



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"/> *
Value of 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, as applicable
 - F. **HISTORIC PROJECTS:** Include the *Addendum for Historic Resources*, reviewed and signed by the Historical Commission
 - G. **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)
 - E. **Recommended:** Letters or evidence of project support from other City boards/commissions, officials and departments

TO FILE: Submit all application materials to the Planning Office (PDF/digital submissions are acceptable).
Signature below is an acknowledgement of the terms and requirements described on the following page.

APPLICANT _____

AGENT/REPRESENTATIVE/CONTACT PERSON (if any) _____

ADDRESS _____

PHONE _____ EMAIL _____

APPLICANT SIGNATURE _____ DATE _____

DATE _____

Private projects: PROPERTY OWNER SIGNATURE (if different from Applicant)
Public projects: LIST CITY ENTITY HAVING CARE AND CUSTODY OF THE PROPERTY (if different from Applicant)

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 3 weeks prior to the CPC meeting for which a decision is requested (CPC typically meets quarterly).
- The CPC should be able to determine that the project is viable, can reasonably and feasibly be completed, and be sustained in the long term. They may request additional information and/or postpone their decision to a future meeting.
- 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 to monitor City Council's agendas and be present at any subcommittee (typically Finance Committee) where the application will be discussed in detail. Applicants assume all risks for any expenditures (whether or not reimbursable) made in the furtherance of the project prior to the City Council appropriation/executed grant agreement.
- 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.
- The CPC may attach other conditions or limitations to its approval.
- CPA funds cannot be used for regular or deferred maintenance activities, including incidental repair work.
- 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.
- Documentation and suitable detail (such as invoices/receipts/contracts) as to how funds were expended must be submitted for the CPC project record file for auditing purposes.
- CPA funds used on City property/public projects must follow established City procurement procedures. Applicants should consult with the Purchasing Department.

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 independent written estimates of cost
 - Major Projects/more than \$50,000 in CPA funds – at least 3 independent written estimates of cost
- Such documentation as prepared by qualified vendors (architect/contractor estimates or bids) should be submitted at the time of application. 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.