds will be sought, including the names of grant programs and anticipated grant application deadlines.
 - b. 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. Per CPA legislation, city departments and organizations cannot be reimbursed for their general overhead expenses such as staff time, copies, shipping, travel costs, etc. Only expenses directly associated with an eligible CPA activity may be included in a project budget.
 - c. Non-profit organizations should also include a current financial statement.
 6. Provide a description of feasibility constraints that must be addressed in completing this project.
 - a. Complete and have signed the Feasibility Checklist identifying whether environmental conditions are present, zoning waivers, or other regulatory approvals will be required to complete the project.
 - b. If applicable, include a narrative description of site constraints:
 - i. 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. If applicable, please identify evidence

- that the proposed site is free of hazardous materials or other significant site constraints, or describe a plan for assessment and/or remediation of such constraints.
- ii. Identify existing deed restrictions, easements, or other potential impediments to implementation.
 - iii. Identify any other challenges specific to the project.
7. Please explain any potential secondary effects your project may have on the city's Operating budget.
 - Are there any capital improvement projects that rely on the successful completion of your project?
 - If ongoing maintenance is required, how will it be funded?
 8. Describe how the project will comply with all Americans with Disabilities Act/Massachusetts Architectural Access Board Regulations (ADA/MAAB) if applicable.
 9. For ALL Historic Resources:
 - a. Describe and (if available) provide plans for 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).
 - b. Explain how the applicant will ensure these standards are adhered to as the project progresses, including identification of who will make historic preservation determinations.
 10. Explain how public benefits from the CPA investment will be protected. (In the case of property acquisition a permanent deed restriction will be required, meeting the requirements of The Community Preservation Act, M.G.L. c. 44 pursuant to section 12 of the Community Preservation Act.)

SECTION 4: FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS – CHECKLIST

Submit electronic file or 2 paper copies of the application and any attachments. The application should be submitted unbound. It is highly recommended and preferred that the applicant submit an electronic copy of the full application to CPCMalden@gmail.com.

FINAL APPLICATION REQUIREMENTS AND ATTACHMENTS - CHECKLIST	
	Approved FY19 Funding Cycle Pre-Application Form as Cover Sheet
	FY19 CPA Funding Application Form
	Completed Project Narrative
	Detailed Project Timeline (Narrative Question 4)
	Detailed Project Budget (Narrative Question 5)
	Feasibility Check-list (Narrative Question 6)
<i>Include the following required attachments</i>	

	Proof of Ownership/Site Control – All of the following as applicable: Deed, purchase and sales agreement, option to purchase, written consent of property owner. Also include any existing Deed Restrictions that may apply to the property.
	Documentation to Support Project Budget – at least two (2) but preferably three (3) estimates or a “ball park” estimate with detailed explanation.
	Evidence of Historic Significance (for Historic Preservation Projects) – Evidence that site is listed on State Register of Historic Places or written determination by Malden Historic Commission
	Appraisal (for Acquisition Projects) - If the requested funds are for a real estate acquisition, an independent appraisal is required, which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.
<i>Include the following attachments if applicable and available</i>	
	Maps, Plans, Photographs – Provide a map indicating the project’s location, along with any additional pertinent maps (i.e., aerial, zoning, vegetation, and abutting buildings), architectural plans, site plans, photographs, etc.
	Letters of Support
	Copy of Audit or most recent Financial Information (Non-Profit Organizations Only)
	Existing plans, approvals, feasibility assessment, or other supporting documents, including but not limited to: <ul style="list-style-type: none"> - Natural Resource Limitations (i.e. wetlands, flood plain, etc) - Zoning (district, dimensional and use regulations as applies to the land) - Inspection reports - Environmental assessment reports or evidence that the proposed site is free of hazardous materials or that there is a plan for assessment and/or remediation in place - Names and addresses of project architects, contractors and consultants - Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
	Any other information useful for the Committee in considering the project

SECTION 5: APPLICATION FORMS

- **PRE-APPLICATION**
- **FUNDING APPLICATION**