



REC'D

CPA Grant Application Cover Sheet

PROJECT NAME _____ Public Property/City Project

PROJECT LOCATION _____ DEED BOOK/PAGE _____

PROJECT SUMMARY _____

CPA FUNDS REQUESTED	CPA Funds will be used for: (Check appropriate box)	Open Space	Historic Resources	Recreational Land	Community Housing
\$ _____	Acquisition of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	Creation of	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Non-CPA funds to be expended	Preservation of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$ _____	Rehabilitation/Restoration of	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
In-kind or donated services	Support of				<input type="checkbox"/>
\$ _____	Total Project Cost				

* eligible only if acquired or created with Community Preservation Funds

- Include the following information and supporting materials:
- A. Narrative describing how this project:
 - i. meets the goals and intent of the Community Preservation Act (MGL Chapter 44B)
 - ii. meets any general criteria and category-specific criteria established in Westfield's CPA Plan
 - iii. will benefit the broader population of Westfield (beyond the specific property itself)
 - iv. can help promote awareness of the CPA (signage, publicity, etc.)
 - B. Description and timelines of all steps/phases necessary to the complete project
 - C. Project costs and budget, including sources/commitments of non-CPA funds; include formal quotes when possible
 - D. Supporting documents, construction plans, maps, surveys, appraisals, agreements, other information, etc, as applicable
 - E. **HISTORIC PROJECTS:** Include the *Addendum for Historic Resources*, reviewed and signed by the Historical Commission
 - F. **PROJECTS UNDER PRIVATE OWNERSHIP:** List any encumbrances (mortgages, liens, etc.) on the property and include draft deed restriction language (conservation, limited-income housing or historic preservation, as applicable).

TO FILE: Submit 4 paper copies and digital (PDF) format of all application materials to the Planning Office.
Signature below is an acknowledgement of the terms and requirements described on the following page.

APPLICANT _____

AGENT/REPRESENTATIVE/CONTACT (if any) _____

ADDRESS _____

PHONE _____ EMAIL _____

APPLICANT SIGNATURE _____ DATE _____

PROPERTY OWNER SIGNATURE _____ DATE _____

INSTRUCTIONS/REQUIREMENTS

- Potential applicants should discuss project eligibility with the City Planner.
- A pre-application discussion with the Community Preservation Committee (CPC) is also advisable, especially for major projects; contact the CPC Chair or Planning office to be placed on the agenda.
- Applications are accepted on a rolling basis and are due no less than 30 days prior to the CPC meeting for which a decision is requested (CPC typically meets quarterly).
- The CPC may request additional information or copies and/or postpone their decision to a future meeting. They should be able to determine that the project can reasonably and feasibly be completed and be sustained in the long term.
- While funds expended as part of this application may qualify for reimbursement as an eligible project expense, a project application or approval is not a commitment for such reimbursement, and applicants assume all risks associated with such prior expenditures.
- CPC approval is not a commitment for funds. The City Council must vote to accept CPC's recommendation and appropriate the funds. The City Council may reduce or deny the CPA funds requested. Applicants are advised that the applicant monitor City Council's agendas and be present at any subcommittee (typically Finance Committee) where the application will be discussed in detail.
- Deed restrictions (conservation, agricultural, historic or limited-income housing) will be required as appropriate to protect the City's CPA investment. Recipients should expect to bear all responsibility and costs (which may be eligible for CPA reimbursement) for implementing the restriction with the appropriate City (City Solicitor, Conservation Commission, Historic Commission, City Council/Mayor) and State (Mass. Historic Commission or Executive Office of Energy and Environmental Affairs) entities, in conformance with the customary approval process. Such restriction document must be recorded in a timely manner, and funds may be held in retainage until recording occurs.
- Any excess funds (remaining after project completion) must be returned to the CPA balance. Funds spent on non-CPA eligible expenses must be reimbursed to the City.
- The CPC may attach conditions or limitations to its approval.
- Documentation and suitable detail (such as invoices/receipts/contracts) as to how funds were expended must be submitted for the CPC project file and auditing purposes.

Additional Requirements for private (non-City) projects

- Construction/Renovation/Improvement projects: In order to establish the reasonableness of funds requested and to protect the interests of the taxpayers in the most efficient use of funds:
 - Minor Projects/up to \$5,000 in CPA funds – at least 1 written estimate of cost
 - Intermediate Projects/\$5000-\$50,000 in CPA funds – at least 2 written estimate of cost
 - Major Projects/more than \$50,000 in CPA funds – at least 3 written estimates of costEstimates of cost prepared by qualified vendors should be submitted at the time of application (architect/contractor estimate or bids). The CPC may waive this requirement on a project-by-project basis.
- Open Space/Purchase of development rights projects: In order to establish the reasonableness of funds requested and to protect the interests of the taxpayers, the CPC typically requires some statement of the current value of such development rights by a qualified appraiser.
- After City Council appropriation, a grant agreement will typically be required to be executed prior to funds being released. While applicants should review the requirements of the standard agreement prior to making application, it may be modified to include project-specific conditions required by the CPC, Mayor/City Solicitor or City Council.
- A mortgage or lien holder subordination or other agreement is required relative to any CPC-required deed restriction. Prior to making application, such discussion with any lender or entity holding rights to the property is advisable.



CITY OF WESTFIELD
COMMUNITY PRESERVATION COMMITTEE

CPA Grant Application – Addendum for Historic Resources

STRUCTURE/RESOURCE _____ Public Property/City Project

ADDRESS/ LOCATION _____

To be completed by the Historical Commission:

The Westfield Historical Commission, at a duly called and properly posted meeting on _____ (date), has determined that the above-described specific building, structure, vessel, real property, document or artifact is “significant” to the

City by way of its (check all that apply): History Archaeology Architecture Culture

The subject is listed on the State Register of Historic Places.

Additional Commission comments or level of support for CPA funding (optional):

SIGNATURE OF HISTORICAL COMMISSION CHAIR _____ DATE _____

